

**Minerva Public Library  
Board of Trustees**

**March, 2023**

**Monthly Regular Meeting  
Packet**

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

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

**Presentation from Arts Council:** Patrick Buckohr, the sculptor who is creating the statute of Bill Powell for the Minerva Arts Council, will present images of the work in progress and answer any questions from the Board.

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

**Ongoing Business**

**Ohio Governor's Imagination Library Update**

**Director Search Update**

**State Budget Update**

**Fiscal Officer's Report**

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

**PLF Distribution:** The March PLF distribution is \$59,978 which is \$3,925 or 7% more than the \$56,053 received in March last year.

**2023 General Revenue Net Operating Position**

Feb. Revenue =	\$80,693	Total Annual Revenue =	\$ 149,998
Feb. Expenses =	\$65,156	Total Annual Expenses =	\$ 111,656
Difference	\$15,537		\$ 38,342

**General Fund Expenses as Percentage of Appropriation**

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 111,656	12.0%

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

**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 February invoice was \$49.25 for 5 placements.

### **New Business**

**Re-certified Revenue Estimate for 2023:** as discussed at the February Board meeting, the Stark County Auditor's Office has issued a certificate of resources based on the December PLF estimate from the Ohio Dept. of Taxation. That estimate is lower than the July estimate which is what Columbiana and Carroll Counties used for their certificates of resources issued last year. Those counties have not issued new certificates and are unlikely to do so. Since Stark County provides the largest share of the PLF revenue to the library, it would be good practice to revise the revenue appropriation for 2023 to reflect that reduction. The amended revenue also shows the actual General Fund carryover of \$342,792 rather than the original budget estimate of \$250,000. The expense appropriation will not be changed. A copy of the original appropriation and the amended appropriation is included in the Packet.

**Approve Resolution 23-03-01:** to amend the 2023 Appropriation as presented.

**Property and Liability Insurance:** the Ohio Plan policy covering the library is up for renewal. The total bill is \$10,638. As in previous years, the library qualifies for certain discounts, this time in the amount of \$1,132, bringing the annual renewal premium down to \$9,506. That's \$66 less than last year's discounted premium.

**Approve Resolution 23-03-02:** to renew property and liability insurance coverage with the Ohio Plan for another year at a cost of \$9,506.

**Dolly Parton Imagination Library of Ohio:** at the last meeting the Trustees discussed ways of providing a regular contribution from the library to the Stark County DPILO the funds for which are managed by Stark Library. There was general agreement that assigning part of the proceeds from the library's seasonal book sales would be a good idea. Mr. Rutledge also suggested he could inquire about support from Minerva Rotary. Mr. Dillie suggests that the

Board authorize setting aside a percentage of the booksale proceeds to send to Stark Library in support of DPILO.

**Approve Resolution 23-03-03:** to set aside \_\_\_\_% of the proceeds from the library's seasonal book sales for the support of the Dolly Parton Imagination Library of Ohio, and to transfer that amount to Stark Library following the completion of each book sale.

**Donation of Bill Powell Statute:** at this Board meeting and the February meeting the Trustees have heard presentations from the Minerva Arts Council about donating a newly created sculpture of Bill Powell to the Library for installation on library grounds. The library would not bear any cost for the statue or its installation, but would cover the cost of installing and maintaining outdoor lighting.

**Approve Resolution 23-03-04:** to accept the donation from the Minerva Arts Council of a statue of William Powell to be installed on library property with the Minerva Arts Council responsible for the management of the installation and any associated costs. The library will provide for outdoor lighting and insure the sculpture.

**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 17,332, 30% above that of last February. Total circulation was 23,570, 34.5% above February last year. Door count was 5,552 20% above last February, with most of the increase again coming from more class visits.

**Accept Gifts—February**

**Restricted Individual Contributions to the General Fund**

\$ 00.00

**Unrestricted Individual Contributions to the General Fund**

\$ 765.45\*

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Total Restricted and Unrestricted

\$ 765.45

\*Includes \$100 from John Oyer. \$590 in total from Virginia Birks, Charlotte Stuhl, Dale and Judy Speakman, Russ Kiko Associates, Tim and Theresa Blocher, Pat

Miller, Louise Criss, Jim and Laney Fugett, and Mark and Lesley Reed in memory of Linda Clark.

**In-kind Gifts**

4 trade paperbacks

**Adjourn**

The next Regular Board Meeting will be held on April 27, 2023 at 6:30 pm in the Community Meeting Room.

**Minerva Public Library Board of Trustees**  
**Minutes of the February 23, 2023 Regular Meeting**

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

**Attendance:** Trustees Roger Bartley, Jennifer Beard, Casey Milano, Sarah Repella, and Dick Rutledge, (Diane Ruff and Becky Miller joined the meeting at 7:08); Library Director Tom Dillie, Fiscal Officer Heather Husted.

**Adjustments to the Agenda:** none

**Public Participation:** none

**Presentation from Arts Council:** Diane Evans and Denise Freeland from the Minerva Arts Council presented a proposal to the Board for the installation of a new statue of William Powell on library grounds. The statue is nearing completion and the Arts Council has been hard pressed to find a suitable location. The suggested site on library grounds is near the Sarah's Pencils sculpture and facing toward the elementary school. The Arts Council would be responsible for the cost of installation, including pouring a footer and building a brick plinth, and would then transfer ownership to the library. There was much general discussion among the Trustees about the location and whether this was the best site for the statue. Ms. Evans, Ms. Freeland, and Mr. Rutledge, who is also on the Arts Council, explained the other sites that had been considered, but were turned down by either the property owners or Renee Powell. If the library were to accept the donation, the statue would be installed sometime this spring or early summer. Mr. Dillie said he would check with the library's insurance broker about coverage for the statue, and also suggested that it would be good time to clarify who owns Sarah's Pencils. Dr. Beard asked to have an artist's rendering or a photo of the statue shared with the Board and Ms. Evans said she would provide that. The Trustees thanked the Arts Council representatives for their presentation and said they would address this question formally at the March Board meeting. Ms. Freeland and Ms. Evans left the meeting at 6:50.

Ms. Repella moved to approve the **Minutes** of the January 19, 2023 Regular Board Meeting and the 2023 Organization Meeting. Ms. Milano seconded. Motion carried unanimously.

**Ongoing Business**

**Dolly Parton Imagination Library of Ohio Update:** Mr. Dillie reported that 252 eligible children from the library's service area are registered with DPILO. The Director of Stark Library, which acts as the fiscal agent for DPILO in Stark County, contacted Mr. Dillie recently to ask if the library could make a donation toward

the program. He did ask if there was now expectation for regular contributions and how much those contributions might be. The reply was that there was no set frequency but that libraries had been donating something. The total annual cost of Minerva's registrations is \$3276.00. Mr. Dillie checked with the other libraries in the county and found that some had been providing substantial using funds from their Friends groups, or targeted donations directly from patrons. Others had send aside a fixed amount of money. During general discussion someone suggested earmarking a portion of the book sale proceeds for this program. Mr. Dillie said that would be easy to do, and that the Spring and Fall book sales usually bring in between \$1000 and \$1200 each. Mr. Rutledge mentioned that Minerva Rotary has a long-standing commitment to supporting activities to promote literacy and has made donations of various kinds to Minerva Local Schools over the years. He suggested that Rotary might be interested in supporting DPILO and that he would talk to the chapter President about the idea.

**Library Service During Pandemic Update**—Mr. Dillie reported that the library continues to distribute the at-home COVID test kits provided by the Ohio Dept. of Health. Demand is stead but not overwhelming.

### **Fiscal Officer's Report**

Ms. Repella moved to **Accept** the monthly financial reports for December, 2022, January, 2023, and the Fiscal Officer's monthly report. Mr. Rutledge. Motion carried unanimously. Ms. Husted presented her monthly report of activities [Attachment A].

**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

Mr. Dillie pointed out that the library again finished the year with more carryover than the intended \$250,000 thanks to the greater than expect PLF revenue. The library transferred \$300,000 into capital in 2022, and has budgeted a transfer out of \$100,000 for 2023. The current carryover alone will cover almost the entire transfer out scheduled for this year.

### 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:** Mr. Dillie reported that the Stark County Auditor's Office has, for the first time, recertified the library's PLF revenue based on the newer, December, estimate from 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. Columbiana County has at least once restated the Certificate of Resources based on the December estimate; Carroll County has said in the past, when asked, that they will not restate. The Stark County Certificate inflated the PLF revenue from "other sources" namely the other two counties, in order make the total certified revenue appropriation match Minerva's submitted budget. That's a unique solution, but not the right one. Mr. Dillie may ask the Board late this year to amend the 2023 revenue appropriation, not expenses, to reflect the new certification from Stark County.

**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 provided an update on the State Budget process which has just started up this month. The Governor provided his Blue Book to the legislature which includes leaving the PLF at 1.7% of General Revenue rather than letting it fall back to 1.66% as stated in permanent law. His budget also includes the same funding for the DPILO as appeared in the last budget which means the state would continue to subsidize roughly half the cost of registering kids with the program. The House has started working on its budget response with the intent to pass something on to the Senate in April. It is very early days yet, but the House has already introduced HB 1, a bill to set a flat income tax in Ohio, and make numerous changes to the property tax structure. The former would affect the amount of money collected for the General Revenue fund and thus the PLF; the latter would not affect the library because we do not have a property tax levy, but it would affect many different units of local government.



This is very early days and what if any parts of HB 1 are incorporated into the budget remains to be seen.

**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. [Attachment B]

**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. Ms. Milano, Ms. Miller, and Ms. Repella will make up the Search Committee. The latter two Trustees and Mr. Dillie had a Zoom meeting with Brian Hare, the BMA consultant on 02/20 to discuss a timeline for the search. The agreed upon timeline is included in the Board Packet [Attachment C]. Mr. Dillie explained that the only time commitment for the full Board would be interviews with the final candidates on either July 12 or 13. The interviews would likely begin later in the afternoon, and would require, along with a follow-up Board discussion, perhaps four hours. Trustees agreed that those dates were acceptable, with Dr. Beard saying she would be available for activities that started in the afternoon but not in the morning.

Dr. Beard moved to **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. Ms. Miller seconded. Motion carried unanimously.

**Director's Job Description:** Mr. Dillie met with the Personnel Committee on 02/08 to discuss the Director's job description and a hiring range for the job announcement. The current job description dates to at least 2007 and possibly earlier and needs revision and updating. Mr. Dillie drafted a new job description putting it into same format as the descriptions for other library positions and stating the essential duties at a more professional level. Both the current and revised descriptions are provided. [Attachments D & E].

Ms. Miller moved to **Approve Resolution 23-02-02** to approve the updated job description for the Director as presented. Ms. Ruff seconded. Motion carried unanimously.

**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. Mr. Dillie and the Personnel Committee discussed the hiring 02/08, reviewing the current salaries of Directors of libraries of comparable budgets to Minerva. The data gathered for 42 other libraries shows little correlation between individual salaries and years of experience, education, or size of

budget. There is a ballpark range that is reasonable to advertise. The new job description approved by the Board states the educational qualifications as either the professional library degree, MLS or MLIS, or a BA with relevant education and experience. The can state a preference for hiring and Personnel Committee and Mr. Dillie recommend giving preference to candidates with the professional library degree.

Dr. Beard moved to **Approve Resolution 23-02-03:** to post the Library Director's position with a hiring range between \$55,000 and \$70,000, and to state in the job announcement that the MLS or MLIS degree is preferred. Mr. Rutledge seconded. Motion carried unanimously.

**Annual Report:** the draft 2022 Annual Report was included in the Board Packet [Attachment F].

Ms. Miller moved to **Approve Resolution 23-02-03:** to accept the 2022 Annual Report of the Minerva Public Library as presented. Ms. Repella seconded. Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 23-02-04:** to thank Virginia Birks for her service on the Library Board via a Resolution of Thanks and Appreciation. [Attachment G ] Ms. Miller seconded. Motion carried unanimously.

### **Correspondence**

None

### **Director's Report**

Dr. Beard moved to Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Ms. Miller seconded. Motion carried unanimously.

**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\*

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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

Ms. Repella moved **Adjourn** the meeting at 8:05 pm. Dr. Beard seconded.  
Motion carried.

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

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Board President

Date

## **Attachment A, Minutes of the February 23, 2023 Board Meeting**

### **Fiscal Officer's Report February 2023**

**Financial Reports-** I have closed 2022 and submitted it to the state.

There was a Consumers bank error in December; a missing deposit. I had contacted Consumers in February and it was corrected.

There was an error with the entry of the budget into UAN; specifically with the payroll accounts. This has been corrected to match the approved budget.

**Payroll-** I have started the process of converting the payroll to UAN. There is detailed paperwork that needs filled out and submitted to UAN. Once the paper work is submitted there will be a one on one class with UAN support to help set it up properly.

After that UAN paperwork is filled out and I have a better understanding of the benefits offered I plan on meeting with each of the employees.

**Banking-** We have removed Christina from all of the banking accounts and added my name.

I did receive an email from Huntington that there has not been activity in the account for 11 months, and they may start charging a monthly \$5.00 fee.

Chase mentioned that I was the only one authorized to add and remove names from the bank account. They recommended we that we also give authorization to Mr. Bartley or Mr. Rutledge.

**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

# BradburyMiller 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

Attachment C, Minutes of the February 23, 2023 Board Meeting

**BradburyMiller**  
**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

## **Attachment D, Minutes of the February 23, 2023 Board Meeting**

### **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.

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.

## **Attachment E, Minutes of the February 23, 2023 Board Meeting**

**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 \_\_\_\_\_

# 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.

<b>2022 Operating Revenue</b>	<b>Percent</b>	<b>Amount</b>
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
<b>Total</b>	<b>100.0%</b>	<b>\$856,024</b>

<b>2022 Operating Expenditures</b>		
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
<b>Total</b>	<b>100.0%</b>	<b>\$964,318</b>

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

## 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.



# **Minerva Public Library**

## **February, 2022 Financial Reports**

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

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

## Fiscal Officer's Report March 2023

### Financial Reports

#### 1. Bank Reconciliation

- a. The Consumers teller error from December was corrected in February.
- b. Amazon was over paid in 2022, and a bill pay check of \$816.40 was returned to the Chase checking account.

#### 2. Revenue Receipt Register

- a. There are entry errors-all three deposits into 4001-651-0000 should have been entered into 1000-651-0000, plus a deposit from January.
  - i. This has been corrected with a date of 03/16/23

#### 3. Appropriation Payment Register

- a. Stark County Schools was paid twice in February for health insurance, life insurance and FSA.
  - i. Beginning of the month payment was for January.
  - ii. End of month payment was for February.
- b. American Heritage Life insurance was paid twice for the same reason.
- c. Approximately \$3,000 worth of books was paid for between the two departments.
- d. EBSCO was paid \$4,169.67 for a year's subscription of approximately 120 magazines.
- e. Two months of telephone and trash removal were paid in February (for January & Februarys.)
- f. Ohio Treasurer of State was paid \$3,872.21 quarterly SEO consortium membership dues and for SEO services separate of the membership.

#### 4. Revenue Status

- a. Most of the revenue all appears to be within range of expected.
  - i. Contributions are above expected
    1. Will be better reflected once revenue of \$203.15 from account 4000-651-0000 is properly recorded in 1000-651-0000 (36%.)

#### 5. Appropriation Status

- a. Periodicals are at about 70% of the YTD % expenditures.
  - i. This seems appropriate due to the check to EBSCO for the year's subscription to 120 magazines

**Revenue Status**

By Fund  
As Of 2/28/2023

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$1.58	\$23.42	6.320%
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	\$113,969.54	\$556,583.46	16.996%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$178,360.00	\$30,314.62	\$148,045.38	16.996%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$21,374.00	\$3,585.03	\$17,788.97	16.773%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$13.50	\$336.50	3.857%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$44.28	\$155.72	22.140%
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	\$353.77	\$1,396.23	20.215%
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	\$215.80	\$1,284.20	14.387%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$94.50	\$405.50	18.900%
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	\$1,251.02	\$2,748.98	31.276%
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	\$57.91	\$2,942.09	1.930%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$22.42	\$77.58	22.420%
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	\$74.38	\$675.62	9.917%
1000-872-0000	Insurance Reimbursements	\$500.00	\$0.00	\$500.00	0.000%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%

**Revenue Status**

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By Fund

As Of 2/28/2023

Fund 1000 Sub-Total:	\$884,512.00	\$149,998.35	\$734,513.65	16.958%
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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	\$203.15	-\$203.15	0.0000%
4001-651-2024	Unrestricted Contributions - Individuals{Eglie Estate Donat}	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.0000%
	Fund 4001 Sub-Total:	\$0.00	\$203.15	-\$203.15	0.0000%
	Report Total:	\$884,512.00	\$150,201.50	\$734,310.50	16.981%

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 2/28/2023

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Fund: General  
Pooled Balance: \$316,950.56  
Non-Pooled Balance: \$65,000.74  
Total Cash Balance: \$381,951.30

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	\$103,759.00	\$0.00	\$14,317.96	\$89,441.04	13.7999%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$48,515.00	\$0.00	\$8,520.00	\$39,995.00	17.562%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$222,253.00	\$0.00	\$34,030.68	\$188,222.32	15.312%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$613.32	\$4,386.68	12.266%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$14,726.00	\$0.00	\$2,443.60	\$12,282.40	16.594%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$52,271.00	\$0.00	\$7,819.06	\$44,451.94	14.959%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,414.00	\$0.00	\$813.06	\$4,600.94	15.018%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$48,023.00	\$41,214.00	\$6,809.00	\$0.00	14.179%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$335.13	\$64.87	\$0.00	16.218%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$1,370.00	\$1,370.00	\$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	\$100.00	\$80.02	\$19.98	\$0.00	19.980%
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	0.0000%
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	0.0000%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$3,670.60	\$329.40	\$0.00	8.235%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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.

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 2/28/2023

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0000	Books and Pamphlets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0109	Books and Pamphlets(Donation Adult Books-Moser}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$21,500.00	\$3,065.31	\$2,134.69	\$500.00	0.000%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$2,253.29	\$2,246.71	\$16,300.00	9.929%
1000-120-411-2022	Books and Pamphlets(Egile Adult Books Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,500.00	11.825%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT}	\$0.00	\$0.00	\$7,000.00	\$2,111.42	\$4,888.58	\$0.00	69.837%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$5,000.00	\$1,440.62	\$309.38	\$3,250.00	6.188%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs}	\$0.00	\$0.00	\$26,000.00	\$21,251.36	\$4,748.64	\$0.00	18.264%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$4,000.00	\$298.09	\$201.91	\$3,500.00	5.048%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL}	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.000%
1000-210-110-0005	D Salaries(SERVICE WORKERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$8,750.00	\$6,689.48	\$2,060.52	\$0.00	23.549%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$41,900.00	\$20,939.00	\$461.00	\$20,500.00	1.100%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,640.00	\$1,416.00	\$224.00	\$0.00	13.659%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,824.00	\$26,911.82	\$3,012.18	\$4,000.00	8.905%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$24,000.00	\$20,147.40	\$3,852.60	\$0.00	16.053%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$565.72	\$134.28	\$0.00	19.133%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$12,000.00	\$8,999.99	\$3,000.01	\$0.00	25.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

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**Appropriation Status**

By Fund

As Of 2/28/2023

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$2,873.16	\$1,126.84	\$0.00	28.171%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,000.00	\$813.00	\$187.00	\$0.00	18.700%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$750.00	\$180.00	\$120.00	\$450.00	16.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$10,000.00	\$9,801.88	\$198.12	\$0.00	1.981%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,680.00	\$4,557.60	\$1,122.40	\$0.00	19.761%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$3,048.00	\$0.00	\$0.00	0.000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$17,340.00	\$13,564.20	\$1,059.20	\$2,716.60	6.108%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$2,822.43	\$177.57	\$0.00	5.919%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$20,870.00	\$16,747.79	\$4,122.21	\$0.00	18.762%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.615%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$3,000.00	\$2,519.10	\$480.90	\$0.00	16.030%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

3/13/2023 3:03:08 PM  
UJAN V2023.1

**Appropriation Status**

By Fund

As Of 2/28/2023

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	\$223,660.41	\$111,655.67	\$579,084.92	12.211%

Fund: Capital Projects  
 Pooled Balance: \$589,350.11  
 Non-Pooled Balance: \$0.00  
 Total Cash Balance: \$589,350.11

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	\$223,660.41	\$111,655.67	\$669,084.92	11.177%

Report reflects selected information.



**Bank Reconciliation**

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

Prior UAN Balance:		\$955,902.33
Receipts:	+	\$82,161.13
Payments:	-	\$67,578.45
Adjustments:	+	\$816.40
Current UAN Balance as of 02/28/2023:		\$971,301.41
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 02/28/2023:		<u>\$971,301.41</u>
Entered Bank Balances as of 02/28/2023:		\$971,799.48
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$498.07
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 02/28/2023:		<u>\$971,301.41</u>

Balances Reconciled

Governing Board Signatures

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There are no outstanding receipts as of 02/28/2023.

There are no outstanding adjustments as of 02/28/2023.

**Bank Balances**

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$279,869.86	\$294,430.80	\$294,530.00	\$99.20
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$52.00	\$69.00	\$69.00	\$0.00
Investment	CD042517		\$21,706.60	\$21,715.82	\$21,715.82	\$0.00
Investment	CD072716		\$21,517.75	\$21,521.41	\$21,521.41	\$0.00
Investment	CD082817		\$21,759.81	\$21,763.51	\$21,763.51	\$0.00
Investment	CNB-Saving		\$257,241.13	\$258,531.21	\$258,531.21	\$0.00
Investment	HNB-Saving		\$50,027.05	\$50,028.05	\$50,028.05	\$0.00
Investment	SAVINGS		\$303,437.93	\$303,449.48	\$303,449.48	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$955,803.13</u>	<u>\$971,700.28</u>	<u>\$971,799.48</u>	<u>\$99.20</u>

**Outstanding Payments**

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6853	02/17/2023	JOURNAL OF LIGHT CONSTRUCTION	\$49.95
PRIMARY	Warrant	6854	02/17/2023	OHIO LIBRARY COUNCIL	\$250.00
PRIMARY	Warrant	6856	02/17/2023	WHITAKER-MYERS INSURANCE	\$198.12
					\$498.07

**Cleared Payments**

UAN v2023.1

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	34-2023	02/02/2023	EBSCO	\$4,169.67
PRIMARY	Electronic	35-2023	02/02/2023	Kanopy Inc.	\$10.80
PRIMARY	Electronic	36-2023	02/02/2023	TREASURER, STATE OF OHIO	\$3,872.21
PRIMARY	Electronic	37-2023	02/02/2023	MINERVA AREA CHAMBER OF COMMERCE	\$120.00
PRIMARY	Electronic	38-2023	02/06/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.30
PRIMARY	Electronic	39-2023	02/06/2023	RENTWEAR, INC.	\$52.91
PRIMARY	Electronic	40-2023	02/06/2023	THE REPOSITORY	\$290.39
PRIMARY	Electronic	41-2023	02/06/2023	MIDWEST TAPE	\$2,033.68
PRIMARY	Electronic	42-2023	02/06/2023	NATURESCAPES	\$411.00
PRIMARY	Electronic	43-2023	02/06/2023	STARK COUNTY TREASURER	\$6.00
PRIMARY	Electronic	44-2023	02/06/2023	INDEPENDENT ELEVATOR CO., INC.	\$252.00
PRIMARY	Electronic	45-2023	02/06/2023	House Cleaning Genie	\$290.76
PRIMARY	Electronic	46-2023	02/06/2023	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	47-2023	02/06/2023	copeco	\$148.59
PRIMARY	Electronic	48-2023	02/06/2023	CHASE CARD SERVICES	\$43.90
PRIMARY	Electronic	49-2023	02/06/2023	FIRST COMMUNICATIONS	\$689.39
PRIMARY	Electronic	50-2023	02/15/2023	COLUMBIA GAS OF OHIO	\$1,283.88
PRIMARY	Electronic	51-2023	02/15/2023	AMERICAN ELECTRIC POWER	\$1,923.53
PRIMARY	Electronic	52-2023	02/15/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$490.00
PRIMARY	Electronic	54-2023	02/10/2023	OVERDRIVE	\$985.00
PRIMARY	Electronic	55-2023	02/10/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25
PRIMARY	Electronic	56-2023	02/10/2023	House Cleaning Genie	\$339.21
PRIMARY	Electronic	57-2023	02/10/2023	FIRST COMMUNICATIONS	\$689.57
PRIMARY	Electronic	58-2023	02/10/2023	BAKER & TAYLOR BOOKS	\$2,063.23
PRIMARY	Electronic	59-2023	02/10/2023	copeco	\$467.95
PRIMARY	Electronic	60-2023	02/09/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$280.00
PRIMARY	Electronic	61-2023	02/09/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,485.11
PRIMARY	Electronic	62-2023	02/09/2023	PAYCHEX	\$1,377.25
PRIMARY	Electronic	63-2023	02/09/2023	PAYCHEX	\$10,046.60
PRIMARY	Electronic	64-2023	02/09/2023	PAYCHEX	\$118.20
PRIMARY	Electronic	65-2023	02/17/2023	The Alliance Review	\$233.79
PRIMARY	Electronic	66-2023	02/17/2023	CLEAN - N - GREEN	\$85.00

**Cleared Payments**

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	67-2023	02/17/2023	House Cleaning Genie	\$339.21
PRIMARY	Electronic	68-2023	02/20/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,324.26
PRIMARY	Electronic	69-2023	02/20/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$490.00
PRIMARY	Electronic	70-2023	02/20/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,294.37
PRIMARY	Electronic	71-2023	02/23/2023	EBSCO	\$24.79
PRIMARY	Electronic	72-2023	02/23/2023	CATLETT QUALITY PLUMBING	\$287.51
PRIMARY	Electronic	74-2023	02/24/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.30
PRIMARY	Electronic	75-2023	02/24/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$280.00
PRIMARY	Electronic	76-2023	02/24/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$5,375.42
PRIMARY	Electronic	77-2023	02/27/2023	WATER AND SEWER DEPT.	\$134.28
PRIMARY	Electronic	78-2023	02/27/2023	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	79-2023	02/27/2023	CENTER POINT LARGE PRINT	\$129.20
PRIMARY	Electronic	80-2023	02/27/2023	QUILL CORPORATION	\$117.96
PRIMARY	Electronic	81-2023	02/23/2023	PAYCHEX	\$1,360.59
PRIMARY	Electronic	82-2023	02/23/2023	PAYCHEX	\$9,644.95
PRIMARY	Electronic	89-2023	02/23/2023	PAYCHEX	\$118.20
PRIMARY	Electronic	90-2023	02/27/2023	CHASE CARD SERVICES	\$2,905.99
PRIMARY	Chk Transfer		02/17/2023	Transfer-PRIMARY to PETTYCASH2	\$17.00
PRIMARY	Inv Transfer		02/02/2023	Transfer To Investment CNB-Saving	\$64.85
PRIMARY	Inv Transfer		02/03/2023	Transfer To Investment CNB-Saving	\$26.80
PRIMARY	Inv Transfer		02/06/2023	Transfer To Investment CNB-Saving	\$66.00
PRIMARY	Inv Transfer		02/06/2023	Transfer To Investment HNB-Saving	\$28.05
PRIMARY	Inv Transfer		02/06/2023	Transfer To Investment CNB-Saving	\$28.05
PRIMARY	Inv Transfer		02/09/2023	Transfer To Investment CNB-Saving	\$23.80
PRIMARY	Inv Transfer		02/13/2023	Transfer To Investment CNB-Saving	\$131.20
PRIMARY	Inv Transfer		02/13/2023	Transfer To Investment CNB-Saving	\$99.20
PRIMARY	Inv Transfer		02/16/2023	Transfer To Investment CNB-Saving	\$16.26
PRIMARY	Inv Transfer		02/16/2023	Transfer To Investment CNB-Saving	\$19.80
PRIMARY	Inv Transfer		02/23/2023	Transfer To Investment CNB-Saving	\$67.15
PRIMARY	Inv Transfer		02/23/2023	Transfer To Investment CNB-Saving	\$358.10
PRIMARY	Inv Transfer		02/23/2023	Transfer To Investment CNB-Saving	\$262.65
PRIMARY	Inv Transfer		02/27/2023	Transfer To Investment HNB-Saving	\$1.00

**Cleared Payments**

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Inv Transfer		02/27/2023	Transfer To Investment CNB-Saving	\$15.19
PRIMARY	Inv Transfer		02/27/2023	Transfer To Investment CNB-Saving	\$111.03
HNB-Saving	Inv Transfer		02/06/2023	Transfer From Investment HNB-Saving	\$28.05
					\$67,080.38

**Cleared Receipts**

UAN v2023.1

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		14-2023	02/02/2023	Daily Receipts-CNB Registers	\$64.85
PRIMARY	Standard		15-2023	02/03/2023	Daily Receipts-CNB Registers	\$26.80
PRIMARY	Standard		16-2023	02/06/2023	Daily Receipts-CNB Registers	\$66.00
PRIMARY	Standard		17-2023	02/06/2023	Daily Receipts-CNB Registers	\$28.05
PRIMARY	Standard		18-2023	02/09/2023	Daily Receipts-CNB Registers	\$23.80
PRIMARY	Standard		28-2023	02/10/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$16,310.56
PRIMARY	Standard		24-2023	02/13/2023	Daily Receipts-CNB Registers	\$131.20
PRIMARY	Standard		29-2023	02/13/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,928.90
PRIMARY	Standard		30-2023	02/13/2023	STARK COUNTY AUDITOR'S OFFICE	\$61,320.48
PRIMARY	Standard		25-2023	02/16/2023	Daily Receipts-CNB Registers	\$16.26
PRIMARY	Standard		26-2023	02/16/2023	Daily Receipts-CNB Registers	\$19.80
PRIMARY	Standard		27-2023	02/16/2023	Daily Receipts-CNB Registers	\$67.15
PRIMARY	Standard		31-2023	02/17/2023	Daily Receipts-CNB Registers	\$17.00
PRIMARY	Standard		32-2023	02/23/2023	Daily Receipts-CNB Registers	\$358.10
PRIMARY	Standard		33-2023	02/23/2023	Daily Receipts-CNB Registers	\$262.65
PRIMARY	Standard		34-2023	02/27/2023	Daily Receipts-CNB Registers	\$1.00
PRIMARY	Standard		35-2023	02/27/2023	Daily Receipts-CNB Registers	\$15.19
PRIMARY	Standard		36-2023	02/27/2023	Daily Receipts-CNB Registers	\$111.03
PRIMARY	Inv Transfer			02/06/2023	Transfer From Investment HNB-Saving	\$28.05
PETTYCASH2	Chk Transfer			02/17/2023	Transfer-PRIMARY to PETTYCASH2	\$17.00
CD042517	Interest		40-2023	02/24/2023	CD042517	\$9.22
CD072716	Interest		39-2023	02/27/2023	CD072716	\$3.66
CD082817	Interest		41-2023	02/28/2023	CD082817	\$3.70
CNB-Saving	Inv Transfer			02/02/2023	Transfer To Investment CNB-Saving	\$64.85
CNB-Saving	Inv Transfer			02/03/2023	Transfer To Investment CNB-Saving	\$26.80
CNB-Saving	Inv Transfer			02/06/2023	Transfer To Investment CNB-Saving	\$66.00
CNB-Saving	Inv Transfer			02/06/2023	Transfer To Investment CNB-Saving	\$28.05
CNB-Saving	Inv Transfer			02/09/2023	Transfer To Investment CNB-Saving	\$23.80
CNB-Saving	Inv Transfer			02/13/2023	Transfer To Investment CNB-Saving	\$131.20
CNB-Saving	Inv Transfer			02/13/2023	Transfer To Investment CNB-Saving	\$99.20
CNB-Saving	Inv Transfer			02/16/2023	Transfer To Investment CNB-Saving	\$16.26
CNB-Saving	Inv Transfer			02/16/2023	Transfer To Investment CNB-Saving	\$19.80
CNB-Saving	Inv Transfer			02/23/2023	Transfer To Investment CNB-Saving	\$67.15
CNB-Saving	Inv Transfer			02/23/2023	Transfer To Investment CNB-Saving	\$358.10
CNB-Saving	Inv Transfer			02/23/2023	Transfer To Investment CNB-Saving	\$262.65
CNB-Saving	Inv Transfer			02/27/2023	Transfer To Investment CNB-Saving	\$15.19
CNB-Saving	Inv Transfer			02/27/2023	Transfer To Investment CNB-Saving	\$111.03
HNB-Saving	Inv Transfer			02/06/2023	Transfer To Investment HNB-Saving	\$28.05
HNB-Saving	Inv Transfer			02/27/2023	Transfer To Investment HNB-Saving	\$1.00

**Cleared Receipts**

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
SAVINGS	Interest		42-2023	02/28/2023	SAVINGS	\$11.55
						<u>\$82,161.13</u>



**Cleared Adjustments**

Reconciled Date 2/28/2023

Posted 3/3/2023 4:05:06 PM

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Fund Bal Adj	568	02/15/2023		\$816.40
					<u>\$816.40</u>

**Fund Status**

As Of 2/28/2023

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	34.972%	\$381,951.30	\$65,000.74	\$316,950.56
4001	Capital Projects	65.028%	\$589,350.11	\$0.00	\$589,350.11
<b>All Funds Total</b>			<b>\$971,301.41</b>	<b>\$65,000.74</b>	<b>\$906,300.67</b>
Pooled Investments					\$612,150.53
Secondary Checking Accounts					\$260.00
Available Primary Checking Balance					\$293,890.14

Last reconciled to bank: 02/28/2023 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**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	\$21,715.82	0.50%	\$18.44	\$1,191.36	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 04/27/2023	\$21,521.41	0.20%	\$7.31	\$1,343.67	03/27/2018	03/27/2022		
CD082817	CONSUMERS 0106774145 CD 4/28/23	\$21,763.51	0.20%	\$7.40	\$1,016.45	08/28/2017	03/28/2022		
CNB-Saving	CNB Savings	\$258,673.00	0.00%	\$0.00	\$61.54	06/22/2022	06/22/3000		
HNB-Saving	HNB Savings	\$50,028.05	0.00%	\$0.00	\$26.45	06/22/2022	06/22/3000		
SAVINGS	CHASE BUSINESS SAVINGS	\$303,449.48	0.10%	\$24.76	\$28,249.53	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**

**February, 2023 Financial  
Reports**

**Submitted for March, 2023  
Board Meeting**

**Amended Permanent 2023 Minerva Public Library Appropriation  
March 23, 2023**

<b>2023 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2022		342,792.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/23	<b>342,792.00</b>
	Public Library Fund	835,283.00
	Other Revenues	15,042.00
	<b>TOTAL REVENUES</b>	<b>850,325.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,193,117.00</b>

Capital Projects Fund: Carryover 12/31/2022 unrestricted		493,908.00
	Carryover 12/31/2022 restricted	95,663.00
	<b>TOTAL REVENUES</b>	<b>1,439,896.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,782,688.00</b>

<b>2023 Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	394,253.00
1000-100-200-0000	Employee Benefits	107,478.00
1000-100-300-0000	Purchased & Contracted Services	169,570.00
1000-100-400-1000	Library Materials and Information	84,600.00
1000-100-450-0000	Supplies	14,300.00
1000-100-500-0000	Other Objects	24,200.00
1000-700-700-0000	Capital Outlay	0.00
	<b>TOTAL EXPENDITURES before other financing &amp; other uses</b>	<b>794,401.00</b>
1000-910-910-0000	Transfers - Out to Capital Fund	100,000.00
1000-930-930-0000	Contingency Fund	20,000.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>120,000.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>914,401.00</b>

4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>90,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>90,000.00</b>

<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS 2023</b>	<b>1,004,401.00</b>
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**Permanent 2023 Minerva Public Library Appropriation  
November 14, 2022**

<b>2023 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2022		250,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/23	<b>250,000.00</b>
	Public Library Fund	870,287.00
	Other Revenues	14,225.00
	<b>TOTAL REVENUES</b>	<b>884,512.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,134,512.00</b>

Capital Projects Fund: Carryover 12/31/2022 unrestricted		493,908.00
	Carryover 12/31/2022 restricted	95,663.00
	<b>TOTAL REVENUES</b>	<b>1,474,083.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,724,083.00</b>

<b>2023 Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	394,253.00
1000-100-200-0000	Employee Benefits	107,478.00
1000-100-300-0000	Purchased & Contracted Services	169,570.00
1000-100-400-1000	Library Materials and Information	84,600.00
1000-100-450-0000	Supplies	14,300.00
1000-100-500-0000	Other Objects	24,200.00
1000-700-700-0000	Capital Outlay	0.00
<b>TOTAL EXPENDITURES before other financing &amp; other uses</b>		<b>794,401.00</b>
1000-910-910-0000	Transfers - Out to Capital Fund	100,000.00
1000-930-930-0000	Contingency Fund	20,000.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>120,000.00</b>
<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>		<b>914,401.00</b>

4001 Capital Projects Fund Expenditures		
<b>TOTAL EXPENDITURES before other financing &amp; uses</b>		<b>90,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>		<b>90,000.00</b>

<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS 2023</b>	<b>1,004,401.00</b>
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## March 2023 Youth Services Report

Dr. Seuss nonsense and leprechaun magic filled the Youth Department in March. A combined Story Time/Book Beginnings morning with crafts and activities for all the preschoolers and their care givers occurred March 1 to honor Dr. Seuss (his birthday is March 2). Two weeks later, Laken held both a morning and evening Story Time to celebrate St. Patrick's Day and Anna held a Family Paint Night with the same theme.

The afterschool Crafternoons on Wednesday continue to grow. A wave of middle and high school students precedes the older elementary students. Shrink Art and fidget snakes were two of the projects. Anna also started a Teen Crochet Club that will meet twice a month.

The Peeps Dioramas are now on display and await votes from the public for bragging rights (and a small prize). Several families crafted here during the makerspace, and more created theirs at home and brought them in for display.

### Statistics for February 2023:

Side Door Count: 1133

Study Rooms Use: 20

Computer Use: 146

Reference Questions: 740

Other Questions: 148

Teacher collections: 286 requests / 675 books

MES visits: 54/1133

Outreach: 7/145

MAC School 1/51

YMCA: 2/34

Story Time: 4/47

Book Beginnings: 4/73

Sensory SPOT: 215

Other Programs: Cosplay Club 2 meetings/13 students, Crafternoons 4 meetings/50 students, LEGO Day 9, Tech Time 8, Teen Blind Date with a craft (take home) 30, Life Size Candyland 2 days/ 145 people, Family Paint Night 38

Donations: hard covers 4, paperbacks 7

Kathy Heller

Youth Services Manager

3/17/2023

## **Director's Report—March, 2023**

**Building and Grounds**—had Catlett's out to repair leaking flush valve in downstairs restroom. They had to replace the whole sensor unit for the automatic flush. Noticed that beginning with the September bill, our Kwh use each month has been much higher than the same month in previous years. I've e-mailed Standard Plumbing about this increase because other than the HVAC system there isn't anything else here that draws a lot of electricity and has possibly changed in the way it operates. Haven't heard back from Standard yet.

**Projects**—I met with Kathy Heller a couple of times to discuss a new employee performance evaluation form. I've come up with a draft that we both think will work, and we'll try it out in June. I've continued to weed the nonfiction collection in anticipation of the next book sale. And, I've just about finished a draft update of the personnel policies and hope to have those ready for a Policy Committee meeting in April. PC Copilot will be here the last week of March to install the new library computers. We are replacing every PC except those used for the catalog terminals.

**Programs**—In April, the library will host the Ohio Pioneers Exhibit from Marietta College Library. A staff member from the college will deliver the exhibit on April, and we'll set it up the following week. Programs are scheduled for April 10 and 17, and May 1. Jennifer Bates came up with the idea of a jigsaw puzzle derby and set up the first one here on 03/18. There were 11 participants; everyone had a good time and asked when they could do it again. The adult make-and-take are always popular; depending on the craft we are distributing between 24 and 30 kits each month. We are gathering plenty donations and discards for the spring book sale, which will likely start May 6.

**Meetings**—I met with Joel Bender, the library's insurance agent on 03/02. On 03/10 I attended an OLC Board meeting via Zoom. And met with a group of library directors in Cadiz on 03/17.