

Minerva Public Library Board of Trustees

July 14, 2025

2025 Monthly Regular Meeting Packet

**Minerva Public Library
Board of Trustees Special Budget Meeting Agenda
July 14, 2025 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley___X_____
Trustee: Brad Sayre___X_____
Trustee: Casey Milano___X_____
Trustee: Rebecca Miller___X_____
Trustee: Sarah Repella___abs_____
Trustee: Diane Ruff___X_____
Trustee: Richard Rutledge___X_____

Fiscal Officer: Heather Husted___X_____
Director: Jason Bumbico___X_____

Call to Order: 6:31 pm

Adjustments to the Agenda: none

Public Participation: none

Motion to Accept: The 2026 recommended Budget Appropriations.

1st - Ruff | 2nd - Sayre

Motion to Adjourn: 1st - Miller | 2nd - Rutledge

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Trustee: Roger Bartley__X_____

Trustee: Brad Sayre____X_____

Trustee: Casey Milano__X_____

Trustee: Rebecca Miller__X_____

Trustee: Sarah Repella__abs_____

Trustee: Diane Ruff____X_____

Trustee: Richard Rutledge__X_____

Fiscal Officer: Heather Husted__X_____

Director: Jason Bumbico ___X_____

Call to Order: 6:33 pm

Adjustments to the Agenda: none

Public Participation: none

Minutes: Motion to approve the minutes from June 26, 2025.

1st - Milano | 2nd - Sayre

Discussion

None

Executive Session

Motion to enter Executive Session to review personnel issue.

1st - Sayre | 2nd - Miller

In: 6:34 pm

Out: 6:45 pm

Fiscal Officer's Report:

Motion to Accept: Monthly financial reports for June 2025, and the Fiscal Officer's Monthly Report.

1st - Milano | 2nd - Ruff

Current Revenue:

PLF Distribution: The June 2025 PLF distribution is **\$81,960.15** which is **8.79%** more than the **\$75,331.46** received in June 2024. The PLF funding is up about **2.50%** from the budget.

2025 General Revenue Net Operating Position

June Revenue = \$ 84,343.83 Total Annual Revenue = \$ 441,531.02 June Expense = \$ 62,051.20 Total Annual Expenses = \$ 384,204.63 Difference **\$ 22,292.63 \$ 57,326.39**

Operating Fund Expenses as Percentage of Appropriation on February 31, 2025

2025 Appropriation Current 2025 Expenses As Percentage **\$1,198,425.00**
\$384,204.63 32.059%

New Business

Additional Staff Hours: In order to maintain our hours and services in terms of staff coverage, we are proposing to promote two Library Aides who have been excellent team players, as well as hiring an additional Library Aide in Youth Services.

Approve Resolution: 25-07-01: To promote Rachel Ohler to Library Assistant - Youth Services effective August 4, 2025. **1st - Ruff | 2nd - Sayre**

Approve Resolution: 25-07-02: To promote Amelia Sapp to Library Assistant - Adult Services effective August 4, 2025. **1st - Ruff | 2nd - Sayre**

Approve Resolution: 25-07-03: To post for the open position of Library Aide - Youth Services and begin the interviewing process when appropriate candidates are identified.
1st - Milano | 2nd - Miller

Janitorial Services: Recently, we have faced a number of challenges in consistently being able to staff for the library's housekeeping. In light of this situation, we have been exploring services to help maintain the library in an effective and efficient manner.

Approve Resolution: 25-07-04: To contract with **QCS** Cleaning Solutions Inc. for janitorial services for a cost of \$1,820 per month for two days of service per week.
1st - Rutledge | 2nd - Miller

Approve Resolution: 25-07-05: To move \$5,000 from Contingency to Property Maintenance & Repair fund
1st - Milano | 2nd - Sayre

Correspondence: None

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Director's Report:

Motion to Accept the monthly report from the Director included in the packet.

1st - Sayre | 2nd - Miller

June 2025 Library Statistics:

Total circulation was **13,766**, **13.85%** below total circulation in June 2024. The June 2025 door count was **3,519** up **11.93%** from June 2024.

Accept Financial Gifts—June 2025:

Restricted Business Contributions:

None: \$00.00

Unrestricted Individual Contributions to the General Fund:

Book Sale Room: \$80.84

Total Financial Gifts: \$80.84

In-kind Gifts for June 2025

- **John Scott Miller:** 300 Magazines | 17 Hardback Books

Motion to Adjourn: 1st - Milano | 2nd - Miller

The next Regular Board Meeting will be August 21, 2025 at 6:30 pm in the Board Room.