

**Minutes of the Minerva Public Library Board of Trustees
October, 2022 Regular Meeting
October 27, 6:30 pm in the Library Board Room**

Call to Order: Mr. Bartley called the meeting to order at 6:30

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

Adjustments to the Agenda: Mr. Dillie presented an additional resolution for new business to modify the August resolution appointing an Acting Library Director.

Public Participation: none

Ms. Birks moved to **Approve** minutes of the September 22, 2022 Regular Board Meeting as presented. Ms. Miller seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 247 kids are registered from the library's service area. The county as a whole has just passed the 50% registration level.

Library Service During Pandemic Update: demand for COVID test kits continues steady with the library handing out about 210 each month. The Ohio Dept. of Health is supplying 210 kits every four weeks.

Fiscal Officer's Report

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

Ms. Davies asked the Board for direction on the purchase of new CDS. The library has three CDs out now with maturity dates some months off and earning interest of either 0.2% or 0.5%. The remaining cash is in the checking or savings accounts earning minimal or no interest. General discussion suggested waiting on the purchase of new CDS in expectation of another increase in the prime rate soon. It was also agreed that in the new year the remaining CDs should be cashed in to take advantage of higher interest rates. Ms. Davies also suggested another transfer out to capital before the end of the year. That transfer will be on the agenda for the November meeting.

PLF Distribution: The October PLF receipts are \$67,744, 6% more than the \$63,722 received in October, 2021.

2022 General Revenue Fund Net Position

September Revenue=\$74,654	Total Year-to-Date Revenue	= \$646,647
September Expenses=\$42,070	Total Year-to-Date Expenses	= \$692,190*
\$32,584		- \$ 45,543

*includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

Revenue	\$646,647
Expenses	\$492,190
Difference	\$154,457

General Revenue Fund Expenses (09/30) as Percentage of Appropriation

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$692,190	73%

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

Operating Expenses (09/30) as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$492,190	66%

Unique Management: billed the library \$29.55 for 3 placements in September.

New Business

Library Trustee Terms: the seven-year terms of both Ms. Birks and Ms. Miller expire at the end of his year. Ms. Miller has said that she is interested in serving another term on the Board. Ms. Birks ha said that she would like to finish her service on the Board with this term. At the September meeting, Trustees discussed generally potential candidates for the seat now held by Ms. Birks. Mr. Bartley received a letter of interest from Casey Milano [Attachment A] who had discussed the Trustee position with Ms. Miller. The letter of interest was shared with the Trustees and after discussion it was agreed to offer the seat to Ms. Milano.

Ms. Miller moved to **Approve Resolution 22-10-01** to request that the Minerva Local Schools Board appoint Casey Milano to the Minerva Public Library Board of Trustees effective with the January, 2023 Board meeting, and to instruct Mr. Dillie to contact the School Superintendent to request this action. Ms. Ruff seconded. Motion passed unanimously.

Library Associate I: The library has hired a new part-time LA I for the position formerly held by Anna Minor. This position works in both the Adult and Youth Services Departments. Paige Henman comes to the library with experience at Lepper Library in Lisbon.

Ms. Ruff moved to **Approve Resolution 22-10-02:** to hire Paige Henman as Library Associate I, part-time, at a starting wage of \$10.46 an hour, the base rate for that classification, and a start date of October 17, 2022. Ms. Miller seconded. Motion passed unanimously.

Draft Budget: Mr. Dillie provided draft 2023 revenue and expense budgets (Attachments B and C) with explanatory notes [Attachment D] for review and discussion by the Board. The operating expenses are similar to those of previous years. And additional part-time position continues in the budget but may well remain unfilled as it has for the past two years. The revenue budget assumes that the PLF estimate will come in as certified, although it is the largest PLF estimate ever. The expense budget does show a deficit although it unlikely that the library will spend out the entire appropriation, and there is also another \$100,000 transfer out to Capital in the operating budget that can be reduced as needed. Ms. Davies pointed out an error in copier lease total which will be corrected. General discussion of the budget draft presented no objections to the plan for 2023. A final budget will be presented for approval at the November meeting.

Adjust Board Meeting Dates: since Mr. Dillie's medical leave has been postponed, the Board decided to change the meeting dates for November and December. Mr. Dillie suggested moving the November regular meeting to Monday the 14th, the last evening he would be available and a date that would not conflict with the book discussion group scheduled for the 10th. Ms. Repella is not available for Monday meetings, but the other Trustees agreed for this one time change.

Ms. Miller moved to **Approve Resolution 22-10-03** to set the November Regular Board Meeting date as Monday, November 14, and to cancel the December Regular Board Meeting. Ms. Birks seconded.

Rescind Resolution 22-08-04: at its August meeting the Board approved appointing Kathy Heller as Acting Library Director beginning October 14, 2022 while Mr. Dillie was on medical leave. Since his leave is now delayed until November 17, the Board amended the resolution to meet the new circumstances.

Ms. Ruff moved to **Approve Resolution 22-10-04** to rescind Resolution 22-08-04, and to appoint Kathy Heller as Acting Library Director at the temporary pay rate of \$29.00 an hour effective at the beginning of Mr. Dillie's medical leave and continuing until he can return to work on a regular schedule. Mr. Rutledge seconded. Motion carried unanimously.

Performance Evaluations for Director and Fiscal Officer: the Board discussed how to evaluate the job performance of the library administrators since the November meeting is earlier than usual, and the December meeting is cancelled. Consensus was that the Personnel Committee would conduct the performance reviews as usual and present its report to the Board in Executive Session at the January meeting. The hiring resolutions for the Director and Fiscal Officer could be included in the Organization Meeting which will precede the Regular Board Meeting.

Correspondence

No correspondence this month.

Director's Report

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

Library Statistics: the September door count is unavailable because the main door counter died on 09/15 and it took a while to replace. Checkouts in-house were up 16.7% over last year, while renewals were down 8% from last September. In-house circ was up 3% over last September, and is almost even with last year-to-date. Total circulation was up 7.8% for the month, and year-to-date total circ is now 1.7% ahead of last year.

Acknowledge Gifts—September

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 1,602.00*

Total Restricted and Unrestricted

\$ 1,602.00

*includes \$1000 from John Childers; the remainder is almost all proceeds from the fall book sale.


In-kind Gifts

Anonymous

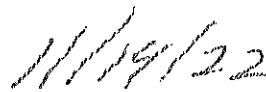
8 hardcovers; 13 trade paperbacks;
4 DVDs

Ms. Repella moved to **Adjourn** the meeting at 8:00 pm. Ms. Birks seconded.

The next Regular Board Meeting will be held on November 14, 2022 at 6:30 pm in the Library Board Room.



Board President



Date

Attachment A - Minutes of the Oct. 27, 2022 Board Meeting

DATE: September 29, 2022

RE: Letter of Interest, Minerva Public Library Board of Trustees Position

TO: Roger Bartley, President, Minerva Public Library Board of Trustees

FROM: Casey Milano

Please accept this letter of interest for the open Trustee position on the Minerva Public Library Board of Trustees.

As a Minerva resident, I know and appreciate the value a strong public library plays in its local community. I would love the opportunity to assist in the Minerva Public Library's growth and success.

I have spent nearly 20 years in the communications field, actively working in marketing, public relations, and content development. I am currently the Director of Marketing and Advertising at KIKO Realtors, Auctioneers and Advisors, where I am responsible for developing brand strategy, creating marketing programs, and leading a team of three. Prior to KIKO, I worked at a marketing agency representing GE Lighting, where I led a team of eight and managed a \$1.1 million annual marketing budget for the client.

I have always been an active reader. I had a childhood dream of becoming a librarian but writing ultimately won out. I graduated from Ohio University's E.W. Scripps School of Journalism in 2004 with a degree in Magazine Journalism and a specialization in Business. I spent several years writing for Northeast Ohio newspapers and magazines. I love talking to sources, gathering facts, researching information, and crafting it into a story. I feel there are huge benefits to creative writing programs and journaling at a young age.

On a personal note, I have two children – Nora and Vinny – who are students at Minerva Elementary School. We love visiting the library regularly, not only for book and DVD rentals but also for the summer Story Time Program. It has been amazing to see the growth in the Youth Services program over the past few years. My husband and I live just outside of town and have a few cattle, rabbits, cats, dogs and whatever else my daughter brings home. In my spare time, I enjoy hiking, gardening, and re-reading my favorite book: Jane Eyre by Charlotte Bronte.

Having been born and raised in Minerva, I would like to become more active in the community in areas that are a natural fit for me and my expertise. I believe I would make a strong addition to the Minerva Public Library Board of Trustees.

Thank you in advance for your consideration.

Sincerely,

Casey Milano

330-936-2236

caseysmilano@gmail.com

Attachment B - Minutes of the Oct. 27, 2022 Board Meeting

2023 Budget Draft Revenue—Permanent Appropriation
MINERVA PUBLIC LIBRARY

Account Code	Account Name	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
1000-190-0000	Other - Local Taxes	\$13.06	\$24.00	\$21.60	\$4.29	\$5.00	\$30.00	\$25.00
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$4,999.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-240-0011	Public Library Fund - State(STARRK CO.)	\$484,696.76	\$512,795.00	\$529,541.82	\$523,031.00	\$597,990.00	\$566,295.00	\$670,553.00
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$172,939.26	\$134,914.00	\$142,974.81	\$140,282.00	\$159,058.00	\$151,555.00	\$178,360.00
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$15,559.37	\$16,149.00	\$15,329.61	\$16,792.00	\$18,810.00	\$18,103.00	\$21,374.00
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$5,201.45	\$2,714.00	\$3,069.92	\$855.00	\$347.00	\$350.00	\$350.00
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$165.63	\$286.00	\$303.37	\$160.00	\$136.00	\$200.00	\$200.00
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$143.70	\$62.00	\$40.00	\$4.00	\$4.00	\$0.00	\$0.00
1000-340-0000	Patron Class and Seminar Income	\$2,117.20	\$3,041.00	\$4,411.16	\$1,459.00	\$2,151.00	\$1,500.00	\$1,750.00
1000-360-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-369-0000	Other - Patron Fines and Fees	\$237.00	\$184.00	\$16.60	\$0.00	\$0.00	\$0.00	\$0.00
1000-369-0397	Other - Patron Fines and Fees(FAX FEE)	\$2,476.42	\$1,811.00	\$579.99	\$1,410.00	\$1,817.00	\$1,750.00	\$1,500.00
1000-611-0000	Restricted Contributions - Individuals	\$900.85	\$730.00	\$711.35	\$524.00	\$605.00	\$500.00	\$500.00
1000-612-0000	Restricted Contributions - Businesses	\$500.00	\$600.00	\$1,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00
1000-612-2018	Restricted Contributions - Businesses(YOUTH SUMMER READING)	\$1,375.00	\$2,200.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$1,260.00	\$850.00	\$1,675.00	\$1,500.00	\$1,500.00
1000-651-4000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-652-0000	Unrestricted Contributions - Businesses	\$3,879.66	\$3,962.00	\$2,671.55	\$1,440.00	\$2,975.00	\$3,000.00	\$4,000.00
1000-701-0000	Interest or Dividends on Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$179.00	\$0.00	\$0.00
1000-820-0000	Sale of Supplies for Resale	\$1,681.00	\$2,989.00	\$6,092.46	\$5,471.00	\$74.00	\$3,000.00	\$3,000.00
1000-831-2017	Rental of Meeting Rooms(RESTRIDOLLY PARTON LIBRARY)	\$213.19	\$243.00	\$305.42	\$60.00	\$74.00	\$100.00	\$100.00
1000-871-0000	Refunds for Overpayment	\$0.00	\$0.00	\$1,875.00	\$300.00	\$50.00	\$0.00	\$0.00
1000-872-0000	Insurance Reimbursements	\$887.25	\$58.00	\$52.69	\$3,215.00	\$796.00	\$0.00	\$750.00
1000-892-0000	Other - Miscellaneous Non-Operating	\$3,776.59	\$657.00	\$794.32	\$1,352.00	\$2,320.00	\$1,000.00	\$500.00
	Total Current Year Income	\$706,703.39	\$683,525.00	\$716,137.81	\$727,282.29	\$795,223.00	\$750,883.00	\$884,512.00
	General Revenue Fund Carryover as of January 1	\$330,153.00	\$344,405.00	\$339,914.00	\$367,152.00	\$429,497.00	\$451,000.00	\$775,000.00
	Enurance for prior year	-\$8,531.00	-\$1,849.00	\$0.00	-\$346.71	\$0.00	\$0.00	\$0.00
	Total Current Year Operating Revenue(Income + Carryover)	\$1,028,325.39	\$1,025,081.00	\$1,056,051.81	\$1,094,087.58	\$1,224,720.00	\$1,201,883.00	\$1,159,512.00
	Capital Projects Fund as of January 1 unrestricted	\$174,723.00	\$172,850.00	\$131,192.00	\$133,848.00	\$219,360.00	\$203,545.00	\$494,909.00
	Capital Projects Fund as of January 1 restricted (McCormell)						\$21,455.00	\$20,550.00
	Total Cash on Hand January 1 (Carryover + Capital)	\$496,345.00	\$515,406.00	\$471,106.00	\$500,653.29	\$648,857.00	\$676,000.00	\$665,572.00
	Total Revenue (Annual Revenue + Carryover + Capital)	\$1,203,048.39	\$1,198,931.00	\$1,187,243.81	\$1,227,935.58	\$1,444,080.00	\$1,426,883.00	\$1,750,084.00

Attachment C - Minutes of the Oct. 27, 2022 Board Meeting

2023 Draft Budget Expenses--Permanent Appropriation

Account Code	Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
	Total Wage and Leave	\$328,108.07	\$296,085.00	\$291,065.62	\$388,546.00	\$392,313.00
1000-110-110-0001	Salaries(ADMINISTRATIVE SALARIES)	\$72,954.73	\$76,964.00	\$77,069.62	\$88,755.00	\$95,974.00
	service award	\$0.00			\$0.00	\$340.00
	retirement payout sick leave + 2 weeks vacation					\$7,445.00
1000-110-110-0002	Salaries(MANAGERS)	\$37,243.93	\$35,079.00	\$36,996.05	\$43,972.00	\$47,835.00
	service award				\$0.00	\$455.00
1000-110-110-0003	Salaries(NON-PROFESSIONALS)	\$195,495.59	\$169,479.00	\$161,674.08	\$201,947.00	\$207,035.00
	retirement max payout sick leave + estimated payout vacation	\$0.00			\$0.00	\$5,623.00
	Cash-in-lieu of insurance (12 x 600); service award ; skills stipend	\$0.00			\$7,950.00	\$7,950.00
1000-110-110-0004	Salaries(SUBSTITUTES)	\$3,781.14	\$3,721.00	\$4,012.32	\$2,500.00	\$5,000.00
1000-110-110-0005	Salaries(SERVICE WORKERS)	\$18,632.68	\$10,842.00	\$11,313.55	\$13,422.00	\$14,516.00
	service award				\$0.00	\$140.00
	Total Indirect Benefit	\$93,085.09	\$68,311.00	\$74,945.51	\$90,018.60	\$99,550.00
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$45,399.56	\$39,319.00	\$40,388.77	\$49,083.44	\$51,851.00
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,539.74	\$4,160.00	\$3,899.95	\$5,120.16	\$5,364.00
1000-110-221-0000	Medical / Hospitalization Insurance	\$42,002.18	\$23,768.00	\$28,435.15	\$34,045.00	\$40,565.00
1000-110-222-0000	Life Insurance	\$362.61	\$351.00	\$383.64	\$400.00	\$400.00
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-225-0000	Workers' Compensation	\$781.00	\$713.00	\$1,838.00	\$1,370.00	\$1,370.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-300-2017	Purchased and Contracted Services(FESTRI DOLLY PARTON LIBRA)	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-380-0000	Library Material Control Services	\$1,345.82	\$0.00	\$732.91	\$0.00	\$0.00
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$2,535.80	\$0.00		\$500.00	\$100.00
	Grinder Fund:				\$2,165.50	\$2,165.00
	Powell Fund:				\$3,000.00	\$2,773.00
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$3,147.40	\$1,664.00	\$3,777.01	\$4,500.00	\$4,000.00
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00		\$0.00	\$0.00

Account Code	Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
	Library Materials					
1000-120-411-1000	Books and Pamphlets(ADU LT DEPT. BOOKS)	\$73,984.20	\$60,927.00	\$71,629.27	\$85,100.00	\$84,600.00
	Egile Fund (Adult Books)	\$20,749.15	\$17,709.00	\$19,185.90	\$20,000.00	\$22,000.00
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$19,262.25	\$14,290.00	\$15,042.60	\$19,000.00	\$19,000.00
1000-120-412-0000	Periodicals	\$6,994.01	\$7,382.00	\$6,422.29	\$6,000.00	\$7,000.00
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$7,051.52	\$4,184.00	\$4,310.35	\$8,000.00	\$5,000.00
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$13,574.51	\$15,620.00	\$21,935.82	\$26,000.00	\$26,000.00
	2023-Overdrive \$5,000; Hoopla \$20,000;					
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$143.72	\$200.00	\$200.00
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$5,377.24	\$1,502.00	\$3,228.33	\$4,000.00	\$4,000.00
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$681.82	\$400.00	\$400.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$0.00	\$678.44	\$1,000.00	\$1,000.00
1000-120-419-0000	Other - Library Materials and Information	\$176.42	\$240.00	\$678.44	\$1,000.00	\$1,000.00
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$3,065.54	\$1,272.00	\$2,408.48	\$3,600.00	\$3,000.00
1000-210-321-0000	Telephone	\$7,751.49	\$7,883.00	\$8,207.28	\$8,500.00	\$8,750.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$19,726.27	\$20,292.00	\$22,254.63	\$29,420.00	\$42,400.00
	Elevator Maintenance and Repair (309 x 12 + 300)				\$2,800.00	\$2,800.00
	Fire Alarm and Supression (Johnson Controls) annual +3000				\$6,120.00	\$9,100.00
	HVAC (1625 x 4) + 3000 (Standard Plumbing & Heating)				\$9,500.00	\$9,500.00
	General Plumbing work				\$1,000.00	\$1,000.00
	General electrical work				\$1,000.00	\$1,000.00
	Front Door Maintenance Trinity Door)				\$2,000.00	\$2,000.00
	PC Copilot IT Maintenance				\$7,000.00	\$10,000.00
	miscellaneous maintenance and repair				\$7,000.00	\$7,000.00
1000-210-334-0000	Trash Removal	\$1,248.00	\$1,192.00	\$1,344.00	\$1,400.00	\$1,640.00

Account Code	Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$7,494.88	\$19,236.00	\$23,532.62	\$33,729.00	\$33,824.00
	Snow Removal				\$2,500.00	\$2,500.00
	Mowing and Landscape Maintenance				\$5,500.00	\$5,500.00
	Pest Control (4 x 120)				\$480.00	\$480.00
	Cleaning Service (377X52)				\$19,604.00	\$19,604.00
	Walk-Off Rug Service				\$625.00	\$720.00
	Window Washing				\$1,020.00	\$1,020.00
	Carpet Cleaning				\$2,000.00	\$2,000.00
	Miscellaneous maintenance services				\$2,000.00	\$2,000.00
1000-210-361-0000	Electricity	\$22,995.46	\$16,159.00	\$15,165.49	\$16,000.00	\$24,000.00
1000-210-362-0000	Water and Sewage	\$665.83	\$504.00	\$537.90	\$600.00	\$700.00
1000-210-363-0000	Natural Gas	\$8,547.70	\$8,385.00	\$9,886.20	\$8,500.00	\$12,000.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,565.00	\$0.00	\$109.24	\$0.00	\$0.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$4,112.00	\$2,535.91	\$4,000.00	\$4,000.00
1000-230-289-0000	Other - Other Employee Fringe Benefits (professional memberships)	\$447.00	\$425.00		\$500.00	\$500.00
1000-230-311-0000	Dues and Fees (Chamber of commerce)	\$125.00	\$0.00	\$120.00	\$0.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$965.63	\$550.00	\$360.12	\$500.00	\$1,000.00
1000-230-322-0000	Postage	\$150.76	\$138.00	\$79.21	\$200.00	\$200.00
1000-230-324-0000	Printing	\$0.00	\$0.00		\$0.00	\$0.00
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00		\$50.00	\$50.00
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$191.00	\$120.00	\$200.00	\$200.00
1000-230-329-0000	Other - Communications, Printing and Publicity (Rox+promotions)	\$0.00	\$440.00	\$80.00	\$750.00	\$750.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$8,875.00	\$9,262.00	\$9,500.00	\$10,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$242.00	\$242.00		\$250.00	\$250.00

Account Code	Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
1000-230-351-0000	Rents and Leases	\$2,318.00	\$5,381.00	\$5,433.77	\$5,250.00	\$658.00
	Copier Lease and Maintenance (465 x 12)				\$5,150.00	\$558.00
	Safe Deposit Box				\$0.00	\$0.00
	Microfilm Storage				\$100.00	\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$3,360.00	\$840.00	\$3,600.00	\$2,700.00
1000-230-372-0000	Uniform Accounting Network Fees (782 x 4)	\$3,048.00	\$2,286.00	\$3,254.70	\$3,048.00	\$3,048.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$10,548.04	\$14,242.00	\$12,464.59	\$11,700.00	\$17,340.00
	Payroll Services (paychex)				\$3,500.00	\$3,500.00
	Statewide Delivery Contract				\$7,600.00	\$13,000.00
	Debt Collection Services (Unique Management)				\$600.00	\$840.00
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & P	\$1,164.34			\$0.00	\$0.00
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$3,652.56	\$1,387.00	\$2,533.33	\$3,000.00	\$3,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$370.02	\$116.00	\$614.98	\$300.00	\$300.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,508.00	\$16,934.31	\$20,082.00	\$20,870.00
	SEO Consortium membership + cataloging + notice service				\$16,450.00	\$17,000.00
	NEO-Regional Library System membership				\$1,507.00	\$1,545.00
	OLC Institutional membership				\$2,000.00	\$2,200.00
	Chamber of Commerce				\$125.00	\$125.00
1000-230-520-0000	Taxes and Assessments	\$72.42	\$154.00	\$6.00	\$130.00	\$130.00
1000-230-550-0000	Refunds and Reimbursements	\$209.99	\$36.00	\$1,300.00	\$200.00	\$200.00
1000-230-590-0511	Information Technology (new account for miscellaneous IT expense)	\$0.00	\$1,515.00	\$2,990.19	\$5,000.00	\$3,000.00
1000-760-750-0000	Contingency Fund	\$900.00	\$1,097.00		\$2,000.00	\$2,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$100,000.00	\$180,000.00	\$0.00	\$100,000.00
1000-990-990-2020	2020 CARES Act funds		\$0.00	\$13,664.06	\$0.00	\$0.00
	Operating Expenses Total	\$688,900.07	\$664,965.00	\$776,273.27	\$735,839.10	\$902,011.00
	Current Year Income	\$716,137.81	\$727,282.00	\$795,224.52	\$750,833.00	\$884,512.00
	Difference Current Year Income v. Expenses	\$27,237.74	\$62,317.00	\$18,951.25	\$14,993.90	(\$17,499.00)
	Capital Projects					
4001-760-331-0000	Maintenance and Repair on Facilities	\$37,688.87	\$65,521.00	\$144,607.44	\$15,000.00	\$40,000.00
4001-760-720-0000	Land Improvement	\$9,017.00	\$3,951.00	\$3,869.00	\$15,000.00	\$5,000.00
4001-760-750-0000	McConnell Fund-Land Improvement				\$5,000.00	
	Furniture and Equipment	\$658.00	\$7,017.00	\$23,189.00	\$15,000.00	\$40,000.00
	McConnell Fund-Furniture and Equipment				\$5,000.00	
	Capital Projects Total	\$47,363.87	\$76,489.00	\$171,665.44	\$55,000.00	\$85,000.00
	Total Expenditure/Appropriation	\$736,263.94	\$741,454.00	\$947,938.71	\$790,839.10	\$987,011.00

Attachment D - Minutes of the Oct. 27, 2022 Board Meeting

Budget Notes—2023 Draft Revenue Appropriation

PLF—The July certified estimate for next year's PLF receipts is \$870,287, which would be the largest amount this library has ever received from the state. The previous largest amount was \$830,420 in 2008. It is worth keeping in mind that the 2008 PLF total is worth \$1,173,491 today, and even before inflation took off, it was worth \$1,015,999 in December, 2019. The Ohio Department of Taxation will revise in December its estimate for 2023. However, the county auditors' offices will not issue new certificates of resources based on that revised estimate. Therefore, we use the estimate issued in July. The expense budget assumes that we will receive that full amount of PLF; however, as has been the case for most years in the past, we will likely not spend the entire amount appropriated for expenses.

Patron Fees—this income has been steadily dropping, although we may have reached a plateau for now. In any case, we shouldn't expect to see much more than the estimates.

Donations—the library is fortunate to have good business support for youth summer reading, and we can expect to receive at least \$1000 for that program. As for other donations, the book sales bring in \$2500 or so, and other donations are hit or miss. Large individual donations will be restricted, most often to Capital Projects.

Budget Notes—2023 Draft Expenses Appropriation

Wages—a 5% raise is budgeted for all staff who have been in their current positions at least six months as of December 26. The two newer staff, Anna Minor and Paige Hemden, will receive their wages after six months of employment in their current positions—March 20 and April 17 respectively. The cost of this raise to the library, including the employer's OPERS contribution and FICA is \$15,969. The budget also includes a service award in the equivalent of 1.5% of the employee's current annual age for all hourly staff employed by the library for at least one year. The cost of this award to the library is \$2,940, and will be paid all at once. One employee also receives a skills stipend of \$750 annually paid in two equal installments.

The wage ranges for all classified positions were increased in the fall of 2021 for this pay year. All hourly staff received a 5% raise in January and all staff then received a 3% raise at pay period 13 in June. The annualized raise then for this year was 6.5%. Because of the high inflation rate, the Ohio minimum wage is rising substantially for 2023. The library's current lowest base hourly pay rate of \$10.47 is above the new minimum hourly wage of \$10.10. However, if inflation continues at the high rate in 2023, the 2024 minimum wage will likely be above \$10.47 and thus will require an adjustment in the library's wage table.

Retirement Payouts—It is not unlikely that up to four employees will retire in 2023. Three of those staff will be entitled to a partial payout of unused sick leave, and the maximum value of that payout is included in the budget. All four are entitled to the value of their unused vacation leave and the likely value of that payout is also included.

Health Insurance—Currently five employees take single coverage subsidized at \$619 a month per employee, and the 2023 budget assumes that will continue. It is likely the library will receive at least one premium holiday from SCOG, but that savings is not reflected in the appropriation. Two employees take the cash-in-lieu of option at \$300 a month each.

Purchased and Contract Services—Speakers—the cost of hiring presenters in 2023 will be borne mostly by the Grunder and Powell Funds, restricted donation funds set aside for this purpose.

Library Materials—this budget line is roughly the same as 2022, but divided somewhat differently among the various formats. Given that in-house circulation shows no signs of returning to pre-pandemic levels, there is no demand to increase the purchase of physical materials.

Maintenance and Repair on Equipment—This line includes an increase in the amount allocated to Johnson Controls since the 2022 amount was misstated. The big increase is a \$10,000 line for a proposed computer maintenance contract with PC Copilot, the IT firm that has done work for the library in the past. This contract would not take effect until the second quarter of the year, but is budgeted for 12 months.

Other—Property Maintenance, Repair, etc.—almost the same as this year, reflecting current expenditures which are on track to meet budget. The cleaning service charges by the hour and the appropriation is based on a higher weekly average cost than is likely to carry over through an entire year. Carpet cleaning is budgeted as it is every year in case we'd like some cleaning done. We don't have the entire carpet cleaned at once, but do rotate carpet cleaning through the building.

Utilities—it seems likely that electricity and natural gas costs will rise. How much is uncertain. The library has a fixed rate on electricity through May, and I'm looking at a 12-month contract that would start in June. I've budgeted a more or less 50% increase over the 2022 appropriation, and we'll just have to see. Trash hauling has gone up a little bit, and water is pretty much the same.

Other—Purchased and Contract Services—state-wide delivery service contract increased dramatically with this renewal. In part the increase was due to fuel prices, but it will be interesting to see what the July, 2023 contract renewal looks like.

Contingency Fund—this fund was new this year, and as of September, we had reallocated about half the money. I think \$20,000 therefore is a reasonable amount to keep available.

Transfer Out—I've budgeted another \$100,000 transfer which should leave carryover at the end of the year still above \$200,000. This transfer amount could be lowered or zeroed out if the PLF revenue is less than what is predicted, or if there were unexpected operating expenses.

Operating Deficit—The budget shows an operating deficit of \$17,999 which is easily within the variance of the final carryover amount.

Capital Projects—\$40,000 budgeted for replacing all the desktop computers and adding a network attached storage device and cloud storage. The computers will all be new machines rather than refurbished as we've purchased in the past, and the replacement cycle will then be five years rather than three. \$40,000 budgeted in maintenance and repair of which \$25,000 is earmarked for a facilities assessment by HBM Architects.