

**Minerva Public Library
Board of Trustees**

February, 2023

**Monthly Regular Meeting
Packet**

**Minerva Public Library Board of Trustees
February, 2023 Regular Meeting
February 23, 6:30 pm in the Library Community Meeting Room**

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

Presentation from Arts Council: representatives from the Minerva Arts Council will present a proposal to the Board for the installation of a new statue of William Powell on library grounds.

Minutes: Approve minutes of the January 19, 2023 Regular Board Meeting and the 2023 Organization Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update

Library Service During Pandemic Update

Fiscal Officer's Report

Accept: Monthly financial reports for December, 2022, January, 2023.

PLF Distribution: The February PLF distribution is \$79,560 which is \$5,061 or 6% more than the \$74,499 received in February last year. The overall PLF receipts are running a little behind the July, 2022 estimate but well ahead of the revised, lower, December, 2022 estimate.

2022 Year End Position

General Fund (carryover)	\$342,792
Capital Projects	\$589,147

2023 General Revenue Net Operating Position

Jan. Revenue =	\$70,462	Total Annual Revenue =	\$ 70,462
Jan. Expenses =	\$46,500	Total Annual Expenses =	\$ 46,500
Difference	\$23,962		\$ 23,962

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 46,500	5.0%

Re-certified Revenue Estimate for 2023: the Stark County Auditor's Office has, for the first time, recertified the library's PLF revenue based on the newer, December, estimate for the Dept. of Taxation. The revenue certified earlier, based on the July, 2022 estimate was \$670,553, and that was the amount used in the permanent appropriation. This new certification is for \$635,549. We have not received revised certifications from Carroll or Columbiana counties.

Unique Management: Unique Management's December invoice was \$19.70 for 2 placements, and the January invoice was \$59.10 for six placements.

New Business

State Budget Update: Mr. Dillie will provide an update on the state budget process so far.

Agreement with Search Firm: at the January meeting the Board agreed to accept the donation of services from Bradbury Miller Associates . A copy of the signed agreement for these services is included in the Board Packet.

Director Search Committee: at the January meeting the Trustees authorized Mr. Bartley to appoint a three-member ad hoc committee of the Board to work with Bradbury Miller Associates on the Director Search process. He has done so and the Committee will report on its first meeting with BMA. A timeline for the search process is included in the Board Packet.

Approve Resolution 23-02-01: to authorize the ad hoc Search Committee to act for the Board of Trustees in all aspects of the search process including the selection of the final Director candidates to present to the Board.

Director's Job Description: a draft revised updated job description for the Director is included in the Board Packet for review and discussion.

Approve Resolution 23-02-02: to approve the updated job description for the Director as presented.

Hiring Range and Preferred Qualifications: as part of the job announcement BMA would like to post a hiring range. Doing so makes the job more attractive to applicants. The Board will discuss and approve a hiring range for the Director's position. The Board will also decide the preferred qualifications for the Director's position which will be stated in the job announcement.

Approve Resolution 23-02-03: to post the Library Director's position with a hiring range between \$_____ and \$_____.

Annual Report: the draft 2022 Annual Report is included in the Board Packet.

Approve Resolution 23-02-03: to accept the 2022 Annual Report of the Minerva Public Library as presented.

Approve Resolution 23-02-04: to thank Virginia Birks for her service on the Library Board via a Resolution of Thanks and Appreciation.

Correspondence

None

Director's Report

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

January Library Statistics: In-house circulation was 17,609, 27.5% above that of last January. Total circulation was 24,213, 30.7% above that of last January. This month had the most checkouts of downloadable content ever, 2560, or 10% of total circ. Door count was 5,284, 27.7% above last January, with most of the increase coming from more class visits.

Accept Gifts—December, January

Restricted Individual Contributions to the General Fund

\$ 500.00

From Alan Moser for adult materials

Unrestricted Individual Contributions to the General Fund

\$ 491.67*

Total Restricted and Unrestricted

\$ 991.67

*Includes \$80 from Jenny and John Greco, memory of Margene Krall; \$100 from Jim and Dee Arnold in memory of Ruth Salzar; and \$100 from Richard and Ann Myers for adult books.

In-kind Gifts

21 hardcovers; 3 trade paperbacks; 5 mass market paperbacks; 5 DVDs

Adjourn

The next Regular Board Meeting will be held on March 23, 2023 at 6:30 pm in the Community Meeting Room.

Minutes of the Minerva Public Library Board of Trustees
2023 Annual Organization Meeting
January 19, 2023 Regular Meeting

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

Attendance: Trustees Roger Bartley, Casey Milano, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge; Library Director, Tom Dillie; Library Fiscal Officer Christina Davies, Heather Husted. Guests: Judge Michael Repella, Karen Miller.

Adjustments to the Agenda: Karen Miller will present some information to the Board at the beginning of the Regular Meeting. If Board action is then required, draft resolutions are available.

Public Participation: none

Administering Oath to Board Trustees: At its December meeting, the Minerva Local Schools Board of Education appointed Casey Milano and reappointed Beck Miller to seats on the Minerva Public Library Board of Trustees with seven-year terms to begin at this organization meeting. The Board appreciates Judge Michael Repella attending the meeting to administer the oath of office to both Trustees. Casey Milano and Becky Miller were sworn in as Library Trustees for seven year terms ending December, 2029.

Annual Organization Meeting Business

The Trustees discussed the election of Officers for calendar year 2023. Mr. Bartley and Mr. Rutledge volunteered to remain respectively Board President as Vice President. Ms. Miller volunteered to serve as Secretary. Ms. Repella **moved to elect** those three Trustees as Officers for 2023. Ms. Ruff seconded. Motion carried unanimously.

The Trustees discussed service on Board Committees. After discussion, Trustees agreed to remain on the Committees they had served on last year, while Ms. Milano agreed to take those Committee assignments previously held by Virginia Birks. Mr. Bartley then **appointed** Trustees to the following Committees: Building & Grounds (Beard, Milano, Ruff); iFnance & Audit (Bartley, Repella, Rutledge); Personnel (Repella, Ruff, Rutledge); Policy Committee (Milano, Miller, Beard); Development Chair (Bartley).

Trustees **agreed** to meet as the Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) immediately prior to the May Regular Board Meeting.

Monthly Regular Board Meeting Calendar for 2023: Mr. Dillie had asked whether the monthly meeting might be moved to the third Thursday rather than the fourth. Mr. Bartley and Mr. Rutledge would have other meeting conflicts on that new date, so it was agreed to leave the monthly meeting date unchanged. Meetings will be held at 6:30 p.m. on the 4th Thursday of each month, except for November and December, (or otherwise as may later be scheduled by the Board. Mr. Rutledge **moved** to set the 2023 Regular Meeting Schedule as given below; Ms. Ruff seconded. Motion carried unanimously.

January 19	May 25	September 28
February 23	June 22	October 26
March 23	July 27	November 16
April 27	August 24	December 21

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

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2023, resolutions are numbered 23-01-01, 23-01-02, 23-01-03, etc.

Appointment of Fiscal Officer: Ms. Davies had given notice that she would retire effective this Board Meeting. Mr. Bartley and Mr. Rutledge thanked her for her service to the library, and sentiment shared by the other Trustees. Ms. Davies thanked the Board for their consideration during her employment and expressed that she had enjoyed working at the library.

Ms. Repella moved to **Approve Resolution 23-01-01:** to hire Heather Husted as the Fiscal Officer of the Minerva Public at the salary and under the conditions stated in the employment agreement [*Attachment A*] from January 19, 2023 through the January, 2024 Organization Meeting. Ms. Ruff seconded. Motion carried unanimously.

Board President Bartley then administered the oath of office to Fiscal Officer Husted.

Enact enabling resolutions for 2023

Ms. Miller moved to **approve Resolutions 23-01-02, -03, -04.** Mr. Rutledge seconded. Motion carried unanimously.

Resolution: 23-01-02: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the

annual appropriated amounts per fund throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting.

Resolution: 23-01-03: that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting, as long as said expenditures fall within the 2023 or 2024 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 23-01-04: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting, as long as said expenditures fall within the 2023 or 2024 Appropriation Resolution(s) adopted by the Board of Trustees.

Ms. Miller moved to **approve Resolutions 23-01-05, -06.** Ms. Repella seconded. Motion carried unanimously.

Resolution: 23-01-05: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2023 and continuing through to the 2024 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Resolution: 23-01-06: that the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2023 and continuing through to the 2024 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library’s collection or to be disposed of through the “Donation” book cart or otherwise. All individual “in-kind” gifts that the Director adds to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting.

Ms. Ruff moved to **approve Resolutions 23-01-07, -08.** Ms. Miller seconded. Motion carried unanimously.

Resolution:23-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2023 and continuing until the 2024 organizational meeting, as long as said bills fall within the 2023 or 2024 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library’s Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2023 and

continuing through to the 2024 Organization Meeting as approved by the Board.

Resolution: 23-01-08: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2023 and continues through to the 2024 Organization Meeting. Ms. Repella seconded. Motion carried unanimously.

Mr. Rutledge moved to **Approve Resolution 22-01-09:** that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2023 and continuing through to the 2024 Organization Meeting. Ms. Repella seconded. Motion carried unanimously.

Ms. Repella moved to **Approve Resolution 21-01-10:** to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2023 and through to the 2024 Organization Meeting. Mr. Rutledge seconded. Motion carried unanimously.

Regular Meeting Business

Mr. Bartley called the Regular Monthly Meeting to order at 6:45 pm.

Presentation from Bradbury Miller Associates: since Mr. Dillie intends to retire this summer, the Board will need to begin the search for a new Library Director. Karen Miller, principal of BMA, explained to the Board the services her firm could offer, the basic process of a Director search, and the various levels of assistance the firm could provide if the Board were interested. Because Mr. Dillie has a relationship with BMA, all consulting services by the firm would be provided to the library free of charge and for no other consideration. The library would be asked to reimburse the firm for the cost of any advertising and for a criminal background check of the selected Director candidate if the Board wished to have a check done through BMA. Trustees had general questions about the process Ms. Miller, and after discussion agreed to review this proposal later in the meeting. Ms. Miller then left the meeting.

Minutes: Trustee Miller moved to **Approve** minutes of the November 14, 2022 Board Meeting as presented. Ms. Milano seconded. Motion carried unanimously.

Note: because Mr. Dillie was on medical leave for the last six weeks of 2022, there was no December Board meeting.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: ODJFS sent some of its ARPA money to DPILO to develop kits that could be sent to all the registration sites in the state in order to further promote the program. The library received large, attractive banner and variety of printed handouts and pamphlets some of which are on display in the Youth Services Dept. Currently there are 253 kids registered from our service area; down from the highpoint of 264. Kids do age out of the program once they turn five. Stark County now has 52% of eligible children registered.

Library Service During Pandemic Update: there was a surge in demand for COVID test kits around the holidays, but demand has dropped off again. The Dept. of Health made an extra shipment of kits to make sure there was an adequate local supply and we have plenty extra right now.

Fiscal Officer's Report

Ms. Repella moved to **Accept** the monthly financial reports for November, 2022. Ms. Ruff seconded. Motion carried unanimously.

Ms. Davies provided an oral report of the preliminary end of year totals for revenue, expenditure, and capital. The Capital Projects Fund stands at over \$500,000 following the last transfer out in 2022. Carryover from 2022 was a bit over \$250,000 which meets the library's target for cash on hand from one year to the next.

Transfer authority to access bank accounts: with Ms. Davies retirement and the appointment of Ms. Husted as Fiscal Officer, the Board authorized Ms. Husted's access to the library bank accounts. She and Mr. Bartley will need to visit the banks to sign the authorizations.

Ms. Miller moved to **approve Resolution 23-01-11** to authorize Heather Husted as Fiscal Officer to have access and use of the Minerva Public Library accounts at

Chase Bank, Consumers Bank, and Huntington Bank. Mr. Rutledge seconded. Motion carried unanimously.

Access to UAN Accounting System: Ms. Davies said that the Board will need to authorize the new Fiscal Officer to have access to the UAN accounting system for the library, and that Mr. Dillie will need to inform UAN of this change. Ms. Husted has also said that she would like to eventually move the library from using payroll services provided by Paychex to using the payroll module in UAN. The latter software is free to the library with its existing subscription to the UAN service, while the former product is an additional contract with an outside vendor.

Ms. Repella move to **approve Resolution 23-01-12** to authorize Heather Husted as Fiscal Officer to access to the UAN accounting system and to move library payroll services from Paychex to UAN when Ms. Husted is ready to do so. Ms. Miller seconded. Motion carried unanimously.

PLF Distribution: The November PLF receipts were \$66,585, 6% more than the \$63,238 received in November, 2021. The December PLF receipts were \$72,219, 8% more than the \$66,562 received in December, 2021. PLF Receipts for 2022 totaled \$839,036 which is 8% more than the \$775,858 received in 2021, and is 11% than the \$737,953 appropriated as PLF revenue for the 2022 budget. This is the largest annual PLF receipt the library has ever received. The previous largest amount was the \$830,420 the library received in 2018.

The January, 2023 PLF receipts are \$67,731, 2% more than the \$66,584 received in January, 2022. In December, as required by law, the Ohio Department of Taxation issued a new estimate for 2023 revenue. This estimate sets the library's expected receipts for the year at \$824,855, rather than the \$870,287 provided by the July, 2022 estimate—a decrease of \$45,432. The County Auditors' Offices certified the library's revenue for this year based on the July, 2022 estimate, and judging by past practice, will not issue a new certification based on this December revision. The library's 2023 budget is based on the certified, larger, amount. If the revenue comes in at the lower estimate, we could see an operational deficit for 2023.

2022 General Revenue Net Operating Position

Nov. Revenue =	\$68,646	Total Annual Revenue =	\$783,019
Nov. Expenses =	<u>\$66,747</u>	Total Annual Expenses =	<u>\$811,571*</u>
Difference	\$ 1,899		\$ -28,552

General Fund Expenses as Percentage of Appropriation on November 30

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses*</u>	<u>As Percentage</u>
\$939,814	\$811,571	86%

*includes \$200,000 transfer out to Capital

Operating Expenses as Percentage of Appropriation as of November 30

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$611,571	82%

Unique Management: Unique Management's November invoice was \$19.70 for 2 placements. Mr. Dillie provided the Board with a quick reminder of the services UM provides—contacting patrons with lost and billed items in hopes getting those patrons to return that material. The library pays a set fee for each referral to UM, and that fee is billed to the patron's account automatically.

New Business

Director's Performance Evaluation: the Personnel Committee has met to review the Director's job performance and will discuss that evaluation with the Trustees in Executive Session.

Ms. Repella moved to **enter Executive Session** at 7:30 pm to discuss the Director's job performance. Ms. Miller seconded.

Roll Call: Bartley Milano Miller Repella Ruff Rutledge

Mr. Dillie was excused from the meeting.

Mr. Rutledge moved to Return to Regular Session at 7:40 pm. Ms. Ruff seconded. Motion carried.

Mr. Dillie Returned to the meeting.

Ms. Ruff moved to **Approve Resolution 22-01-13** to hire Tom Dillie as Library Director of the Minerva Public Library at the salary and under the conditions stated in the employment agreement [*Attachment B*] effective January 19, 2023. Ms. Miller seconded. Motion carried unanimously.

Mr. Dillie's retirement: Mr. Dillie provided a letter to Mr. Bartley officially giving notice that he plans to retire from the library with a tentative last day of work of July 30, 2023 [*Attachment C*].

Ms. Miller moved to **accept**, reluctantly, Mr. Dillie's letter of resignation. Ms. Milano seconded. Motion carried.

Search Firm Services: the Trustees discussed the presentation earlier in the meeting from Karen Miller of Bradbury Miller Associates. There was general consensus that it made sense to advantage of the offer of donated services in order to manage the search for a new Director most effectively.

Ms. Miller moved to **approve Resolution 22-01-14** to engage Bradbury Miller Associates to conduct the job search for the library's next Director. All services provided by BMA consultants will be donated to the library free of charge and for no other consideration. The library agrees to reimburse BMA for the cost of any advertising associated with this search, and for the cost of a criminal background check for the final job candidate if library chooses to have BMA provide that service. Ms. Repella seconded. Motion carried unanimously.

Search Committee: the Board will need to form a Search Committee to work with BMA on the search process. The Committee is ad hoc and should consist three Trustees. Ms. Miller expressed an interest in serving on the Committee and Mr. Bartley asked that other Trustees who were interested email him directly.

Ms. Ruff moved to **approve Resolution 22-01-15** to authorize Mr. Bartley, as Board President, to appoint Trustees to an ad hoc Search Committee. Ms. Miller seconded. Motion carried unanimously.

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

Correspondence

None

Director's Report

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

Annual Library Statistics: Door count for 2021 was 56,197, 32% more than the 42,579 count for 2021. That increase is gratifying; it is also no more than 60% of the annual pre-pandemic door count totals. Total in-house circulation (physical checkouts plus renewals) was 170,635, up 4,2% over 2021. Total circulation, which includes loans to other libraries and downloadable content, was 232,898, up 6.7% from 2021. Downloadable content saw another record year at 24,528 checkouts which is 10% of total circulation.

Accept Gifts—November

Restricted Individual Contributions to the General Fund

\$ 00.00

From Alan Moser for adult materials

Unrestricted Individual Contributions to the General Fund

\$ 185.50*

Total Restricted and Unrestricted

\$ 185.50

*Includes \$40 each from Betty and Don Fortner, Jenny Greco, and Colleen Kelly, and \$50 from anonymous donor all in memory of Margene Krall.

In-kind Gifts

none

Adjourn: Ms. Miller moved to adjourn the meeting at 8:15 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on February 23, 2023 at 6:30 pm in the Community Meeting Room.

Board President

Date

Minutes taken by Tom Dillie, Library Director

Attachment A, Minutes of the January 19, 2023 Board Meeting

FISCAL OFFICER EMPLOYMENT AGREEMENT
MINERVA PUBLIC LIBRARY
677 LYNNWOOD DRIVE
MINERVA, OHIO 44657

It is hereby agreed by and between the Board of Trustees of the Minerva Public Library, hereinafter called the "Board" and Heather Husted, hereinafter called the "Fiscal Officer", that the said Board in accordance with its action as found in the minutes of the meeting held on January 19, 2023, has and does hereby employ the said Heather Husted as Fiscal Officer from for a period of one year with certain pay and benefits from January 19, 2023. The position of Fiscal Officer is subject to the terms and conditions detailed in the *Minerva Public Library Employee Handbook* and *Personnel Policies* unless otherwise noted in this agreement. In the event the terms stated in this agreement are more generous, this agreement will control.

IT IS AGREED:

1. DUTIES AND RESPONSIBILITIES

Both parties agree that said Fiscal Officer shall perform the duties of her office in and for the Minerva Public Library, a public school district library, as prescribed by the laws of the State of Ohio and by the rules, regulations and policies adopted by the Board. Further, the Fiscal Officer shall fulfill the responsibilities outlined in the Fiscal Officer job description as adopted by the Board and those outlined by the Ohio Revised Code (ORC 3375.36-3375.39) which places accountability for library funds upon the Fiscal Officer.

2. OTHER ACTIVITIES

The Fiscal Officer shall inform the Board of any significant activities that have strong potential for interfering with the job, and of offices held in associations beyond that normally expected by the job description.

3. COMPENSATION

The annual compensation rate (as figured across 26 biweekly pay periods of \$785.12 each) is \$20,413.00.

The Fiscal Officer will schedule her hours of work at her own discretion in order to meet the duties and requirements of the position, but will provide regularly scheduled office hours in the library each week.

4. BENEFITS

The Fiscal Officer is entitled to the same single-coverage health insurance subsidy provided to full-time employees. Professional Organizations: The Library will pay the cost of the Fiscal Officer's annual individual membership in the Ohio Library Council.

5. RETIREMENT

The Board provides retirement benefits through the Fiscal Officer's enrollment in the Ohio Public Employees Retirement System (OPERS). The Board will contribute an amount equal to 14% (or any other amount as required by law) of the Fiscal Officer's income to this retirement fund. The Fiscal Officer will be responsible for paying an amount equal to 10% of her gross income (or any other amount as required by law) to OPERS through payroll deduction. If there are any changes made in the OPERS program by the Ohio Legislature during the term of this contract, this arrangement may be adjusted accordingly.

6. INDEMNIFICATION

MPL shall indemnify, defend and hold and save the Fiscal Officer, her heirs, administrators or executors and each of them harmless from any and all actions and causes of action, claims, demands, liabilities, losses, damage or expenses, of whatsoever kind and nature, including judgments, interest and attorney fees and all other reasonable costs, expenses and charges which the Fiscal Officer, her heirs, administrators, or executors and each of them, for any reason resulting from the Fiscal Officer's, her heirs, administrators or executors and each them carrying out the terms and conditions of this agreement, except for gross negligence, willful misconduct, or criminal acts or omissions on the part of the Fiscal Officer and provided further that the Fiscal Officer, her heirs, administrators, executors or one of them promptly notifies the Board of adverse claims or threatened actual lawsuits. The Fiscal Officer shall provide complete cooperation to the Board, its attorneys and agents in such case to the extent possible. The Board may provide insurance to carry out its responsibilities under this section.

7. EVALUATION

The Board will review the performance of the Fiscal Officer annually, and the Board's Personnel Committee will inform the Fiscal Officer of the results of the evaluation.

8. TERMINATION

8.1 By the Board

The Board may terminate this agreement under the following circumstances:

8.1.1 In the event of death of Fiscal Officer

8.1.2 If the Fiscal Officer is unable to perform the duties by reason of medically certified permanent physical or mental disability for a period of four months and upon 30 days prior written notification of intent to terminate because of such absence or inability.

8.1.3 With or without cause, if the Fiscal Officer is given eight week's notice or an amount equal to eight week's current salary, together with continuation of any existing insurance benefits during such eight week period, providing that the Fiscal Officer has not been charged with and convicted of any dishonest, fraudulent, or criminal act(s). Acceptance by the Fiscal Officer of such in lieu of notice, pursuant to this provision, shall constitute a waiver and release by the Fiscal Officer of any and all claims or causes of action the Fiscal Officer may have against the Board, its employees, agents or assigns, arising from the Fiscal Officer's employment with the Board or termination thereof. The Fiscal Officer may be required to execute a release in consideration of or receipt of such termination benefits.

8.2 By the Fiscal Officer

The Fiscal Officer may terminate this agreement by giving written notice to the Board eight weeks prior to the desired date of termination. During this eight week period, the Fiscal Officer shall agree to perform all usual and customary duties of the office. If the Fiscal Officer fails to give such notice, the Fiscal Officer shall receive only the salary earned to the date of termination, and shall not be entitled to payment for accrued but unused vacation.

9. AMENDMENTS

This agreement may be altered or amended at any time by mutual written consent of the Fiscal Officer and the Board.

10. TERM OF CONTRACT

The Board hereby hires and retains Fiscal Officer for the term from January 19, 2023 through to the Library Board's Organizational Meeting in January, 2024. Upon its effective date, this agreement supersedes all previous agreements between the Fiscal Officer and the Board.

11. OTHER PROVISION

11.1 Bond - The Board shall maintain a fidelity bond on the Fiscal Officer in the amount of \$35,000. Inability to be bonded could result in termination of the Fiscal Officer.

11.2 Applicable Law - This agreement shall be governed in accordance with the laws of the State of Ohio.

11.3 Other than terms explicitly provided as in Section 8, no further compensation is implied nor expected upon voluntary or involuntary separation.

Fiscal Officer

Date of Signature

President, Board of Trustees

Date of Signature

Attachment B, Minutes of the January 19, 2023 Board Meeting

DIRECTOR EMPLOYMENT AGREEMENT
MINERVA PUBLIC LIBRARY
677 LYNNWOOD DRIVE
MINERVA, OHIO 44657

It is hereby agreed by and between the Board of Trustees of the Minerva Public Library, hereinafter called the "Board" and Thomas W. Dillie, hereinafter called the "Director", that the said Board in accordance with its action as found in the minutes of the meeting held on January 19, 2022, has and does hereby employ the said Thomas W. Dillie as Library Director for a period of one year with certain pay and benefits at the beginning of the 2023 "pay year" starting December 26, 2022. The position of Director is subject to the terms and conditions detailed in the *Minerva Public Library Employee Handbook* and *Personnel Policies* unless otherwise noted in this agreement. In the event the terms stated in this agreement are more generous, this agreement will control.

IT IS AGREED:

1. DUTIES AND RESPONSIBILITIES

The Director shall perform the duties and responsibilities of the Library Director in accordance with the MPL policies and regulations and shall perform the services for MPL as set forth in the Director's job description.

2. OTHER ACTIVITIES

The Director shall inform the Board of any significant activities that have strong potential for interfering with the job, and of offices held in associations beyond that normally expected by the job description.

3. COMPENSATION

Annual compensation rate (as figured across 26 biweekly pay periods at an hourly rate of \$34.67) shall be \$72,113.60. The Director will provide at least 80 hours of work or authorized leave in each pay period. The compensation of the Director shall be paid in equal biweekly installments of \$2,773.60 in accordance with the policy of the Board, to be effective as of the pay period beginning on December 26, 2022 with a first pay date of January 12, 2023

4. BENEFITS

The Director's benefits are calculated in accordance with the *MPL Employee Handbook* and in like manner as those for all other full-time employees of MPL, with the exception of the crediting of vacation and sick leave as described below.

Vacation: The Director will be credited with 200 hours paid vacation to be available as of December 26, 2022. In addition, the Director may carry over from one contract year to another up to a maximum of 40 hours unused vacation leave.

Sick Leave: The Director will be credited with 120 hours paid sick leave to be available as of December 26, 2022. The Director may carryover from calendar year to year up to a maximum of 1440 hours credited but unused sick leave.

Personal Time: The amount of paid personal leave credit will be set at 16 hours paid personal leave for use on or between December 26, 2022 and December 24, 2023.

Professional Organizations: The Library will pay the cost of the Director's annual individual membership in the Ohio Library Council, as well as \$100 toward the Director's annual individual membership in the American Library Association and allied organizations.

5. RETIREMENT

The Board participates in the provision of employee retirement benefits through the Ohio Public Employees Retirement System (OPERS). The Board will contribute an amount equal to 14% (or any other amount as required by law) of the Director's gross wages that are considered earnable income as defined by the retirement system to this retirement fund. The Director is required to enroll in this system and be responsible for paying an amount equal to 10% of his gross income (or any other amount as required by law) to OPERS through payroll deduction. If there are any changes made in the OPERS program by the Ohio Legislature during the term of this contract, this arrangement may be automatically adjusted accordingly.

6. INDEMNIFICATION

MPL shall indemnify, defend and hold and save the Director, his heirs, administrators or executors and each of them harmless from any and all actions and causes of action, claims, demands, liabilities, losses, damage or expenses, of whatsoever kind and nature, including judgments, interest and attorney fees and all other reasonable costs, expenses and charges which the Director, his heirs, administrators, or executors and each of them, for any reason resulting from the Director's, his heirs, administrators or executors and each of them carrying out the terms and conditions of this agreement, except for gross negligence, willful misconduct, or criminal acts or omissions on the part of the Director and provided further that the Director, his heirs, administrators, executors or one of them promptly notifies the Board of adverse claims or threatened actual lawsuits. The Director shall provide complete cooperation to the Board, its attorneys and agents in such case to the extent possible. The Board may provide insurance to carry out its responsibilities under this section.

7. EVALUATION

The Board will review the performance of the Director annually or more often as deemed appropriate by the Board. The Board's Personnel Committee will inform the Director of the results of the evaluation.

8. TERMINATION

8.1 By the Board

The Board may terminate this agreement under the following circumstances:

8.1.1 In the event of death of the Director.

8.1.2 If the Director is unable to perform the duties by reason of medically certified permanent physical or mental disability for a period of 125 days and upon 30 days prior written notification of intent to terminate because of such absence or inability.

8.1.3 With or without cause, if the Director is given eight week's notice or an amount equal to eight week's current salary (minus any tax, retirement, or other required deductions), together with continuation of any existing insurance benefits during such eight week period, providing that the Director has not been charged with and convicted of any dishonest, fraudulent, or criminal act(s). Acceptance by the Director of such salary in lieu of notice, pursuant to this provision, shall constitute a waiver and release by the Director of any and all claims or causes of action the Director may have against the Board, its employees, agents or assigns, arising from the Director's employment with the Board or termination thereof. The Director may be required to execute a release in consideration of or receipt of such termination benefits. Although the Director shall continue to receive full insurance benefits and salary during an eight week severance period, no additional paid benefits shall accrue (e.g., vacation, sick leave, or paid personal benefit time).

8.2 By the Director

The Director may terminate this agreement by giving written notice to the Board four weeks prior to the desired date of termination. During this four week period, the Director shall agree to perform all usual and customary duties of the office. If the Director fails to give such notice, the Director shall receive only the salary earned to the date of termination, and shall not be entitled to payment for accrued but unused vacation.

9. AMENDMENTS

This agreement may be altered or amended at any time by mutual written consent of the Director and Board.

10. TERM OF CONTRACT

The Board hereby hires and retains the Director for the term from December 26, 2022 through to the Library Board's Organizational Meeting in January, 2024. Upon its effective date, this agreement supersedes all previous agreements between the Director and the Board.

11. OTHER PROVISION

11.1 Liability Insurance and/or Bond - The Board shall maintain coverage under a Library liability insurance policy and/or require a fidelity bond on the Director as deemed appropriate by the Board. Inability to be bonded could result in termination of the Director.

11.2 Applicable Law - This agreement shall be governed in accordance with the laws of the State of Ohio.

11.3 Other than terms explicitly provided as in Section 8, no further compensation is implied nor expected upon voluntary or involuntary separation.

Director

Date of Signature

President, Board of Trustees

Date of Signature

Attachment C, Minutes of the January 19, 2023 Board Meeting



January 12, 2023

Roger Bartley
President, Minerva Public Library Board of Trustees

Hello Roger,

As I have discussed with you and the Board I would like to retire later this year with a tentative last day of work of July 31, 2023. I have not yet filed any notice with OPERS, and, until I do, that retirement date could be moved to later in the year if the search for a new Director is extended and the Board would need me to stay on a bit longer. I appreciate the good working relationship I've had with the Board during my tenure. And I especially value the support and expertise you've provided as Board President. Your institutional knowledge of the library and the community, as well as your patience when sorting out problems have been invaluable. My goal for the last few months here is to tidy up as much as possible so the next Director can focus on the bigger picture rather than on fixing small problems. I have enjoyed my years working here at Minerva Public Library but it is time for someone with new enthusiasm and fresh ideas to take charge and move the library forward.

Sincerely,

Tom Dillie, Library Director

Minerva Public Library

December, 2022 Financial Reports

Submitted for the February, 2023 Board Meeting

**Revenue Status Report
Appropriation Status Report
Bank Reconciliation
Fund Status
Investment Listing**

Revenue Status

By Fund

As Of 12/31/2022

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$7.18	\$22.82	23.9333%
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.}	\$568,295.00	\$646,895.71	-\$78,600.71	113.8311%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$172,067.20	-\$20,512.20	113.5344%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$20,348.84	-\$2,245.84	112.4066%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$412.73	-\$62.73	117.9233%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$157.66	\$42.34	78.8300%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$10.00	-\$10.00	0.0000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,500.00	\$2,522.36	-\$1,022.36	168.1577%
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	\$16.85	-\$16.85	0.0000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,750.00	\$1,395.65	\$354.35	79.7511%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$648.43	-\$148.43	129.6866%
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	\$1,300.00	\$200.00	86.6677%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.0000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$6,198.83	-\$3,198.83	206.6288%
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	\$2,061.69	\$938.31	68.7233%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$119.30	-\$19.30	119.3000%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$27.50	-\$27.50	0.0000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$1,421.84	-\$1,421.84	0.0000%
1000-872-0000	Insurance Reimbursements	\$1,000.00	\$412.44	\$587.56	41.2444%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.0000%

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$1,067.50	-\$1,067.50	0.000%
4001-651-2024	Unrestricted Contributions - Individuals{Eglie Estate Donat}	\$0.00	\$75,013.46	-\$75,013.46	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$0.00	\$300,000.00	-\$300,000.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$376,080.96	-\$376,080.96	0.000%
Report Total:		\$750,883.00	\$1,232,105.17	-\$481,222.17	164.088%

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 12/31/2022

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Fund: General
Pooled Balance: \$277,824.63
Non-Pooled Balance: \$64,967.59
Total Cash Balance: \$342,792.22

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-100-590-2020	Other - Other{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-100-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$86,273.94	\$0.00	\$84,345.19	\$1,928.75	97.764%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$46,453.06	\$0.00	\$46,291.90	\$161.16	99.653%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$211,897.00	\$0.00	\$198,744.42	\$13,152.58	93.793%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,228.37	\$271.63	92.239%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$13,922.00	\$0.00	\$13,640.20	\$281.80	97.976%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$47,078.65	\$2,354.79	95.236%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,045.16	\$0.00	\$4,734.76	\$310.40	93.848%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$0.00	\$32,904.36	\$1,140.64	96.650%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$475.00	\$0.00	\$435.90	\$39.10	91.768%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$0.00	\$495.00	\$875.00	36.131%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$0.00	\$227.00	\$273.00	45.400%
1000-110-390-0391	Other - Purchased and Contracted Services{Grunder Fund}	\$0.00	\$0.00	\$2,165.50	\$0.00	\$0.00	\$2,165.50	0.0000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$3,000.00	\$0.00	\$50.00	\$2,950.00	1.667%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	100.0000%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	100.0000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 12/31/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-211-0000	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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$21,500.00	\$0.00	\$21,097.42	\$402.58	98.128%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$18,500.00	\$0.00	\$14,918.61	\$3,581.39	80.641%
1000-120-411-2022	Books and Pamphlets{Eglie Adult Books Fund}	\$0.00	\$0.00	\$500.00	\$0.00	\$473.37	\$26.63	94.674%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,211.90	\$0.00	\$7,058.52	\$153.38	97.873%
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$8,000.00	\$0.00	\$3,227.61	\$4,772.39	40.345%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$26,000.00	\$0.00	\$22,242.67	\$3,757.33	85.549%
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	\$0.00	\$2,640.20	\$1,359.80	66.005%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$0.00	\$203.66	\$796.34	20.366%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$3,600.00	\$0.00	\$1,726.49	\$1,873.51	47.958%
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	\$8,500.00	\$0.00	\$8,157.01	\$342.99	95.965%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$27,138.00	\$0.00	\$16,684.46	\$10,453.54	61.480%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,796.00	\$0.00	\$1,796.00	\$0.00	100.000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$31,729.00	\$0.00	\$26,062.49	\$5,666.51	82.141%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$20,000.00	\$0.00	\$19,111.74	\$888.26	95.559%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$600.00	\$0.00	\$540.89	\$59.11	90.148%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$13,500.00	\$0.00	\$11,038.08	\$2,461.92	81.764%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

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By Fund
 As Of 12/31/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$0.00	\$177.00	\$323.00	35.4000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$0.00	\$3,567.23	\$432.77	89.181%
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	\$325.00	\$0.00	\$325.00	\$0.00	100.0000%
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	\$1,175.00	\$0.00	\$1,175.00	\$0.00	100.0000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$0.00	\$122.16	\$77.84	61.0800%
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	\$0.00	\$0.00	\$50.00	0.0000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$478.00	\$0.00	\$360.00	\$118.00	75.314%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,572.00	\$0.00	\$9,572.00	\$0.00	100.0000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$242.00	\$8.00	96.8000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,550.00	\$0.00	\$5,391.11	\$158.89	97.137%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,300.00	\$0.00	\$2,700.00	\$600.00	81.818%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$0.00	\$3,048.00	\$0.00	100.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$19,600.00	\$0.00	\$19,257.51	\$342.49	98.253%
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	\$0.00	\$3,000.00	\$0.00	100.0000%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$21,207.00	\$0.00	\$16,257.75	\$4,949.25	76.662%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$0.00	\$48.00	\$82.00	36.923%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$200.00	\$0.00	\$133.36	\$66.64	66.680%
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	\$6,500.00	\$0.00	\$5,286.56	\$1,213.44	81.332%

Report reflects selected information.

Appropriation Status
By Fund
As Of 12/31/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00	\$0.00	100.0000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$1,474.10	\$0.00	\$0.00	\$1,474.10	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	\$1,039,814.10	\$0.00	\$964,317.65	\$75,496.45	92.7399%

Fund: Capital Projects
 Pooled Balance: \$589,146.96
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$589,146.96

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	\$15,000.00	\$0.00	\$5,535.20	\$9,464.80	36.901%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$4,041.00	\$10,959.00	26.940%
4001-760-720-2021	Land Improvement(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0000%
4001-760-740-2024	Building Improvements(Eglie Estate Donation)	\$0.00	\$0.00	\$75,013.46	\$0.00	\$0.00	\$75,013.46	0.0000%
4001-760-750-0000	Furniture and Equipment	\$1,996.00	\$0.00	\$15,000.00	\$0.00	\$4,257.42	\$12,738.58	25.050%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$805.46	\$4,194.54	16.109%
Capital Projects Fund Total:		\$1,996.00	\$0.00	\$130,013.46	\$0.00	\$14,639.08	\$117,370.38	11.089%
Report Total:		\$1,996.00	\$0.00	\$1,169,827.56	\$0.00	\$978,956.73	\$192,866.83	83.541%

Report reflects selected information.

Bank Reconciliation

Reconciled Date 12/31/2022

Posted 1/27/2023 2:51:23 PM

Prior UAN Balance:		\$913,406.93
Receipts:	+	\$73,838.98
Payments:	-	\$55,263.69
Adjustments:	+	<u>-\$43.04</u>
Current UAN Balance as of 12/31/2022:		\$931,939.18
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 12/31/2022:		<u><u>\$931,939.18</u></u>
Entered Bank Balances as of 12/31/2022:		\$931,889.98
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$50.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$99.20</u>
Adjusted Bank Balances as of 12/31/2022:		<u><u>\$931,939.18</u></u>

Balances Reconciled

Reconciliation Notes

Deflating Bank Errors: \$99.20
 DEPOSIT NOT ON BANK STATEMENT

Governing Board Signatures

There are no outstanding receipts as of 12/31/2022.

There are no outstanding adjustments as of 12/31/2022.

Bank Balances

Reconciled Date 12/31/2022

Posted 1/27/2023 2:51:23 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$239,278.36	\$256,946.72	\$257,024.01	\$77.29
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD042517		\$21,688.47	\$21,697.38	\$21,697.38	\$0.00
Investment	CD072716		\$21,510.56	\$21,514.10	\$21,514.10	\$0.00
Investment	CD082817		\$21,752.53	\$21,756.11	\$21,756.11	\$0.00
Investment	CNB-Saving		\$255,529.22	\$256,352.10	\$256,175.61	-\$176.49
Investment	HNB-Saving		\$50,014.45	\$50,027.05	\$50,027.05	\$0.00
Investment	SAVINGS		\$303,412.34	\$303,424.72	\$303,424.72	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$913,456.93</u>	<u>\$931,989.18</u>	<u>\$931,889.98</u>	<u>-\$99.20</u>

Outstanding Payments

Reconciled Date 12/31/2022

Posted 1/27/2023 2:51:23 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6850	10/21/2022	Jim Knight	\$50.00
					<u>\$50.00</u>

Cleared Payments

Reconciled Date 12/31/2022

Posted 1/27/2023 2:51:23 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	529-2022	12/01/2022	PAYCHEX	\$1,575.04
PRIMARY	Electronic	530-2022	12/01/2022	PAYCHEX	\$127.60
PRIMARY	Electronic	531-2022	12/02/2022	WATER AND SEWER DEPT.	\$142.28
PRIMARY	Electronic	532-2022	12/02/2022	Ted Fellows	\$85.00
PRIMARY	Electronic	533-2022	12/02/2022	QUILL CORPORATION	\$77.50
PRIMARY	Electronic	534-2022	12/02/2022	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	535-2022	12/02/2022	MIDWEST TAPE	\$1,750.98
PRIMARY	Electronic	536-2022	12/02/2022	House Cleaning Genie	\$212.01
PRIMARY	Electronic	537-2022	12/02/2022	KATHRYN A. HELLER	\$61.12
PRIMARY	Electronic	538-2022	12/05/2022	Kanopy Inc.	\$14.40
PRIMARY	Electronic	539-2022	12/05/2022	OVERDRIVE	\$770.48
PRIMARY	Electronic	540-2022	12/05/2022	Mary Ellen Gooding	\$30.00
PRIMARY	Electronic	541-2022	12/05/2022	BAKER & TAYLOR BOOKS	\$93.31
PRIMARY	Electronic	542-2022	12/06/2022	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	543-2022	12/06/2022	FIRST COMMUNICATIONS	\$682.24
PRIMARY	Electronic	544-2022	12/12/2022	House Cleaning Genie	\$333.15
PRIMARY	Electronic	545-2022	12/12/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25
PRIMARY	Electronic	546-2022	12/12/2022	Anna Minor	\$133.36
PRIMARY	Electronic	547-2022	12/12/2022	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	548-2022	12/13/2022	MORNING JOURNAL	\$126.10
PRIMARY	Electronic	549-2022	12/13/2022	copeco	\$445.86
PRIMARY	Electronic	550-2022	12/13/2022	DEMCO, INC.	\$117.27
PRIMARY	Electronic	551-2022	12/13/2022	OVERDRIVE	\$1,314.84
PRIMARY	Electronic	552-2022	12/13/2022	BAKER & TAYLOR BOOKS	\$370.23
PRIMARY	Electronic	553-2022	12/14/2022	AMERICAN ELECTRIC POWER	\$1,903.89
PRIMARY	Electronic	554-2022	12/14/2022	PAYCHEX	\$10,488.59
PRIMARY	Electronic	555-2022	12/15/2022	PAYCHEX	\$1,632.22
PRIMARY	Electronic	556-2022	12/15/2022	PAYCHEX	\$118.00
PRIMARY	Electronic	557-2022	12/16/2022	COLUMBIA GAS OF OHIO	\$1,932.16
PRIMARY	Electronic	558-2022	12/27/2022	CHASE CARD SERVICES	\$2,397.75
PRIMARY	Electronic	559-2022	12/27/2022	PAYCHEX	\$10,135.07
PRIMARY	Electronic	560-2022	12/28/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,294.05
PRIMARY	Electronic	561-2022	12/29/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,235.06

Cleared Payments

Reconciled Date 12/31/2022

Posted 1/27/2023 2:51:23 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	562-2022	12/29/2022	PAYCHEX	\$1,560.25
PRIMARY	Electronic	563-2022	12/29/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$1,030.00
PRIMARY	Electronic	564-2022	12/29/2022	PAYCHEX	\$114.80
PRIMARY	Electronic	565-2022	12/29/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$60.22
PRIMARY	Electronic	566-2022	12/29/2022	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$345.00
PRIMARY	Electronic	567-2022	12/29/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.30
PRIMARY	Electronic	568-2022	12/29/2022	AMAZON	\$816.40
PRIMARY	Electronic	569-2022	12/29/2022	House Cleaning Genie	\$932.82
PRIMARY	Electronic	570-2022	12/29/2022	ABDO-SPOTLIGHT-MAGIC WAGON	\$2,595.45
PRIMARY	Electronic	571-2022	12/29/2022	BOOK FARM	\$676.91
PRIMARY	Electronic	572-2022	12/29/2022	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$680.00
PRIMARY	Electronic	573-2022	12/29/2022	LIBRARY JOURNAL	\$157.99
PRIMARY	Electronic	574-2022	12/29/2022	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	575-2022	12/29/2022	BAKER & TAYLOR BOOKS	\$473.01
PRIMARY	Inv Transfer		12/02/2022	Transfer To Investment CNB-Saving	\$286.50
PRIMARY	Inv Transfer		12/05/2022	Transfer To Investment CNB-Saving	\$42.50
PRIMARY	Inv Transfer		12/13/2022	Transfer To Investment CNB-Saving	\$142.24
PRIMARY	Inv Transfer		12/28/2022	Transfer To Investment CNB-Saving	\$285.24
PRIMARY	Inv Transfer		12/29/2022	Transfer To Investment CNB-Saving	\$34.25
					\$55,263.69

Cleared Receipts

UAN v2023.1

Reconciled Date 12/31/2022

Posted 1/27/2023 2:51:23 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		193-2022	12/02/2022	Daily Receipts-CNB Registers	\$286.50
PRIMARY	Standard		194-2022	12/05/2022	Daily Receipts-CNB Registers	\$42.50
PRIMARY	Standard		200-2022	12/12/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$14,805.51
PRIMARY	Standard		199-2022	12/13/2022	Daily Receipts-CNB Registers	\$142.24
PRIMARY	Standard		202-2022	12/14/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,750.91
PRIMARY	Standard		201-2022	12/16/2022	STARK COUNTY AUDITOR'S OFFICE	\$55,662.19
PRIMARY	Standard		203-2022	12/29/2022	Daily Receipts-CNB Registers	\$285.24
CD042517	Interest		205-2022	12/23/2022	CD042517	\$8.91
CD072716	Interest		208-2022	12/27/2022	CD072716	\$3.54
CD082817	Interest		206-2022	12/28/2022	CD082817	\$3.58
CNB-Saving	Inv Transfer			12/02/2022	Transfer To Investment CNB-Saving	\$286.50
CNB-Saving	Inv Transfer			12/05/2022	Transfer To Investment CNB-Saving	\$42.50
CNB-Saving	Inv Transfer			12/13/2022	Transfer To Investment CNB-Saving	\$142.24
CNB-Saving	Inv Transfer			12/28/2022	Transfer To Investment CNB-Saving	\$285.24
CNB-Saving	Inv Transfer			12/29/2022	Transfer To Investment CNB-Saving	\$34.25
CNB-Saving	Interest		207-2022	12/30/2022	CNB-Saving	\$32.15
HNB-Saving	Interest		209-2022	12/30/2022	HNB-Saving	\$12.60
SAVINGS	Interest		210-2022	12/30/2022	SAVINGS	\$12.38
						\$73,838.98

Cleared Adjustments

Reconciled Date 12/31/2022

Posted 1/27/2023 2:51:23 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	199-2022	12/13/2022	Daily Receipts-CNB Registers	-\$43.04
PRIMARY	Receipt Adj	199-2022	12/29/2022	Daily Receipts-CNB Registers	\$43.04
PRIMARY	Receipt Adj	199-2022	12/29/2022	Daily Receipts-CNB Registers	-\$43.04
					<hr/>
					-\$43.04
					<hr/>

Fund Status
As Of 12/31/2022

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	32.045%	\$342,792.22	\$64,967.59	\$277,824.63
4001	Capital Projects	67.955%	\$589,146.96	\$0.00	\$589,146.96
All Funds Total			\$931,939.18	\$64,967.59	\$866,971.59
Pooled Investments					\$609,803.87
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$256,896.72

Last reconciled to bank: 12/31/2022 – Total other adjusting factors: \$99.20

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
System Year 2022

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12 Months Jumbo 8/2/22	\$0.00	0.05%	\$52.36	\$3,337.11	08/02/2018	08/02/2022	08/02/2022	\$103,337.11
CD012716	CONSUMERS 0106638111 18 month CD 08/	\$0.00	0.05%	\$7.21	\$1,246.33	01/27/2018	08/27/2022	08/26/2022	\$21,569.13
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,697.38	0.50%	\$108.22	\$1,172.92	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$0.00	2.03%	\$1,118.04	\$9,725.29	06/11/2018	06/11/2022	06/13/2022	\$0.00
CD072716	CONSUMERS 0106125341 exp 04/27/2023	\$21,514.10	0.20%	\$35.03	\$1,336.36	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$0.00	2.23%	\$501.60	\$3,736.58	08/04/2018	08/04/2022	08/04/2022	\$34,037.91
CD082817	CONSUMERS 0106774145 CD 4/28/23	\$21,756.11	0.20%	\$35.41	\$1,009.05	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$0.00	0.00%	\$0.22	\$0.22	01/14/2022	11/29/2099	06/22/2022	\$194,763.68
CNB-Saving	CNB Savings	\$256,352.10	0.00%	\$61.54	\$61.54	06/22/2022	06/22/3000		
HNB Saving	HNB Savings	\$0.00	0.00%	\$0.60	\$0.60	02/14/2022	12/31/2099	06/22/2022	\$50,000.60
HNB-Saving	HNB Savings	\$50,027.05	0.00%	\$26.45	\$26.45	06/22/2022	06/22/3000		
SAVINGS	CHASE BUSINESS SAVINGS	\$303,424.72	0.10%	\$106.43	\$28,224.77	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

**December, 2022 Financial
Reports**

**Submitted for February,
2023 Board Meeting**

Minerva Public Library

January, 2022 Financial Reports

Submitted for the February, 2023 Board Meeting

Revenue Status Report

Appropriation Status Report

Bank Reconciliation

Fund Status

Investment Listing

Revenue Status

By Fund

As Of 1/31/2023

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$0.82	\$24.18	3.280%
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.}	\$670,553.00	\$52,649.06	\$617,903.94	7.852%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$178,360.00	\$14,004.06	\$164,355.94	7.852%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$21,374.00	\$1,656.13	\$19,717.87	7.748%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$10.00	\$340.00	2.857%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$0.00	\$200.00	0.000%
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	\$202.02	\$1,547.98	11.544%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,500.00	\$110.90	\$1,389.10	7.393%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$33.00	\$467.00	6.600%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,500.00	\$0.00	\$1,500.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$588.72	\$3,411.28	14.718%
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	\$29.78	\$2,970.22	0.993%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$11.68	\$88.32	11.680%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$50.00	\$0.00	\$50.00	0.000%
1000-871-0000	Refunds for Overpayment	\$750.00	\$8.38	\$741.62	1.117%
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%

Fund 1000 Sub-Total:	\$884,512.00	\$69,304.55	\$815,207.45	7.835%
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Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$100.00	-\$100.00	0.000%
4001-651-2024	Unrestricted Contributions - Individuals(Egile 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	\$100.00	-\$100.00	0.000%
Report Total:		\$884,512.00	\$69,404.55	\$815,107.45	7.847%

Appropriation Status

By Fund
As Of 1/31/2023

Fund: General
Pooled Balance: \$301,671.21
Non-Pooled Balance: \$64,884.16
Total Cash Balance: \$366,655.37

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	\$95,974.00	\$0.00	\$6,933.80	\$89,040.20	7.225%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$47,835.00	\$0.00	\$4,493.70	\$43,341.30	9.394%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$220,035.00	\$0.00	\$17,093.31	\$202,941.69	7.768%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$15,893.00	\$0.00	\$381.91	\$15,511.09	2.403%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$14,516.00	\$0.00	\$1,326.80	\$13,189.20	9.140%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$52,271.00	\$0.00	\$3,958.18	\$48,312.82	7.572%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,414.00	\$0.00	\$438.70	\$4,975.30	8.103%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$48,023.00	\$48,023.00	\$0.00	\$0.00	0.000%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.000%
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	\$100.00	\$0.00	\$0.00	0.000%
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	\$0.00	\$2,773.00	0.000%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	0.000%
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

2/16/2023 5:01:39 PM
UAN V2023.1

Appropriation Status

By Fund

As Of 1/31/2023

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	\$4,801.62	\$198.38	\$16,500.00	0.923%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$3,301.52	\$1,198.48	\$14,500.00	6.308%
1000-120-411-2022	Books and Pamphlets{Eggle 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	\$0.00	\$7,000.00	\$0.00	\$0.00	0.0000%
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$5,000.00	\$1,750.00	\$0.00	\$3,250.00	0.0000%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$26,000.00	\$24,280.84	\$1,719.16	\$0.00	6.612%
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0000%
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$4,000.00	\$500.00	\$0.00	\$3,500.00	0.0000%
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	\$0.00	\$0.00	\$900.00	0.0000%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL}	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.0000%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$8,750.00	\$8,068.44	\$681.56	\$0.00	7.769%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$41,900.00	\$21,191.00	\$209.00	\$20,500.00	0.499%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,640.00	\$1,640.00	\$0.00	\$0.00	0.0000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,824.00	\$28,244.91	\$1,579.09	\$4,000.00	4.669%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$24,000.00	\$22,070.93	\$1,929.07	\$0.00	8.038%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.0000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$12,000.00	\$10,283.87	\$1,716.13	\$0.00	14.301%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 1/31/2023

2/16/2023 5:01:39 PM
UAN v2023.1

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	\$3,887.00	\$113.00	\$0.00	2.825%
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	\$813.00	\$187.00	\$0.00	18.7000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
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	\$50.00	\$0.00	\$0.00	0.0000%
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	\$0.00	\$0.00	\$750.00	0.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	0.0000%
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	\$5,174.14	\$505.86	\$0.00	8.906%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$3,048.00	\$0.00	\$0.00	0.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$17,340.00	\$13,816.45	\$773.55	\$2,750.00	4.461%
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	\$2,995.28	\$4.72	\$0.00	0.157%
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	\$20,870.00	\$20,870.00	\$0.00	\$0.00	0.0000%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$130.00	\$0.00	\$0.00	0.0000%
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	\$3,000.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

2/16/2023 5:01:39 PM
UAN v2023.1

Appropriation Status

By Fund
As Of 1/31/2023

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	0.0000%
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	\$255,410.00	\$45,441.40	\$613,549.60	4.9700%

Fund: Capital Projects
Pooled Balance: \$589,246.96
Non-Pooled Balance: \$0.00
Total Cash Balance: \$589,246.96

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 Improvement(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
4001-760-740-2024	Building Improvements(Eglie 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	\$0.00	\$45,000.00	0.0000%
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	\$0.00	\$90,000.00	0.0000%
Report Total:		\$0.00	\$0.00	\$1,004,401.00	\$255,410.00	\$45,441.40	\$703,549.60	4.5240%

Report reflects selected information.

Bank Reconciliation

Reconciled Date 1/31/2023

Posted 2/10/2023 3:53:11 PM

Prior UAN Balance:		\$931,939.18
Receipts:	+	\$70,462.92
Payments:	-	\$46,500.22
Adjustments:	+	\$0.45
Current UAN Balance as of 01/31/2023:		\$955,902.33
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 01/31/2023:		\$955,902.33
Entered Bank Balances as of 01/31/2023:		\$955,803.13
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$99.20
Adjusted Bank Balances as of 01/31/2023:		\$955,902.33

Balances Reconciled

Reconciliation Notes

Deflating Bank Errors: \$99.20
 Deposit not reflected in bank account. 12/13/22

Governing Board Signatures

There are no outstanding payments as of 01/31/2023.

There are no outstanding receipts as of 01/31/2023.

There are no outstanding adjustments as of 01/31/2023.

Bank Balances

Reconciled Date 1/31/2023

Posted 2/10/2023 3:53:11 PM

<u>Type</u>	<u>Name</u>	<u>Number</u>	<u>Prior Bank Balance</u>	<u>Calculated Bank Balance</u>	<u>Entered Bank Balance</u>	<u>Difference</u>
Primary	PRIMARY		\$257,024.01	\$279,904.56	\$279,869.86	-\$34.70
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$52.00	\$52.00	\$0.00
Investment	CD042517		\$21,697.38	\$21,706.60	\$21,706.60	\$0.00
Investment	CD072716		\$21,514.10	\$21,517.75	\$21,517.75	\$0.00
Investment	CD082817		\$21,756.11	\$21,759.81	\$21,759.81	\$0.00
Investment	CNB-Saving		\$256,175.61	\$257,206.43	\$257,241.13	\$34.70
Investment	HNB-Saving		\$50,027.05	\$50,027.05	\$50,027.05	\$0.00
Investment	SAVINGS		\$303,424.72	\$303,437.93	\$303,437.93	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$931,889.98</u>	<u>\$955,803.13</u>	<u>\$955,803.13</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 1/31/2023

Posted 2/10/2023 3:53:11 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	1-2023	01/18/2023	COLUMBIA GAS OF OHIO	\$1,716.13
PRIMARY	Electronic	2-2023	01/17/2023	PAYCHEX	\$153.40
PRIMARY	Electronic	3-2023	01/17/2023	AMERICAN ELECTRIC POWER	\$1,929.07
PRIMARY	Electronic	4-2023	01/13/2023	BAKER & TAYLOR BOOKS	\$60.48
PRIMARY	Electronic	5-2023	01/13/2023	ALLIED INFOTECH	\$60.00
PRIMARY	Electronic	6-2023	01/13/2023	NATURESCAPES	\$255.00
PRIMARY	Electronic	7-2023	01/13/2023	RENTWEAR, INC.	\$106.57
PRIMARY	Electronic	8-2023	01/13/2023	copeco	\$445.86
PRIMARY	Electronic	9-2023	01/13/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$59.10
PRIMARY	Electronic	10-2023	01/13/2023	House Cleaning Genie	\$266.52
PRIMARY	Electronic	11-2023	01/23/2023	House Cleaning Genie	\$266.52
PRIMARY	Electronic	12-2023	01/12/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,412.23
PRIMARY	Electronic	13-2023	01/11/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$490.00
PRIMARY	Electronic	14-2023	01/11/2023	PAYCHEX	\$13,554.30
PRIMARY	Electronic	15-2023	01/05/2023	FIRST COMMUNICATIONS	\$681.56
PRIMARY	Electronic	16-2023	01/04/2023	BAKER & TAYLOR BOOKS	\$40.87
PRIMARY	Electronic	17-2023	01/04/2023	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	18-2023	01/04/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25
PRIMARY	Electronic	19-2023	01/04/2023	MIDWEST TAPE	\$1,696.66
PRIMARY	Electronic	20-2023	01/04/2023	Kanopy Inc.	\$22.50
PRIMARY	Electronic	21-2023	01/12/2023	PAYCHEX	\$396.80
PRIMARY	Electronic	22-2023	01/12/2023	PAYCHEX	\$1,865.41
PRIMARY	Electronic	23-2023	01/27/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,373.22
PRIMARY	Electronic	24-2023	01/27/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$490.00
PRIMARY	Electronic	25-2023	01/26/2023	PAYCHEX	\$9,995.43
PRIMARY	Electronic	26-2023	01/26/2023	PAYCHEX	\$1,445.81
PRIMARY	Electronic	27-2023	01/26/2023	House Cleaning Genie	\$684.48
PRIMARY	Electronic	28-2023	01/19/2023	BAKER & TAYLOR BOOKS	\$107.46
PRIMARY	Electronic	29-2023	01/19/2023	AMAZON	\$1,188.05
PRIMARY	Electronic	30-2023	01/19/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	31-2023	01/19/2023	Ohio Department of Taxation	\$4.72
PRIMARY	Electronic	32-2023	01/19/2023	Anna Minor	\$187.00

Cleared Payments

Reconciled Date 1/31/2023

Posted 2/10/2023 3:53:11 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	33-2023	01/23/2023	PAYCHEX	\$115.00
PRIMARY	Electronic	53-2023	01/25/2023	SAND ROCK MINERAL WATER CO.	\$28.00
PRIMARY	Warrant	6850	10/21/2022	Jim Knight	\$50.00
PRIMARY	Inv Transfer		01/19/2023	Transfer To Investment CNB-Saving	\$67.80
PRIMARY	Inv Transfer		01/19/2023	Transfer To Investment CNB-Saving	\$18.27
PRIMARY	Inv Transfer		01/19/2023	Transfer To Investment CNB-Saving	\$80.55
PRIMARY	Inv Transfer		01/20/2023	Transfer To Investment CNB-Saving	\$724.05
PRIMARY	Inv Transfer		01/23/2023	Transfer To Investment CNB-Saving	\$41.00
PRIMARY	Inv Transfer		01/26/2023	Transfer To Investment CNB-Saving	\$39.75
PRIMARY	Inv Transfer		01/30/2023	Transfer To Investment CNB-Saving	\$21.75
PRIMARY	Inv Transfer		01/30/2023	Transfer To Investment CNB-Saving	\$37.65
PETTYCASH2	Chk Transfer		01/25/2023	Transfer-PETTYCASH2 to PRIMARY	\$28.00
					\$46,550.22

Cleared Receipts

Reconciled Date 1/31/2023

Posted 2/10/2023 3:53:11 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		4-2023	01/04/2023	Daily Receipts-CNB Registers	\$125.85
PRIMARY	Standard		23-2023	01/04/2023	Daily Receipts-CNB Registers	\$34.25
PRIMARY	Standard		1-2023	01/13/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,656.13
PRIMARY	Standard		2-2023	01/13/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$14,004.06
PRIMARY	Standard		3-2023	01/13/2023	STARK COUNTY AUDITOR'S OFFICE	\$52,649.06
PRIMARY	Standard		5-2023	01/13/2023	Daily Receipts-CNB Registers	\$98.20
PRIMARY	Standard		6-2023	01/13/2023	Daily Receipts-CNB Registers	\$500.00
PRIMARY	Standard		8-2023	01/19/2023	Daily Receipts-CNB Registers	\$18.27
PRIMARY	Standard		9-2023	01/19/2023	Daily Receipts-CNB Registers	\$67.80
PRIMARY	Standard		10-2023	01/19/2023	Daily Receipts-CNB Registers	\$80.55
PRIMARY	Standard		7-2023	01/23/2023	Daily Receipts-CNB Registers	\$41.00
PRIMARY	Standard		11-2023	01/26/2023	Daily Receipts-CNB Registers	\$39.75
PRIMARY	Standard		12-2023	01/30/2023	Daily Receipts-CNB Registers	\$21.75
PRIMARY	Standard		13-2023	01/30/2023	Daily Receipts-CNB Registers	\$37.65
PRIMARY	Chk Transfer			01/25/2023	Transfer-PETTYCASH2 to PRIMARY	\$28.00
CD042517	Interest		21-2023	01/31/2023	CD042517	\$9.22
CD072716	Interest		20-2023	01/31/2023	CD072716	\$3.65
CD082817	Interest		22-2023	01/31/2023	CD082817	\$3.70
CNB-Saving	Inv Transfer			01/19/2023	Transfer To Investment CNB-Saving	\$67.80
CNB-Saving	Inv Transfer			01/19/2023	Transfer To Investment CNB-Saving	\$18.27
CNB-Saving	Inv Transfer			01/19/2023	Transfer To Investment CNB-Saving	\$80.55
CNB-Saving	Inv Transfer			01/20/2023	Transfer To Investment CNB-Saving	\$724.05
CNB-Saving	Inv Transfer			01/23/2023	Transfer To Investment CNB-Saving	\$41.00
CNB-Saving	Inv Transfer			01/26/2023	Transfer To Investment CNB-Saving	\$39.75
CNB-Saving	Inv Transfer			01/30/2023	Transfer To Investment CNB-Saving	\$21.75
CNB-Saving	Inv Transfer			01/30/2023	Transfer To Investment CNB-Saving	\$37.65
SAVINGS	Interest		19-2023	01/31/2023	SAVINGS	\$13.21
						\$70,462.92

Cleared Adjustments

Reconciled Date 1/31/2023

Posted 2/10/2023 3:53:11 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	8-2023	01/19/2023	Daily Receipts-CNB Registers	\$0.45
					<u>\$0.45</u>

Fund Status
As Of 1/31/2023

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	33.861%	\$366,655.37	\$64,984.16	\$301,671.21
4001	Capital Projects	66.139%	\$589,246.96	\$0.00	\$589,246.96
All Funds Total			\$955,902.33	\$64,984.16	\$890,918.17
Pooled Investments					\$610,847.90
Secondary Checking Accounts					\$243.00
Available Primary Checking Balance					\$279,827.27

Last reconciled to bank: 01/31/2023 – Total other adjusting factors: \$99.20

Investment Listing

System Year 2023

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	\$21,706.60	0.50%	\$9.22	\$1,182.14	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 04/27/2023	\$21,517.75	0.20%	\$3.65	\$1,340.01	03/27/2018	03/27/2022		
CD082817	CONSUMERS 0106774145 CD 4/28/23	\$21,759.81	0.20%	\$3.70	\$1,012.75	08/26/2017	03/28/2022		
CNB-Saving	CNB Savings	\$257,382.92	0.00%	\$0.00	\$61.54	06/22/2022	06/22/3000		
HNB-Saving	HNB Savings	\$50,027.05	0.00%	\$0.00	\$26.45	06/22/2022	06/22/3000		
SAVINGS	CHASE BUSINESS SAVINGS	\$303,437.93	0.10%	\$13.21	\$28,237.98	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

**January, 2023 Financial
Reports**

**Submitted for February,
2023 Board Meeting**

**AGREEMENT BETWEEN BRADBURY MILLER ASSOCIATES AND
MINERVA PUBLIC LIBRARY (OH)**

Minerva Public Library (OH) (hereinafter called Library), has entered into an agreement with Bradbury Miller Associates (hereinafter called Consultant) to perform an executive search for a new Library Director under the following conditions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Karen Miller and Brian Hare as co-project directors.
2. A final schedule will be developed at the initial meeting with the library and mutually agreed upon by both the Library and the Consultant.
3. Consultant will not charge consultant fees for the work performed on behalf of the Library's 2023 Library Director search project. The Library will be responsible for reimbursing the Consultant for any costs incurred on behalf of the project, such as advertising costs and background investigation fees. Consultant invoices to the Library for reimbursement will include copies of the original vendor invoices.
4. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
5. The Library may terminate this contract at any time with 30 days of notice.
6. The Consultant will not accept any current or future remuneration of any kind in return for the donation of services to the Library.

Roger Bartley

Roger Bartley (Feb 1, 2023 12:22 EST)

Minerva Public Library Board of Trustees, authorized representative

Feb 1, 2023

Date

I hereby agree to represent the Library under the terms and conditions of this agreement.

Karen E. Miller

Karen E Miller, Bradbury Miller Associates, President and Owner

January 31, 2023

Date

Brian C Hare

Brian C Hare (Feb 1, 2023 21:11 EST)

Brian C Hare, Bradbury Miller Associates, Managing Consultant

Feb 1, 2023

Date

**Bradbury Miller
Associates**
TENTATIVE TIMELINE
MINERVA PUBLIC LIBRARY (OH)

Phase	Activity	Target Date
Phase 1 4 weeks	Initial meeting with Search Committee and Consultant to review timeline and set schedule	Week of Feb 20
	Discovery meetings with staff group	Week of Mar 6
	Survey distributed to staff and board	Wednesday, March 1
	Draft announcement to BMA	Friday, March 31
	Draft announcement sent to Search Committee	Friday, April 7
	Advertisement is approved by Search Committee	Friday, April 14
Phase 2 6 - 8 weeks	Post ads, actively recruit candidate pool	April 17 – May 28
	Applications Close	Sunday, May 28
Phase 3 2 weeks	All candidate documents sent to Search Committee	Wednesday, May 31
	Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists (consultant meets with Committee via Zoom)	Monday, June 12 (9 – 11 am)
	Semifinal Interviews via Zoom w/ Search Committee	Tuesday, June 27 & Wednesday, June 28 (9 am – 1 pm)
Phase 4 3-4 weeks	Final Interviews	Wednesday, July 12 & Thursday, July 13
	Negotiations Completed	Roughly a week
	New Library Director Start Date	TBD

Highlighted dates require client presence

**MINERVA PUBLIC LIBRARY
JOB DESCRIPTION
DIRECTOR**

RESPONSIBLE TO:

Board of Trustees

SUMMARY OF RESPONSIBILITIES:

Administers the activities, services, and staff of the Minerva Public Library according to the policies, by-laws, and directives established by the board of trustees and the laws of the state. Also represents the library in both public and professional communities.

RESPONSIBILITY TO BOARD:

Recommends policies and advises the board on operational, staffing, and facilities changes, and on fiscal matters.

Carries out the directives and policies of the Board.

Provides data on operations and submits reports on the progress of activities.

Assists the Board in the orientation and education of its members.

Maintains confidentiality of Board matters.

Maintains Minutes Books for Board and Committee meetings.

In consultation with the Board president develops agenda for Board meetings.

FISCAL RESPONSIBILITY:

In concert with the Clerk Treasurer, develops and recommends an annual budget and administers expenditures of funds within budget constraints.

Functions as the Board's purchasing agent (approves all purchase orders, blanket certificates, standing orders, petty cash expenditures, and contracts).

Attends budget hearings.

RESPONSIBILITY TO PATRONS:

Provides a quality collection that meets the needs of the public.

Assures that the staff is responsive to the patrons and deals with them in a pleasant and professional manner.

Assures that the library environment is pleasant and that the facilities and service are easy to use and meet the patrons' needs.

ADMINISTRATION OF FACILITIES:

Assures that the physical facilities, grounds, and equipment are properly maintained, updated, and safe for use.

Evaluates and develops plans for achieving the effective allocation and utilization of building space to meet the changing needs of the library

Negotiates contracts with vendors for required services.

RESPONSIBILITY FOR STAFF:

Determines staffing requirements and hires the personnel necessary to meet those needs.

Assures that the personnel is properly trained and promotes individual development.

Establishes and organizational arrangement that assures effective communications and delegation of work and responsibilities.

Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained. Informs the Board of disciplinary and probably dismissal actions.

Administers wage and benefits, workers' compensation claims, and human resources areas according to law and the policies established by the Board.

Serves as ADA and EEOC compliance officer.

Provides responsive leadership and fairly represents the staff to the Board.

ADMINISTRATION OF COLLECTION:

Assures that the service materials selected meet the needs of the patrons and represent a judicious expenditure of funds.

Title: Library Director

Reports to: Library Board of Trustees

Hours: Full time (exempt) at 80 hours per pay period including days, evenings, and Saturdays as needed. Work schedule is determined by the Director in order to best meet the needs of the Library.

Objective: The Library Director administers and directs the staff, programs, activities, and services of the Minerva Public Library; assesses operating and capital needs; and proposes and implements budgets. The Director ensures the provision of high-quality customer service to library patrons of all ages, and the maintenance of a welcoming and orderly library. The Director represents the Library in both the public and professional communities.

Essential Job Functions and Responsibilities:

- Acts as the administrative head of the library; ensures the efficient and effective overall operation of the library; oversees the development and implementation of strategic and operational goals and objectives; develops policies for Board approval and creates procedures and practices to implement those policies; assures compliance with legal and regulatory requirements; advocates for adequate staffing, facilities, and funds to support necessary library operations; responds to operational directives from the Board of Trustees.
- Advises the Board of Trustees on operational, staffing, and facility matters; works with the Fiscal Officer to prepare meeting materials for all scheduled Board and Board Committee meetings; attends all Board of Trustee and Board Committee meetings.
- Works with the Fiscal Officer to prepare an annual budget and appropriations resolution for presentation to the Board of Trustees; recommends salary adjustments; approves Purchase Orders for expenses within budgeted limits; monitors budget compliance and works with the Board of Trustees and Fiscal Officer to address emerging financial issues.
- Assures adequate staffing levels and appropriate training and development of staff; hires new staff; takes corrective action when staff performance warrants termination; assures regular staff performance evaluation; reviews and makes recommendations regarding personnel policies, fringe benefit programs and the implementation of approved benefits and programs.
- Acts as Adult Services Manager; manages and develops the adult materials collection; develops adult programming; provides reference, readers advisory, and circulation services as needed from the library Service Desks.
- Participates in community activities as a representative of the library; collaborates with local governmental agencies, community organizations and other library systems; addresses concerns and complaints from the general public; represents the library to the media; provides information about the library to community groups and organizations.

- Keeps abreast of emerging professional issues and trends through participation in various professional organizations and groups; shares relevant information with management and administrative staff and the Board of Trustees.
- Reviews contracts, business practices, library policies and related items and makes recommendations for adoption or change to the Board of Trustees; signs legal documents on behalf of the organization.
- Provides leadership in the development and oversight of the library's strategic planning efforts; directs and implements approved strategic plan and provides regular reports to the Board.
- Performs additional duties, as assigned or as required for the efficient and effective operation of the library as a whole.

Qualifications:

- Master's degree in Library Science (M.L.S. or M.L.I.S.) from an American Library Association accredited institution or a Bachelor's degree and significant job-related coursework or training.
- Previous library management/supervisory experience.
- Demonstrated ability to work independently, taking initiative and making sound decisions, while working successfully with others and participating effectively as part of a team.
- Demonstrated ability to communicate effectively in both written and oral form.
- Collection development experience.

Knowledge, Skills, and Abilities

- Knowledge of current general library practices and technology.
- Knowledge of sound supervisory practices and methods.
- Ability to effectively and efficiently manage staff and material resources to fulfill the goals of the library.
- Ability to understand, and adhere to, library policies, procedures, and practices.
- 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.
- Proficiency with computers and common business software (e.g. Microsoft Office).

- 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 Director _____ Date _____

Signature of Board President _____ Date _____

Assures that service materials are properly cataloged and shelved and easily available to patrons.

Assures that there is an effective weeding program that maintains the collection within the capacity of the facilities.

Develops plans, implements, and maintains an up-to-date program of automation and technology use for cataloging and circulation processes, public use, and staff needs within the library, as well as for interaction with other community, area, and state agencies and groups.

PUBLIC RELATIONS ACTIVITIES

Maintains contacts with school, village, county, and state officials to assure that good relationships and communications are maintained.

Through the use of in-house publications and newspapers keeps the public informed about library services and activities.

Assures that good communications and relationships are maintained with the library's neighbors.

Assures that good communications and relationships are maintained with community organizations.

Represents the library through participation in professional library organizations such as OLC and NEO-RLS.

RESPONSIBILITIES FOR PLANNING

Develops and recommends an annual operational plan and a long-range plan in coordination with the Board.



Read • Explore • Discover
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330-868-4101 • Fax 330-868-4267
www.minervalibrary.info

2022 Annual Report

Library Board President – Roger Bartley
Library Director – Tom Dillie
Fiscal Officer – Heather Husted

In 2022 the library returned to offering many of its regular programs and services: a wide variety of programs for youth including themed events, afterschool activities, story times, and a very popular summer reading program; speakers on a variety of topics for adults and families; and three very well-attended book sales. We wished bon voyage to Sarah Pearson as she left for a library position in Dayton, and welcomed new staff members Anna Minor and Paige Henman. Youth Services added some new technology to their programs and Adult Services offered one-on-one Tech Time Tuesday appointments to help patrons with their various devices. We continued to provide you with the books, DVDs, audiobooks, CDs, children's activity kits, magazines, artwork, downloadable materials, programs, and services, that you find interesting and worthwhile. And you enjoyed and made good use of those services, materials, and programs over the past year.

In 2022

- You checked out or renewed library materials 170,635 times.
- You visited the library 56,197 times.
- You picked up at the drive-up window 1,611 times.
- You asked 10,297 reference questions of library staff.
- The Library loaned 37,735 items to patrons at other Ohio libraries.
- You borrowed 16,128 items from other Ohio libraries.
- The Library added 4,854 items to the collection for you to check out and enjoy.

Keeping you connected—online and in the community

The library offers high-speed internet access throughout the building on desktop computers, laptops, and through wifi to which you can connect your own devices. Downloadable books, audiobooks, music, and movies are available to you to enjoy for free through the Ohio Digital Library, Hoopladigital.com, and Kanopy, which provides streaming movies and television programs. LinkedIn Learning provides comprehensive online job training for you in the library, at home, or on the go. Databases from the Ohio Web Library provide online access to magazines and journals, genealogy resources, encyclopedias, car repair guidance, hobby and craft information, and reference books. The Library has a variety of meeting and study rooms for your use and once again makes those rooms available for private functions as well as public meetings.

In 2022

- The library was open 296 days and 2,252 hours.
- You downloaded 24,528 e-books, audiobooks, CDs, and movies—a new record!
- You connected to library wi-fi 12,205 times.
- You used the study rooms over 625 times for studying, writing, tutoring, and working.

Service to Youth

The Library offers a wide variety of programs for children of all ages. The Library also provides class visits to aid students and teachers from Minerva Local Schools, Minerva Area Christian School, the area Mennonite school, the YMCA Preschool, and area homeschoolers.

In 2022 Library staff provided:

- 372 scheduled class visits to the Library—7,625 students served.
- 103 visits by library staff to classes at local schools—2,275 students served.
- 68 story times for children of various ages—1,238 children and caregivers served.
- 57 different Summer Reading events—1,302 children and caregivers served.
- 33 other youth programs—634 children and caregivers served.
- 64 afterschool programs—558 children served
- 5 Community Events attended by staff—547 children and caregivers served.

Library Youth Services staff also assist in the Library's partnership with SPARK (Supporting Partnerships to Ensure Ready Kids), an early literacy and school-readiness program, and offers the 1000 Books Before Kindergarten reading challenge to encourage early literacy skills.

Library Funding

The Library is funded by a monthly distribution from the State of Ohio through the Public Library Fund (PLF). The PLF currently receives 1.7% of the State's General Revenue Fund. The monthly PLF distribution is divided among Ohio's 88 counties and then distributed to public libraries in each of those counties by that county's Budget Commission.

2022 Operating Revenue	Percent	Amount
Public Library Fund (PLF)	98%	\$839,312
Fines and Fees	.6%	\$ 5,164
Contributions	0.9%	\$ 7,499
Miscellaneous	0.2%	\$ 1,987
Investment Earnings	0.3%	\$ 2,062
Total	100.0%	\$856,024

2022 Operating Expenditures		
Salaries and Benefits	44.3%	\$427,162
Library Materials	7.4%	\$ 71,863
Purchased Services	15.2%	\$145,535
Other	.7%	\$ 6,965
Supplies	1.3%	\$ 12,793
Transfer to Capital Fund	31.1%	\$300,000
Total	100.0%	\$964,318

2022 Capital Expenditures		
Maintenance and Repair	37.8%	\$ 5,535
Land Improvements	27.6%	\$ 4,041
Furniture and Equipment	34.6%	\$ 5,063
Total	100.0%	\$ 14,639

Generous Support

The Library appreciates your generosity in donating to help provide library programs and services. Please consider the Library when you plan your annual giving.

In 2022 Library patrons and local businesses gave targeted donations totaling \$1,300.00.

- Library book sales and anonymous donations provided \$6,199.00.
- Patrons donated 487 books, DVDs, videogames, and audiobooks to the Library's collection.

Resolution of Appreciation and Thanks

WHEREAS the Minerva Public Library is a vital part of the community, and

WHEREAS the Minerva Public Library Board of Trustees strives to provide excellent library service to the community, and has worked to maintain that level of service during times of financial hardship, and

WHEREAS the diligence, experience, and community involvement of each Trustee is essential to the effective and efficient work of the Library Board, and

WHEREAS Virginia Birks has served the Library Board, the Library staff, and the patrons of the Library, as a Trustee since January, two thousand and ten.

NOW, THEREFORE BE IT RESOLVED on this twenty-third day of February, two thousand and twenty-three, the Minerva Public Library Board of Trustees commends Virginia Birks for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past fourteen years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

February 2023 Youth Services Report

Candy Land Fever spread throughout the department featuring a return of the life-size Candy Land game over two days and a candy and sweets themed makeover in the Sensory SPOT. Families enjoyed following the colorful path to King Kandy's castle where everyone could enjoy hot chocolate enhanced with the goodies they picked up along the way. Many stayed and played in the sensory SPOT or other areas of the library.

Cosplay students created magic wands with a few simple supplies: chopsticks, hot glue and beads. They also tea-stained fabric and drew maps for one session.

The book "Valenslime" by Joy Keller inspired both the YMCA and the Wednesday Crafternoon programs to make slime. Laken and Anna bravely led these programs, much to the students' delight.

March will bring old favorites like Dr. Seuss Day and the Peeps Diorama Contest as well as an evening Leprechaun Story Time and another Family Paint Nite.

Statistics for January 2023:

Side Door Count: 1059

Study Rooms Use: 29

Computer Use: 156

Reference Questions: 866

Other Questions: 140

Teacher collections: 28 requests /543 books

MES visits: 40/912

Outreach: 12/240

MAC School 1/51

YMCA: 2/33

MMS 6/147

Story Time: 3/47

Book Beginnings: 2/38

Sensory SPOT: 186

Other Programs: Cosplay Club 2 meetings/9 students, Crafternoons 3 meetings/37 students, LEGO Day 3, Tech Time 5, Pet day Craft 5, Reading Buddies 48

Kathy Heller

Youth Services Manager

2/18/2023

Director's Report—February, 2023

Building and Grounds—nothing to report with regards to the physical plant this month. Heat is working well, and the air conditioning has come on when it needed to. The mild winter so far has meant that we've spent very little on salt and plowing for the parking lot.

Technology—PcCopilot will order the new computers soon for installation the last week of March. The library will pay for the computers before installation so that the IT Company does not have to carry the cost. Because the current batch of desktop PCs has not been very reliable (hence replacing them now rather than in 2024) we will recycle the old computers rather than donate them to Goodwill.

Programs—the jigsaw puzzle exchange on 02/18 went every well, with at least 52 patrons stopping for puzzles; Jennifer Bates and Paige handled the crowd. The Candyland program in Youth Services that Saturday was a big draw and certainly increased the number of people who stopped by for puzzles. The library is participating in the seed library program sponsored by Stark Fresh where we are provided with packets of seeds to distribute locally. The seeds arrived on 02/17, and we have many, many packets which Nicole, Donna, and Jen Baker sorted by type. I've contacted the area libraries that participated last year to find out how they managed distribution last time.

Meetings—I meet with Casey for her Trustee orientation on 02/02, with the Personnel Committee on 02/08, and had Zoom meeting with the consultant from Bradbury Miller and the library Search Committee on 02/20. I've had several Zoom meetings with various OLC Committees as well.