

**Minerva Public Library
Board of Trustees**

March, 2023

**Monthly Regular Meeting
Packet**

Minerva Public Library Board of Trustees
April, 2023 Regular Meeting
April 27, 6:30 pm in the Library Community Meeting Room

Call to Order
Adjustments to the Agenda
Public Participation

Minutes: Approve minutes of the March 23, 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 March, 2023.

CDs: two the three CDs the library has out now are have come due. Now is a good time to discuss purchasing new CDs with the better rate of return.

Sweep Account: Ms. Husted will discuss with the Board the advantage of adding a sweep account for the libraries deposits at Consumers Bank..

PLF Distribution: The April PLF distribution is \$55,085 which is just over the \$54,707 received in April last year. The PLF is running behind the July, 2022 estimate for this year, and running ahead of the lower December, 2022 estimate. So far this year the library has received \$262,932 compared to the \$251,822 received in the first four months of 2022.

2023 General Revenue Net Operating Position

Mar. Revenue =	\$62,883	Total Annual Revenue =	\$ 211,596
Mar. Expenses =	\$59,704	Total Annual Expenses =	\$ 169,872
Difference	\$ 3,179		\$ 41,472

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 169,872	18.6%

*Includes \$100,000 transfer out to Capital

Unique Management: Unique Management's February invoice was \$68.95 for placements.

New Business

Cafeteria Plan Update: Section 125 of the Internal Revenue Code allows employees to pay for certain benefits pre-tax through payroll deduction. The Board does need to authorize including specific benefits in the plan. While the Board had authorized including the medical insurance in the Cafeteria Plan years ago, it was not asked to include either the supplemental insurance or the flexible spending account when those benefits were first offered to staff. A resolution now will catch us up.

Approve Resolution 23-04-01: to authorize supplemental insurance provided by Allstate through BOST Benefits and the Flexible Spending Account to be offered to employees through the library's Section 125 plan which allows employees to pay for or contribute to these benefits through pre-tax payroll deduction. The library does not fund or supplement payment of either of these benefits.

Public Service Policies Update: the library's Public Service Policies were fully revised in 2008 and then approved by the Board in 2008. While individual policies have been revised since then, the policy set as a whole has been reviewed. Mr. Dillie has updated the polices to include all the revisions since 2008, and replaced the *Materials Selection Policy* from 2008 with the revised policy approved by the Board at its April, 2022 Board Meeting. The marked-up draft is included in the Board packet for discussion.

Approve Resolution 23-04-02: to the approve the updated Public Service Policies as presented.

Landscape Contractor: Down to Earth Landscaping has worked for the library for a number of years, and has proved a reliable and efficient contractor. The company charges by the service and the library signs an agreement each year. A copy of the agreement is included in the Board Packet.

Accept the 2023 Landscape/Maintenance Contract with Down to Earth Lawn and Landscaping.

Patron Activity Summary: included in the Board Packet is a summary of door counts, circulation, and public PC usage from 2006-2022 for information and discussion.

Summer Hours: when the library re-opened to the public in June, 2020 following the COVID lockdown, the open hours on Saturday were set at 10:00 to 2:00, which remained the schedule until August, 2022. For this school year the library

has been open 10:00-5:00 on Saturdays with no appreciable increase in traffic. It seems reasonable to resume shortened Saturday hours, at least for the summer.

Approve Resolution 23-04-03: to set 10:00 am to 2:00 pm as the open hours for Saturday beginning May 27, 2023, and continuing through September 2, 2023.

Correspondence

None

Director's Report

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

March Library Statistics: In-house circulation was 18,339, 13.6% above that of last March; all of that increase came from increased renewals. Total circulation was 25,029, 19.4% above March last year. Door count was 5,940, 8% below last March. For the first quarter of the year the count is 10% above first quarter 2022, but is 37% less than first quarter 2019.

Accept Gifts—March

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 782.00*

Total Restricted and Unrestricted

\$ 782.00

*Includes \$100 from Peg Paumier. \$575 in total from Jennifer Beard, Michael and Lisa Bowman, Bonnie Cady, Susan and Jim Crawford, Diane Evans, Melvin Hafner, Bob and Ruth Kirkman, Millbrook UMC, in memory of Linda Clark.

In-kind Gifts

9 hardcovers; 16 trade paperbacks; 2 mass market paperbacks; 5 DVDs

Adjourn

The next Regular Board Meeting will be held on May 25, 2023 at 6:30 pm in the Community Meeting Room.

Minerva Public Library Board of Trustees
Minutes of the March 23, 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, Jennifer Beard, Casey Milano, Becky Miller, Sarah Repella, Diane Ruff, and Dick Rutledge; Library Director Tom Dillie and Fiscal Officer Heather Husted.

Adjustments to the Agenda: none

Public Participation: none

Presentation from Arts Council: Representatives from the Minerva Arts Council , Bob Clark, Denise Freeland, Diane Evans, and Patrick Buckohr, the sculptor who is creating the statute of Bill Powell for the Arts Council, presented images of the work in progress, including the sculpture's head. Mr. Buckohr provided an overview the materials used in the sculpture and his inspiration for the various features of the work. Mr. Clark explained the background of the project and the plans for mounting the sculpture outside. Prior to the Board meeting, Mr. Bartley and Mr. Dillie had met with the Arts Council representatives on library grounds to discuss a possible location for the statue.

Ms. Repella moved to **Approve** the minutes of the February, 2023 Regular Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie reported that there are 251 kids from the library's service area registered with DPILO, and 54.5% of the eligible kids in the county are now enrolled.

Director Search Update: Mr. Dillie reported BMA is working on draft job announcement to submit to the Search Committee for approval the first week of April, and will start the search shortly thereafter. The Massillon Director' s search has seen many applicants which bodes well for a good turnout for the Director searches at both Minerva and Canal Fulton.

State Budget Update: the House continues to work on its version of the budget and on HB 1, the latter of which proposes reductions to the state income tax and various changes to property tax structures, both of which would effect local government funding. Because the library doesn't have a levy, only the reduction in the income tax, by reducing the over General Revenue collection

and thus the PLF, would have a direct effect on Minerva. It is still very early days in the budget process.

Fiscal Officer's Report

Mr. Rutledge moved to **Accept** the monthly financial reports for February, 2023 and the Fiscal Officer's report, both of which were included in the Board packet. Ms. Milano seconded. Motion carried unanimously.

Ms. Husted reviewed her report with Board.

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

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 \$343,608 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.

Ms. Miller moved to **Approve Resolution 23-03-01**: to amend the 2023 Appropriation as presented. Ms. Repella seconded. Motion carried unanimously.

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. Mr. Dillie mentioned that the library has not asked for bids on this insurance coverage because our claim experience with the Ohio Plan has been very good, and it seems sensible to stick with a company that specializes in insurance for units of local government.

Mr. Rutledge moved to **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. Ms. Miller seconded. Motion carried unanimously.

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; he hasn't had a chance to do so yet, but will. Mr. Dillie suggests that the Board authorize setting aside a percentage of the book sale proceeds to send to Stark Library in support of DPILO. The library's seasonal book sales usually take in over \$1000 each. Other libraries in Stark County are contributing substantial amounts, but those funds come from either the library Friends groups, or from targeted donations by individual library patrons. With 251 registered kids from the Minerva area, and the 50% support from the State, the annual cost of registration is a bit over \$3100.

Dr. Beard moved to **Approve Resolution 23-03-03**: to set aside 50% 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. Ms. Ruff seconded. Motion carried unanimously.

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. Mr. Dillie reported that the library has insurance coverage for outdoor equipment—fences, light poles, flag pole, etc, in the amount of \$53,000. The Ohio Plan rep says that the sculpture could be included under this coverage, either under the current amount insured or with a slight increase. The sculpture would be valued at \$14,000, the purchase price paid by the Arts Council.

There was much discussion and debate among the Trustees about whether to accept this donation. Dr. Beard reiterated her concerns that this sculpture didn't fit in or support the library's mission. Ms. Miller agreed and emphasized that there were other venues, specifically sports-related, which would provide a more appropriate spot for this statue, or that a more visible and viable spot could be found on village property. Mr. Rutledge, who is also on the Arts Council, explained the history of looking for a site for the statute. There were several spots on village property that the Arts Council suggested, but that were rejected by the village for various reasons. Mr. Rutledge pointed out that the library is one of the village's cultural institutions and providing space for public art fits in with that role. Mr. Bartley suggested that since Bill Powell grew up in Minerva, was a product of Minerva Schools, and became internationally known in his field, that it made sense to commemorate him locally with a statue, and in having that example of his success available to local school kids in some sort of physical, visible way. Ms. Miller also pointed out the increased maintenance responsibilities that could accrue to the library once the statue was installed, and that there was a liability concern if children were to climb the pedestal or the statue and fall off.

Mr. Bartley called for the motion.

Mr. Rutledge moved to approve **Approve Resolution 23-03-04**: to accept the donation from the Minerva Arts Council of a statute 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. Ms. Repella seconded. Motion carried with a vote of four in favor and three opposed.

Correspondence

None

Director's Report

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

February 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*

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

Ms. Miller moved to **Adjourn** the meeting at 7:45 pm. Ms. Repella seconded.

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

Board President

Date

Minerva Public Library

March, 2023 Financial Reports

Submitted for the April, 2023 Board Meeting

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

Fiscal Officer's Report April 2023

Financial Reports

1. Bank Reconciliation
 - a. There are two fund balance adjustments from returned payments from 2022
 - i. Dollar Tree- \$60, items ordered were not received
 - ii. Jordan Miller News - \$35, bill pay check returned- seems to be over paid
2. Revenue Receipt Register
 - a. Account # 4001-651-0000 (unrestricted contributions, capital) was adjusted to account # 1000-651-0000 (unrestricted contributions, general fund) to correct entry error from February
3. Appropriation Payment Register
 - a. Three checks totaling \$472.00 were printed to pay for upcoming speakers out of the Powell Fund
 - b. About \$3,000 worth of books were purchased between the adult and youth departments
 - c. Whitaker-Myers was paid \$9,506.00; discussed at previous month's meeting
 - d. PC CoPilot was paid \$28,930.00 in advance for new computers
4. Revenue Status
 - a. Unrestricted Contributions are ahead of budgeted amount- 55%
 - b. Other revenue accounts seem appropriate for this point in the year
5. Appropriation Status
 - a. All appropriations seem appropriate for this point in the year
6. Payroll
 - a. Class schedule for 05/05/23 with support to start setting up payroll in UAN
 - b. The plan is to process payroll in UAN starting with the first pay of July (start of 3rd quarter payroll taxes)
 - c. I have begun meeting with some of the employees to discuss their pay and benefits
 - i. I will meet with them all before the first pay of July

Revenue Status

By Fund
As Of 3/31/2023

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$2.42	\$22.58	9.680%
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	\$160,197.26	\$510,355.74	23.890%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$178,360.00	\$42,610.67	\$135,749.33	23.890%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$21,374.00	\$5,039.17	\$16,334.83	23.576%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$71.42	\$278.58	20.406%
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	\$618.76	\$1,131.24	35.358%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$48.68	-\$48.68	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,500.00	\$327.85	\$1,172.15	21.857%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$139.00	\$361.00	27.800%
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	\$2,233.16	\$1,766.84	55.829%
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	\$129.82	\$2,870.18	4.327%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$34.08	\$65.92	34.080%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$50.00	\$25.00	\$25.00	50.000%
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

By Fund

As Of 3/31/2023

Fund 1000 Sub-Total:	\$884,512.00	\$211,595.95	\$672,916.05	23.9222%
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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	\$0.00	\$0.00	0.0000%
4001-651-2024	Unrestricted Contributions - Individuals(Eglie Estate Donat}	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.0000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.0000%
Report Total:		\$884,512.00	\$211,595.95	\$672,916.05	23.9222%

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

By Fund
As Of 3/31/2023

Fund: General
Pooled Balance: \$320,412.18
Non-Pooled Balance: \$65,015.71
Total Cash Balance: \$385,427.89

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-100-590-2020	Other - Other{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-100-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$103,759.00	\$0.00	\$21,435.41	\$82,323.59	20.659%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$48,515.00	\$0.00	\$12,200.00	\$36,315.00	25.147%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$222,253.00	\$0.00	\$49,663.21	\$172,589.79	22.345%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$789.43	\$4,210.57	15.789%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$14,726.00	\$0.00	\$3,538.67	\$11,187.33	24.030%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$52,271.00	\$0.00	\$11,655.25	\$40,615.75	22.298%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,414.00	\$0.00	\$1,184.86	\$4,229.14	21.885%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$400.00	\$37,500.00	\$10,523.00	\$0.00	21.912%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$300.55	\$99.45	\$0.00	24.863%
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%
1000-110-390-0000	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	\$0.00	\$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	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$2,773.00	\$0.00	\$472.00	\$2,301.00	17.021%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$3,551.37	\$448.63	\$0.00	11.216%
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
Appropriation Status

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By Fund
 As Of 3/31/2023

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%
1000-120-411-0709	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	\$9,080.85	\$3,904.16	\$8,514.99	18.159%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$11,193.17	\$3,424.01	\$4,382.82	18.021%
1000-120-411-2022	Books and Pamphlets{Eglie 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	\$0.00	\$0.00	\$0.00	0.0000%
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	\$1,788.44	\$569.44	\$2,642.12	11.389%
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$26,000.00	\$19,532.65	\$6,467.35	\$0.00	24.874%
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$4,000.00	\$1,443.94	\$464.00	\$200.00	11.600%
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	\$150.00	\$0.00	\$500.00	0.0000%
1000-210-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$3,000.00	\$2,940.54	\$59.46	\$750.00	1.982%
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	\$6,000.39	\$2,749.61	\$0.00	31.424%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$41,900.00	\$20,719.00	\$966.88	\$20,214.12	2.308%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,640.00	\$1,304.00	\$336.00	\$0.00	20.485%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,824.00	\$25,036.54	\$4,787.46	\$4,000.00	14.154%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$24,000.00	\$18,430.20	\$5,569.80	\$0.00	23.208%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$565.72	\$134.28	\$0.00	19.183%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$12,000.00	\$7,866.68	\$4,133.32	\$0.00	34.444%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 3/31/2023

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UAN V2023.2

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	\$2,756.34	\$1,243.66	\$0.00	31.092%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$1,000.00	\$813.00	\$187.00	\$0.00	18.700%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$200.00	\$191.30	\$8.70	\$0.00	4.350%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$20.68	\$29.32	\$0.00	58.640%
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	\$330.00	\$143.08	\$276.92	19.077%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$10,000.00	\$295.88	\$9,704.12	\$0.00	97.041%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,680.00	\$4,089.65	\$1,590.35	\$0.00	27.999%
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	\$13,886.65	\$1,629.95	\$1,823.40	9.400%
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	\$2,780.79	\$219.21	\$0.00	7.307%
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	19.752%
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	\$2,496.16	\$503.84	\$0.00	16.795%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

By Fund

As Of 3/31/2023

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:								18.377%
		\$0.00	\$0.00	\$914,401.00	\$219,245.72	\$169,871.68	\$525,283.60	

Fund: Capital Projects
Pooled Balance: \$560,216.96
Non-Pooled Balance: \$0.00
Total Cash Balance: \$560,216.96

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	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
4001-760-720-2021	Land Improvements{McConnell Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-740-2024	Building Improvements{Egile Estate Donation}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$45,000.00	\$7,600.00	\$28,930.00	\$8,470.00	64.289%
4001-760-750-2021	Furniture and Equipment{McConnell Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Projects Fund Total:								32.144%
		\$0.00	\$0.00	\$1,004,401.00	\$226,845.72	\$198,801.68	\$578,753.60	19.793%
		\$0.00	\$0.00	\$1,004,401.00	\$226,845.72	\$198,801.68	\$578,753.60	19.793%

Report Total:

Report reflects selected information.

Bank Reconciliation

Reconciled Date 3/31/2023

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Prior UAN Balance:		\$971,301.41
Receipts:	+	\$62,882.80
Payments:	-	\$88,634.36
Adjustments:	+	\$95.00
Current UAN Balance as of 03/31/2023:		\$945,644.85
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 03/31/2023:		<u>\$945,644.85</u>
Entered Bank Balances as of 03/31/2023:		\$946,391.85
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$747.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 03/31/2023:		<u>\$945,644.85</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 03/31/2023.

There are no outstanding adjustments as of 03/31/2023.

Bank Balances

Reconciled Date 3/31/2023

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Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$294,530.00	\$267,729.83	\$267,729.83	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$69.00	\$60.00	\$60.00	\$0.00
Investment	CD042517		\$21,715.82	\$21,724.15	\$21,724.15	\$0.00
Investment	CD072716		\$21,521.41	\$21,524.71	\$21,524.71	\$0.00
Investment	CD082817		\$21,763.51	\$21,766.85	\$21,766.85	\$0.00
Investment	CNB-Saving		\$258,531.21	\$259,892.65	\$259,892.65	\$0.00
Investment	HNB-Saving		\$50,028.05	\$50,040.39	\$50,040.39	\$0.00
Investment	SAVINGS		\$303,449.48	\$303,462.27	\$303,462.27	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$971,799.48</u>	<u>\$946,391.85</u>	<u>\$946,391.85</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 3/31/2023

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6858	03/16/2023	Sedgwick	\$275.00
PRIMARY	Warrant	6860	03/30/2023	RICHARD HALDI	\$75.00
PRIMARY	Warrant	6861	03/30/2023	RICHARD HALDI	\$75.00
PRIMARY	Warrant	6862	03/30/2023	KEN HAMMONTREE	\$322.00
					\$747.00

Cleared Payments

Reconciled Date 3/31/2023

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	73-2023	03/16/2023	AMERICAN ELECTRIC POWER	\$1,717.20
PRIMARY	Electronic	83-2023	03/02/2023	copeco	\$467.95
PRIMARY	Electronic	84-2023	03/02/2023	House Cleaning Genie	\$599.67
PRIMARY	Electronic	85-2023	03/02/2023	Kanopy Inc.	\$9.00
PRIMARY	Electronic	86-2023	03/02/2023	INDEPENDENT ELEVATOR CO., INC.	\$220.00
PRIMARY	Electronic	87-2023	03/02/2023	RENTWEAR, INC.	\$56.16
PRIMARY	Electronic	88-2023	03/02/2023	MIDWEST TAPE	\$1,709.71
PRIMARY	Electronic	91-2023	03/16/2023	COLUMBIA GAS OF OHIO	\$1,133.31
PRIMARY	Electronic	92-2023	03/10/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$490.00
PRIMARY	Electronic	93-2023	03/06/2023	PAYCHEX	\$115.00
PRIMARY	Electronic	94-2023	03/10/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,283.87
PRIMARY	Electronic	95-2023	03/09/2023	PAYCHEX	\$1,367.08
PRIMARY	Electronic	96-2023	03/09/2023	PAYCHEX	\$9,902.61
PRIMARY	Electronic	97-2023	03/06/2023	AMAZON	\$25.98
PRIMARY	Electronic	98-2023	03/08/2023	SAND ROCK MINERAL WATER CO.	\$24.00
PRIMARY	Electronic	99-2023	03/10/2023	BAKER & TAYLOR BOOKS	\$1,979.00
PRIMARY	Electronic	100-2023	03/13/2023	FIRST COMMUNICATIONS	\$689.09
PRIMARY	Electronic	101-2023	03/13/2023	House Cleaning Genie	\$337.48
PRIMARY	Electronic	102-2023	03/13/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$68.95
PRIMARY	Electronic	103-2023	03/13/2023	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	104-2023	03/16/2023	CLEAN - N - GREEN	\$80.00
PRIMARY	Electronic	105-2023	03/17/2023	House Cleaning Genie	\$328.82
PRIMARY	Electronic	106-2023	03/17/2023	CATLETT QUALITY PLUMBING	\$285.88
PRIMARY	Electronic	107-2023	03/20/2023	PAYCHEX	\$1,366.11
PRIMARY	Electronic	108-2023	03/24/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,292.43
PRIMARY	Electronic	109-2023	03/24/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	110-2023	03/20/2023	PAYCHEX	\$111.80
PRIMARY	Electronic	111-2023	03/20/2023	CENTER POINT LARGE PRINT	\$255.15
PRIMARY	Electronic	112-2023	03/20/2023	PAYCHEX	\$9,681.93
PRIMARY	Electronic	113-2023	03/20/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$280.00
PRIMARY	Electronic	114-2023	03/20/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$5,375.42
PRIMARY	Electronic	115-2023	03/23/2023	QUILL CORPORATION	\$41.64

Cleared Payments

Reconciled Date 3/31/2023

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	116-2023	03/23/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	118-2023	03/24/2023	WHITAKER-MYERS INSURANCE	\$9,506.00
PRIMARY	Electronic	119-2023	03/24/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.28
PRIMARY	Electronic	120-2023	03/23/2023	CHASE CARD SERVICES	\$1,455.02
PRIMARY	Electronic	121-2023	03/30/2023	Solid Waste And Recycling	\$112.00
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
PRIMARY	Warrant	6857	03/02/2023	PC CoPilot	\$28,930.00
PRIMARY	Warrant	6859	03/17/2023	COPLEY OHIO NEWSPAPERS	\$29.32
PRIMARY	Chk Transfer		03/30/2023	Transfer-PRIMARY to PETTYCASH2	\$15.00
PRIMARY	Inv Transfer		03/02/2023	Transfer To Investment CNB-Saving	\$298.55
PRIMARY	Inv Transfer		03/02/2023	Transfer To Investment CNB-Saving	\$25.45
PRIMARY	Inv Transfer		03/06/2023	Transfer To Investment CNB-Saving	\$150.05
PRIMARY	Inv Transfer		03/09/2023	Transfer To Investment CNB-Saving	\$23.80
PRIMARY	Inv Transfer		03/09/2023	Transfer To Investment CNB-Saving	\$339.38
PRIMARY	Inv Transfer		03/13/2023	Transfer To Investment CNB-Saving	\$12.63
PRIMARY	Inv Transfer		03/13/2023	Transfer To Investment CNB-Saving	\$147.00
PRIMARY	Inv Transfer		03/16/2023	Transfer To Investment CNB-Saving	\$16.26
PRIMARY	Inv Transfer		03/16/2023	Transfer To Investment CNB-Saving	\$19.80
PRIMARY	Inv Transfer		03/16/2023	Transfer To Investment CNB-Saving	\$43.90
PRIMARY	Inv Transfer		03/16/2023	Transfer To Investment CNB-Saving	\$34.20
PRIMARY	Inv Transfer		03/20/2023	Transfer To Investment CNB-Saving	\$27.23
PRIMARY	Inv Transfer		03/23/2023	Transfer To Investment CNB-Saving	\$75.65
PRIMARY	Inv Transfer		03/27/2023	Transfer To Investment CNB-Saving	\$4.26
PRIMARY	Inv Transfer		03/27/2023	Transfer To Investment CNB-Saving	\$59.50
PRIMARY	Inv Transfer		03/30/2023	Transfer To Investment CNB-Saving	\$90.08
PRIMARY	Inv Transfer		03/30/2023	Transfer To Investment CNB-Saving	\$21.75
PETTYCASH2	Chk Transfer		03/08/2023	Transfer-PETTYCASH2 to PRIMARY	\$24.00
CNB-Saving	Inv Transfer		03/09/2023	Transfer From Investment CNB-Saving	\$23.80
CNB-Saving	Inv Transfer		03/09/2023	Transfer From Investment CNB-Saving	\$19.80
CNB-Saving	Inv Transfer		03/16/2023	Transfer From Investment CNB-Saving	\$16.26
					\$88,385.43

Cleared Receipts

UAN v2023.2

Reconciled Date 3/31/2023

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Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		37-2023	03/02/2023	Daily Receipts-CNB Registers	\$25.45
PRIMARY	Standard		38-2023	03/02/2023	Daily Receipts-CNB Registers	\$298.55
PRIMARY	Standard		43-2023	03/06/2023	Daily Receipts-CNB Registers	\$150.05
PRIMARY	Standard		44-2023	03/09/2023	Daily Receipts-CNB Registers	\$339.38
PRIMARY	Standard		46-2023	03/10/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$12,296.05
PRIMARY	Standard		47-2023	03/10/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,454.14
PRIMARY	Standard		45-2023	03/13/2023	STARK COUNTY AUDITOR'S OFFICE	\$46,227.72
PRIMARY	Standard		48-2023	03/13/2023	Daily Receipts-CNB Registers	\$12.63
PRIMARY	Standard		49-2023	03/13/2023	Daily Receipts-CNB Registers	\$147.00
PRIMARY	Standard		50-2023	03/16/2023	Daily Receipts-CNB Registers	\$43.90
PRIMARY	Standard		51-2023	03/16/2023	Daily Receipts-CNB Registers	\$34.20
PRIMARY	Standard		52-2023	03/20/2023	Daily Receipts-CNB Registers	\$27.23
PRIMARY	Standard		53-2023	03/23/2023	dail	\$75.65
PRIMARY	Standard		54-2023	03/27/2023	Daily Receipts-CNB Registers	\$4.26
PRIMARY	Standard		55-2023	03/27/2023	Daily Receipts-CNB Registers	\$59.50
PRIMARY	Standard		56-2023	03/30/2023	Daily Receipts-CNB Registers	\$15.00
PRIMARY	Standard		57-2023	03/30/2023	Daily Receipts-CNB Registers	\$21.75
PRIMARY	Standard		58-2023	03/30/2023	Daily Receipts-CNB Registers	\$90.08
PRIMARY	Chk Transfer			03/08/2023	Transfer-PETTYCASH2 to PRIMARY	\$24.00
PRIMARY	Inv Transfer			03/09/2023	Transfer From Investment CNB-Saving	\$23.80
PRIMARY	Inv Transfer			03/09/2023	Transfer From Investment CNB-Saving	\$19.80
PRIMARY	Inv Transfer			03/16/2023	Transfer From Investment CNB-Saving	\$16.26
PETTYCASH2	Chk Transfer			03/30/2023	Transfer-PRIMARY to PETTYCASH2	\$15.00
CD042517	Interest		65-2023	03/24/2023	CD042517	\$8.33
CD072716	Interest		66-2023	03/27/2023	CD072716	\$3.30
CD082817	Interest		64-2023	03/28/2023	CD082817	\$3.34
CNB-Saving	Inv Transfer			03/02/2023	Transfer To Investment CNB-Saving	\$298.55
CNB-Saving	Inv Transfer			03/02/2023	Transfer To Investment CNB-Saving	\$25.45
CNB-Saving	Inv Transfer			03/06/2023	Transfer To Investment CNB-Saving	\$150.05
CNB-Saving	Inv Transfer			03/09/2023	Transfer To Investment CNB-Saving	\$23.80
CNB-Saving	Inv Transfer			03/09/2023	Transfer To Investment CNB-Saving	\$339.38
CNB-Saving	Inv Transfer			03/13/2023	Transfer To Investment CNB-Saving	\$12.63
CNB-Saving	Inv Transfer			03/13/2023	Transfer To Investment CNB-Saving	\$147.00
CNB-Saving	Inv Transfer			03/16/2023	Transfer To Investment CNB-Saving	\$16.26
CNB-Saving	Inv Transfer			03/16/2023	Transfer To Investment CNB-Saving	\$19.80
CNB-Saving	Inv Transfer			03/16/2023	Transfer To Investment CNB-Saving	\$43.90
CNB-Saving	Inv Transfer			03/16/2023	Transfer To Investment CNB-Saving	\$34.20
CNB-Saving	Inv Transfer			03/20/2023	Transfer To Investment CNB-Saving	\$27.23
CNB-Saving	Inv Transfer			03/23/2023	Transfer To Investment CNB-Saving	\$75.65

Cleared Receipts

Reconciled Date 3/31/2023

Posted 4/6/2023 4:42:57 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
CNB-Saving	Inv Transfer			03/27/2023	Transfer To Investment CNB-Saving	\$4.26
CNB-Saving	Inv Transfer			03/27/2023	Transfer To Investment CNB-Saving	\$59.50
CNB-Saving	Inv Transfer			03/30/2023	Transfer To Investment CNB-Saving	\$90.08
CNB-Saving	Inv Transfer			03/30/2023	Transfer To Investment CNB-Saving	\$21.75
CNB-Saving	Interest		63-2023	03/31/2023	CNB-Saving	\$31.81
HNB-Saving	Interest		62-2023	03/31/2023	HNB-Saving	\$12.34
SAVINGS	Interest		61-2023	03/31/2023	SAVINGS	\$12.79
						\$62,882.80

Cleared Adjustments

Reconciled Date 3/31/2023

Posted 4/6/2023 4:42:57 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		03/06/2023		\$35.00
PRIMARY	Fund Bal Adj		03/27/2023		\$60.00
					<u>\$95.00</u>

Fund Status

As Of 3/31/2023

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	36.384%	\$385,427.89	\$65,015.71	\$320,412.18
4001	Capital Projects	63.616%	\$560,216.96	\$0.00	\$560,216.96
All Funds Total			\$945,644.85	\$65,015.71	\$880,629.14
Pooled Investments					\$613,537.10
Secondary Checking Accounts					\$251.00
Available Primary Checking Balance					\$266,841.04

Last reconciled to bank: 03/31/2023 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2023

4/6/2023 4:48:39 PM
 UAN v2023.2

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	\$21,724.15	0.50%	\$26.77	\$1,199.69	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 04/27/2023	\$21,524.71	0.20%	\$10.61	\$1,346.97	03/27/2018	03/27/2022		
CD082817	CONSUMERS 0106774145 CD 4/28/23	\$21,766.85	0.20%	\$10.74	\$1,019.79	08/26/2017	03/28/2022		
CNB-Saving	CNB Savings	\$260,034.44	0.00%	\$31.81	\$93.35	06/22/2022	06/22/3000		
HNB-Saving	HNB Savings	\$50,040.39	0.00%	\$12.34	\$38.79	06/22/2022	06/22/3000		
SAVINGS	CHASE BUSINESS SAVINGS	\$303,462.27	0.10%	\$37.55	\$28,262.32	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

**March, 2023 Financial
Reports**

**Submitted for April, 2023
Board Meeting**



10744 Beech St NE Alliance, OH 44601
(330) 418-2602 down2earth10@yahoo.com

2023 Landscape/Maintenance Contract	
Contract for:	Minerva Library
Billing address:	677 Lynnwood Dr Minerva, OH 44657
Property address:	Same
Date of contract:	2/20/2023

Landscape and maintenance contract for 2023:

Mowing: \$47.00/cut

All lawn areas will be mowed and trimmed once per week, unless otherwise specified by the client, from April through November (approximately 26 cuts), weather permitting. Areas that become too wet to be mowed will be avoided until the area is able to be cut. Sidewalks, driveways, fences, buildings, and planting beds bordered by grass will be trimmed using a string trimmer and cleaned up using a blower following the mowing service. All debris and sticks will be removed prior to mowing (a separate charge may be applied).

Spring Yard Cleanup

If you have a mowing contract with us, a crew will be out before the mowing season starts to clear the lawn areas of any sticks or debris in preparation for the first mowing. This is necessary to prevent delays in the mowing routes and schedules once the mowing season officially begins. An hourly charge will be applied to the first mowing invoice only if a clean-up is necessary.

Spring cleanup:

All planting beds will be edged, weeds and debris removed, shrubs and perennials pruned, weed preventative and fresh mulch applied. **Note:** The price is based on an hourly estimate and will be modified to reflect exact hours and charges on the final invoice.

Fall cleanup:

Shrubs and trees will be pruned as needed, weeds pulled, and perennials and grasses cut back for the winter months. **Note:** The price is based on an hourly estimate and will be modified to reflect exact hours and charges on the final invoice.

Leaf removal:

Leaves will be blown out of any location in which they have accumulated, collected, and hauled away. **Leaf removal will start during the month of October and be collected once a week or as needed until leaves are completely removed at an hourly rate of \$50.00/man hour with a \$80.00 minimum charge per visit.**

Bed Maintenance: \$65.00/month

Landscape beds will be checked for weeds and debris by the mowing crew and/or landscape crew, after spring cleanup is completed. All landscape beds will be weeded and maintained as needed from May until October (after spring cleanup has been completed).

Snow Removal: November – March: Snow removal contracts will be sent out in the fall.

Parking lot/driveway will be plowed following snow accumulation of 2" or more in depth. Upon request, asphalt parking lots/driveways will be salted with rock salt and concrete parking lots/driveways and sidewalks will be salted with ice melter following plowing.

Landscape/Hardscape:

Design and installation of planting beds, trees, shrubs, walkways, patios, retaining walls, steps, fire pits, water features, and low-voltage night lighting. **Note:** The price is based on an hourly estimate and will be modified to reflect exact hours and charges on the final invoice.

We look forward to working with you in the 2023 season!

All prices are subject to sales tax and price change.

Please contact Russ at (330)418-2602 or down2earth10@yahoo.com with any questions or concerns.

Payment terms and conditions:

An invoice will be sent to the client at the completion of hourly services or on a monthly basis with charges including an accumulation of weekly services completed within the previous month. Payment is due within 30 days from the date of the invoice. If payment is not received within the 30 day period, a fee will be applied and the invoice will be resent. Estimates include only contracted services. Any additional services rendered on request of the client will be reflected in final invoice charges. The contractor cannot be held responsible for any acts of God that may occur, such as but not limited to, floods, high winds, tornadoes, or abnormally cold weather. If there are any questions or concerns regarding the bid/contract, please contact (330)418-2602 at your earliest convenience.

I HAVE READ THE ABOVE 2023 CONTRACT AND AGREE TO THE LISTED PRICES, SPECIFICATIONS, TERMS AND CONDITIONS.

SIGN AND RETURN LOWER SECTION TO: Down to Earth Lawn & Landscaping, LLC
10744 Beech St NE
Alliance, OH 44601

Please sign and return the bottom portion of this page.

Tom Dillie
Client Name (print)

[Signature]
Client Signature

2-21-23
Date

Please provide your contact information:

330-868-4101
Phone Number

Minerwadrator@gmail.com
Email

Please mark any additional services you may have interest in:

- Mowing
- Spring Yard Cleanup
- Spring Cleanup
- Fall Cleanup
- Leaf Removal
- Bed Maintenance
- Snow Removal
- Landscape/Hardscape

Comments:

Library Door Counts and Circulation Totals

State Library began asking for doorcounts with the 1988 data year

Year	Total	Upstairs	Downstairs									
1988	82,885											
1989	69,524											
1990	114,868			Circulation Totals								
1991	79,976											
1992	93,236											
1993	105,768											
1994	84,084											
1995	93,600											
1996	92,300											
1997	97,500											
1998	95,628							checked out at desk & renewal	In-house circ & loan to libraries & download	Included in Total Circ		
1999	95,628											
2000	82,196											
2001	103,272											
2002	91,104											
2003	103,272			In-House Circ	Total Circ	DwnLoad Content	Public PC Use					
2004	145,808											
2005	152,152											
2006	167,440			242,506	286,554			27300				
2007	100,984	92,653	13,948	255,216	303,307			26208				
2008	110,480	98,985	11,496	269,877	321,563			25596				
2009	117,832	105,303	12,515	280,181	337,440			24589				
2010	106,392	92,012	14,366	255,579	311,779			19475				
2011	108,056	92,131	15,898	254,489	317,627	732		17196				
2012	109,606	91,204	18,402	242,313	307,859	2,979		16871				
2013	111,326	93,037	18,289	224,548	288,292	4,665		16720				
2014	105,698	90,699	14,999	209,088	272,835	6,018		16741				
2015	98,201	83,699	14,532	204,799	270,485	9,069		14370				
2016	102,578	88,077	14,501	211,777	278,728	11,443		16174				
2017	95,684	79,140	16,544	222,809	291,727	12,267		12362				
2018	94,750	77,677	17,073	221,991	290,206	15,862		11259				
2019	98,569	82,633	15,936	217,025	286,327	18,239		10150				
2020	43,199	36,070	7,129	147,174	199,054	20,356		4078				
2021	42,579	37,414	5,165	163,743	218,351	22,636		4398				
2022	56,197	48,733	7,464	170,635	232,898	24,528		4560				

Average New Building 103,540
 Average Corrected 87,937

Upstairs average 2007-2018 80,592
 downstairs average 2007-2018 13,641

Director's Report, April 2023

Building and Grounds—Down to Earth Landscaping was here the first week of April to do spring clean up of the grounds. Things look very nice around the building, and Down to Earth will weed monthly to keep things nice. Standard Plumbing responded to my question about the dramatic increase in Kwh use starting last September by saying that they had set the system to maximum capacity in response to some complaints from us about temperature in the building. I pointed out that while the building certainly was pretty consistently comfortable, we had spent \$140,000 on HVAC improvements with the expectation that the system would be more efficient, not that it would require at least 30% more electricity every month. When the tech comes for the next quarterly visit we can discuss what to do. I don't want to get into the cooling season with the system running at maximum capacity all the time.

IT Project—PC Copilot was here the last week of March, while the schools were on spring break, to install the new public and staff computers. They were here all week and then back again for half a day the following week. The installation went well, and the PCs are all working as expected. The monitors were not replaced because they are newer and a working fine. The computers are all new, with Windows 11, and Microsoft Office 21. I anticipate five years of use before the library would need to think about replacement, and at that time it may not be necessary to buy as many desktop computers. PC Copilot is also under contract with us to do regular maintenance on the network and the computers, and will start those maintenance visits in May.

Staffing—I've posted a part-time Library Associate I position. As with the LA I we hired last fall, this employee will work in both the Adult and Youth Services Departments. We'll see what kind of response we get to the job announcement.

Programs—A librarian from Marietta College delivered the Ohio Pioneers exhibit on May 8, and I set it up on Monday, May 10 in anticipation of the Indians of Stark County program that evening. Fourteen people came to that program. Ken Hammontree was here as Simon Kenton on May 17, and 23 people attended that program.

Projects—I finished a draft revision of the Personnel Policies, reviewed that with Kathy Heller, and send it off to the Stark County Prosecutor for vetting. I also updated the Public Service Policies. Since the update was just removing policies that are no longer applicable, and inserting the revised Materials Selection Policy approved last year, there is no need for legal review. I am continuing to clean out the office, and go through paper and digital files to square things away for the next Director.

April 2023 Youth Services Report

Spring Break from class visits puts the Youth Department into planning mode for Summer Reading. This year's theme is All Together Now. The theme addresses friendship, kindness, and working together in the community. The announcement of the William Powell Statue coincides with a planned mini golf event. William Powell was ahead of his time with his ideas of inclusiveness and the children's picture book biography, *Twice As Good*, expresses his choice to make a golf course where "the only color that matters here is the color of the greens." The youth department plans to read this book to the classes AND create an outdoor Story Walk to accompany the statue's exhibition.

The other Summer Reading ideas are not as lofty, but include popular characters and friendships such as Bluey and Bingo, Mario and Luigi, and Elephant and Piggie. Worm races will return. Sharon and Ray Morgenstern will bring their dogs to listen to children read. Teen Iron Chef: camping edition and a Harry Potter escape room will encourage older students to visit the library this summer. More programs including old favorites and new ideas will also appear.

Statistics for March 2023:

Side Door Count: 773

Study Rooms Use: 35

Computer Use: 186

Reference Questions: 699

Other Questions: 175

Teacher collections: 15 requests / 341 books

MES visits: 38/773

Outreach: 17/357

MAC School 1/51

YMCA: 1/16

Minerva Christian (Mennonite) School 5

Story Time: 3/40

Book Beginnings: 3/71

Evening Story Time: 1/39

Sensory SPOT: 220

Other Programs: Cosplay Club 2 meetings/10 students, Crafternoons 4 meetings/41 students, LEGO Day 10, Tech Time 2, Family Paint Night 15, Teen Book Talk 2, Dr. Seuss Day 60, Teen Crochet Club 4, Peeps Maker Space 2/18.

Donations: hard covers 4

Kathy Heller

Youth Services Manager

4/21/2023