

**Minerva Public Library
Board of Trustees**

June, 2023

**Monthly Regular Meeting
Packet**

**Minerva Public Library Board of Trustees
June, 2023 Regular Meeting
June 22, 6:30 pm in the Library Community Meeting Room**

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

Minutes: Approve minutes of the May 25, 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 May, 2023, and monthly Fiscal Officer's Report.

Current Revenue

PLF Distribution: The June PLF distribution is \$80,538 which is 9% more than the unusually high distribution of \$73,659 received in June last year. This month's state PLF receipts are 6.7% above the December, 2022 estimate. The Dept. of Taxation had said that it expected May's receipts to recover the shortfall in April's revenue, and that prediction has proved correct. For the state fiscal year which ends June 30 revenues are still head of estimates.

2023 General Revenue Net Operating Position

May Revenue =	\$82,815	Total Annual Revenue =	\$ 351,208
May Expenses =	<u>\$72,372</u>	Total Annual Expenses =	<u>\$ 305,643</u>
Difference	\$10,443		\$ 45,565

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 306,643	33%

*Includes \$100,000 transfer out to Capital

New Business

Health Insurance Premium Increase: SCOG has provided the premium rates for the 2023-24 insurance year which will begin on July 1. As discussed at last month's meeting, these rates mark the second year of substantial increases. SCOG is providing one premium holiday month in the 2023-2024 insurance year. The library has usually scheduled those holiday months for months which include three library payrolls; the savings on the premium helps offset the expense of the additional payroll in that month.

Approve Resolution 23-06-01: to accept the health insurance rates of for single coverage and for family coverage for the July 1, 2023 to June 30, 2024 insurance year.

Approve Resolution 23-06-02: to set November, 2023 at the premium health insurance holiday month.

Updated Library Substitute Job Description: we had hoped to hire someone to work just a substitute; that plan fell through. However, the job description for that position needs some minor updates and we can just as well take care of it now. A copy is included in the Board Packet.

Approve Resolution 23-06-03: to approve the Library Associate I—Substitute job description as presented.

Standard Plumbing HVAC Maintenance: now that Standard has tried to address the problem of the much higher electricity and gas usage that began last September, we can renew the quarterly maintenance agreement. It now includes air filters in the price.

Accept the Standard Plumbing and Heating quarterly maintenance agreement at an annual cost of \$6,830.00.

Restricted Fund Investment: the library received a large bequest from the estate of Herb Eglie in 2022 which the Board placing in a restricted Capital Fund with the intention to use it as part of a future remodel or renovation. Since the money is not needed soon, and interest rates are now better than they have been in years, it would be prudent to invest that fund. The interest earned would be added into the Eglie Fund to increase its value.

Approve Resolution 23-06-04: Approve investing \$75,013.46 from the Eglie Fund to purchase an 11-month term CD from Huntington Bank at the current rate. This investment will be considered non-pooled with the interest earned to be returned to the Eglie Fund within the Capital Projects Fund.

Correspondence

None

Director's Report

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

May Library Statistics: In-house circulation was 15,458, 15.9% above that of last May; all of that came from increased renewals. Total circulation was 23,280, 20% above May last year. Door count was 6,146, 44% above last May. May had the second highest Ohio Digital Library circ ever, and second highest Hoopla circ as well.

Acknowledge Gifts—May

Unrestricted Individual Contributions to the General Fund

	\$ 1,570.00 *
<hr/>	
Total Restricted and Unrestricted	\$ 1,570.00

*Includes \$190.00 from the New Albany Walking Club in memory of Freda E. Hudson; and \$988 from the spring book sale.

In-kind Gifts

Anonymous

7 hardcover; 4 trade
paperbacks; 2 mass market
DVD

Adjourn

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

z Minerva Public Library Board of Trustees
Minutes of the May 25, 2023 Regular Meeting
May 25, 6:30 pm in the Library Community Meeting Room

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

Attendance: Trustees Roger Bartley, Jennifer Beard, Casey Milano, Sarah Repella; Library Director, Tom Dillie, Fiscal Officer Heather Husted.

Adjustments to the Agenda

Public Participation: none

Ms. Repella moved to **Approve the Minutes** of the April 27, 2023 Regular Board Meeting as presented. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie shared with the Board that there are 249 kids from the library's service area registered with DPILO. In Stark County total registration is now 55.5% of eligible children. Stark Library has organized a Touch a Truck fundraiser in June. The library has contributed half of the proceeds from the recent booksale to DPILO as approved by the Board earlier this year.

Director Search Update: The position will close on the 28th. While there have not been many applicants so far, there may be a few more who come in at the last minute.

State Budget Update: The House has sent a budget on to the Senate which is working on its own proposal. The PLF is still set at 1.7% of General Revenue and OLC is working to make sure legislators understand that tax cuts that reduce money in the GRF also then reduce the value of the PLF.

Legal Opinion Regarding Trustee Conflict of Interest: At last month's meeting the Board requested that Mr. Dillie contact the Stark County Prosecutor's Office regarding whether a Library Trustee had a conflict of interest when voting at the March meeting to accept the Bill Powell sculpture. Mr. Dillie shared with the Board both his letter requesting an opinion and the reply from the Prosecutor's Office. In sum, the Prosecutor's Office found that there was no conflict of interest. Both letters are on file in the Library Director's office. Mr. Dillie mentioned that Trustee Miller had spoken to him separately about the need for a more detailed library policy regarding accepting gifts, especially of this public nature, and perhaps this discussion should be part of the strategic planning process.

Fiscal Officer's Report

Dr. Beard moved to **Accept** the monthly financial reports for April, 2023 and to **Approve** the Fiscal Officer's Report, both of which are included in the Board Packet. Ms. Milano seconded. Motion carried unanimously.

Revenue Update

PLF Distribution: The May PLF distribution is \$79,848 which is 18% less than the unusually high distribution of \$96,269 received in May last year. This month's state PLF receipts are 3% below the December, 2022 estimate. The Dept. of Taxation has said that April's receipts were lower than expected because of the timing of some payments, and that the shortfall should be made up this month. For the state fiscal year which ends June 30 revenues are still ahead of estimates.

2023 General Revenue Net Operating Position

April Revenue =	\$56,797	Total Annual Revenue =	\$ 268,393
April Expenses =	\$63,399	Total Annual Expenses =	\$ 233,271
Difference	-\$ 6,602		\$ 35,122

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 233,271	25%

*Includes \$100,000 transfer out to Capital

Unique Management: Unique Management's April invoice was \$49.25 for five placements.

New Business

Tax Budget: Each spring the library is required to file a budget request with Auditor's Offices showing that we intend to receive and spend funds next year. This budget request is a placeholder, and doesn't necessarily reflect the budget the Board will review in the fall. A draft budget request was included in the Board Packet for discussion and approval. Mr. Dillie explained that he based the revenue estimate on the December, 2022 estimate for this year, since the library would not receive an estimate for 2024 until later this summer. Expenditure estimated an increase in wages, an additional part-time position, and a transfer out to Capital.

Dr. Beard moved to **Approve Resolution 23-05-01:** to approve the 2024 Budget Request as submitted. Ms. Repella seconded. Motion carried unanimously.

New Library Associate I Position: the library had recently advertised for a part-time LA I to work in the both the Youth and Adult Services Departments. We were not able to fill that position, and Mr. Dillie and Mrs. Heller have discussed a different solution to the staffing problem—creating a full-time LA I. A draft job description was included in the Board Packet and Mr. Dillie explained the budget ramifications for this year. The cost of the position the library wasn't able to fill is budgeted for the entire year, and that amount will easily cover the increased cost of making a part-time position full-time for the remainder of this year. There will be enough left over cover most of the cost of hiring a part-time LA I if the new Director wanted to try again in the fall.

Ms. Repella moved to **Approve Resolution 23-05-02:** to create a full-time Library Associate I position and approve the job description as presented. Ms. Milano seconded. Motion carried unanimously.

Dr. Beard moved to **Approve** Mr. Dillie's request to hire current library employee Kendra Selby at her current hourly wage for the full-time Library Associate I position just approved. Ms. Milano seconded. Motion carried unanimously.

Health Insurance Premium Increase: The Stark Council of Governments consortium provided an estimated increase for the health insurance premiums beginning with the plan's new fiscal year on July 1. While the estimate and premium increases have not yet been approved by the SCOG Board, Ms. Husted has calculated what the new premium cost will likely be. Mr. Dillie reviewed with the Board information about past premium increases. Library practice has been to subsidize the cost of employee health insurance with a set dollar contribution rather than paying a percentage of the premium, thus putting the cost on any premium increase on the employees. The library did substantially increase the subsidy amount last June, in response to the large increase in premium cost for this current insurance year. Mr. Dillie doesn't recommend another increase in the subsidy rate this time. SCOG has said that there will be one premium holiday month in the 2023-2024 insurance year. Rates will be presented for Board approval at the June meeting.

State-wide Delivery Contract: the contract delivery service that carries materials back and forth between libraries is due for renewal. Because of the number of items we send, the library does need to have delivery service five days a week. The base rate is \$200 less than the current contract; however, the State Library did provide a discount on the current contract that was paid for with COVID relief funds. There is no discount for this coming agreement. Sufficient funds to pay the contract are included in this year's budget. Mr. Dillie reported that in 2022 the library shipped 20,514 items on loan to other libraries, and returned 7,878 items that had been loaned by other libraries to Minerva patrons at a cost of 42 cents per item.

Ms. Milano moved to **Approve Resolution 23-05-03:** to approve the library's participation in the state-wide delivery service from July 1, 2023 to June 30, 2024 at a cost of \$12,204.45. Dr. Beard seconded. Motion carried unanimously.

Electricity Purchasing: Mr. Dillie reviewe the library's recent electric contract. The library was under contract with Direct Energy to purchase electricity at 4.928 cents per Kwh. That contract ran from November, 2019-October, 2022. Last summer, the electricity market was very volatile and the library's utility broker recommended that we not take another contract to start in October, but return to AEP's default price of 7.12 cents per Kwh which would be good through May, 2023. A broker with IGS Energy approached the library last fall and suggested a one-year contract, June, 2023-May, 2024, at 7.97 cents per Kwh. That seemed a good price, especially when the market was so volatile last fall. This is only a one-year contract.

Dr. Beard moved to **Approve Resolution 23-05-04:** to approve a electricity purchase agreement with Ohio Power at the rate of 7.97 cents per Kwh for the term June, 2023-May, 2024. Ms. Repella seconded. Motion carried unanimously.

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.

April Library Statistics: In-house circulation was 17,137, 21% above that of last April; most of that came from increased renewals. Total circulation was 23,280, 31% above April last year. Door count was 5,997, 19% above last April.

Acknowledge Gifts—April

Restricted Business Contributions to the General Fund (Youth Summer Reading)	\$ 1,175.00
Unrestricted Individual Contributions to the General Fund	\$ 166.00 *
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Total Restricted and Unrestricted	\$ 1,341.00

*Includes \$25.00 from Diane Burris in memory of Freda E. Hudson

In-kind Gifts

Anonymous

1 hardcover; 6 trade
paperbacks; 1 DVD

Linda May Lockwood

102 hardcovers

Ms. Milano moved **to adjourn** the meeting at 7:50 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on June 22, 2023 at 6:30 pm in the Community Meeting Room.

Minerva Public Library

May, 2023 Financial Reports

Submitted for the June, 2023 Board Meeting

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

Fiscal Officer's Report June 2023

Financial Reports

1. Bank Reconciliation
 - a. Closed Consumers and Chase savings
 - b. Opened Money Market account at Consumers
2. Revenue Receipt Register
 - a. \$689.40 interest for May
 - i. April interest was \$28.15
3. Appropriation Payment Register
 - a. Payroll cleared the bank account a day sooner- new Paychex policy
 - i. Payroll expenses was three times in the month of May
 - b. About \$3,500 spent on books
 - c. \$12,204.45 to Ohio Treasurer of State for state-wide delivery service-discussed and approved at May meeting
 - d. Paid Stark County Library \$494.00 toward Dolly Parton Imagination Library (half of book sale proceeds)
 - e. Paid OLC dues of \$2,266.00
4. Revenue Status
 - a. Unrestricted Contributions are ahead of budgeted amount- 99%
 - b. PLF is close to estimate for year
 - i. Slightly behind for Carroll and Columbiana counties
 - c. Copier income is ahead at 70% for year
5. Appropriation Status
 - a. Other-Purchased and Contracted Services is at 85%
 - i. Due to recent state-wide delivery service paid
 - b. Other-Other (Information Technology) is at 91%
 - i. \$2,060.00 spent in April for Microsoft Office and Antivirus on new computers
6. Payroll
 - a. Waiting to get information back from a few employees
 - b. Almost complete with Consumers on setting up account to upload direct deposit file
 - c. Will update UAN with the first 6 months of pay after processing the last payroll on 06/26/23
 - d. Seems on schedule to have ready to process in UAN by first pay in July
7. Banking
 - a. The PLF from all three counties was deposited into new Consumers checking account
 - b. Only activity in Chase checking account since last meeting was OPERS and AEP payments
 - i. Both should be switched over to Consumers shortly

Revenue Status

By Fund
As Of 5/31/2023

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$3.61	\$21.39	14.440%
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.}	\$635,548.55	\$264,273.89	\$371,274.66	41.582%
1000-240-0012	Public Library Fund - State {CARROLL CO.}	\$178,360.00	\$70,293.88	\$108,066.12	39.411%
1000-240-0013	Public Library Fund - State {COLUMBIANA CO.}	\$21,374.00	\$8,313.01	\$13,060.99	38.893%
1000-310-0311	Patron Fines and Lost Item Income {FINES & FEES}	\$350.00	\$151.96	\$198.04	43.417%
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	\$1,231.13	\$518.87	70.350%
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	\$475.65	\$1,024.35	31.710%
1000-399-0398	Other - Patron Fines and Fees {FAX FEE}	\$500.00	\$203.50	\$296.50	40.700%
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	\$1,175.00	\$325.00	78.333%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$3,969.51	\$30.49	99.238%
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	\$847.37	\$2,152.63	28.246%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$51.89	\$48.11	51.890%
1000-831-2017	Rental of Meeting Rooms {RESTRIDOLLY PARTON LIBRARY}	\$50.00	\$50.00	\$0.00	100.000%
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 5/31/2023

Fund 1000 Sub-Total:	\$849,507.55	\$351,207.74	\$498,299.81	41.343%
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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	\$0.75	-\$0.75	0.000%
4001-651-2024	Unrestricted Contributions - Individuals {Eglie Estate Donat}	\$0.00	\$0.00	\$0.00	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$0.75	-\$0.75	0.000%
Report Total:		\$849,507.55	\$351,208.49	\$498,299.06	41.343%

MINERVA PUBLIC LIBRARY, STARK COUNTY

6/5/2023 5:17:00 PM
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Appropriation Status

By Fund
As Of 5/31/2023

Fund: General
Pooled Balance: \$324,083.41
Non-Pooled Balance: \$65,184.53
Total Cash Balance: \$389,267.94

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	\$37,927.03	\$65,831.97	36.5533%
1000-110-110-0002	D Salaries {MANAGERS}	\$0.00	\$0.00	\$48,515.00	\$0.00	\$20,868.61	\$27,646.39	43.0155%
1000-110-110-0003	D Salaries {NON-PROFESSIONALS}	\$0.00	\$0.00	\$222,253.00	\$0.00	\$86,900.11	\$135,352.89	39.1000%
1000-110-110-0004	D Salaries {SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,430.68	\$3,569.32	28.6144%
1000-110-110-0005	D Salaries {SERVICE WORKERS}	\$0.00	\$0.00	\$14,726.00	\$0.00	\$6,253.10	\$8,472.90	42.4633%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$52,271.00	\$0.00	\$19,366.91	\$32,904.09	37.0515%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,414.00	\$0.00	\$1,932.55	\$3,481.45	35.6955%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$48,023.00	\$30,072.00	\$17,951.00	\$0.00	37.3800%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$231.39	\$168.61	\$0.00	42.1533%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,370.00	\$0.00	\$0.00	0.0000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-300-2017	Purchased and Contracted Services {RESTRIDOLLY 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	\$70.03	\$29.97	\$0.00	29.9700%
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	\$472.00	\$2,301.00	17.0211%
1000-110-450-0015	Supplies {PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$3,456.51	\$543.49	\$0.00	13.5879%
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

6/5/2023 5:17:00 PM
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Appropriation Status

By Fund
As Of 5/31/2023

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-0000	Books and Pamphlets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-0109	Books and Pamphlets (Donation Adult Books-Moser)	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-120-411-1000	Books and Pamphlets (ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$21,500.00	\$6,173.95	\$7,064.91	\$8,261.14	32.8600%
1000-120-411-2000	Books and Pamphlets (YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$19,000.00	\$4,803.13	\$9,814.05	\$4,382.82	51.6530%
1000-120-411-2022	Books and Pamphlets (Egls 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	69.8370%
1000-120-413-1007	Audiovisual Materials (DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$5,000.00	\$1,748.80	\$609.08	\$2,642.12	12.1820%
1000-120-413-2004	Audiovisual Materials (YOUTH CDs)	\$0.00	\$0.00	\$26,000.00	\$15,586.95	\$10,413.05	\$0.00	40.0500%
1000-120-413-2006	Audiovisual Materials (Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0000%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$500.00	\$356.40	\$0.00	\$0.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$900.00	\$113.66	\$36.34	\$750.00	4.0380%
1000-120-459-0008	Other - Supplies (CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$3,000.00	\$2,316.01	\$683.99	\$0.00	22.8000%
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	\$4,623.24	\$4,126.76	\$0.00	47.1630%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$41,900.00	\$30,896.76	\$2,856.88	\$8,146.36	6.8180%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,640.00	\$1,192.00	\$448.00	\$0.00	27.3170%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,824.00	\$18,948.07	\$10,875.93	\$4,000.00	32.1540%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$24,000.00	\$14,561.17	\$9,438.83	\$0.00	39.3280%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$565.72	\$134.28	\$0.00	19.1830%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$12,000.00	\$5,835.49	\$6,164.51	\$0.00	51.3710%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

6/5/2023 5:17:00 PM
UAN v2023.2

Appropriation Status

By Fund
As Of 5/31/2023

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
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$2,226.46	\$1,773.54	\$0.00	44.3399%
1000-230-110-0001	D Salaries (ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,000.00	\$729.18	\$270.82	\$0.00	27.0822%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$101.55	\$98.45	\$0.00	49.2252%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising (LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$20.68	\$29.32	\$0.00	58.6400%
1000-230-325-0010	Advertising (EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$750.00	\$200.00	\$273.08	\$276.92	36.4111%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$10,000.00	\$295.88	\$9,704.12	\$0.00	97.0412%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,680.00	\$3,621.70	\$2,058.30	\$0.00	36.2388%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,359.00	\$0.00	\$0.00	\$2,359.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$2,286.00	\$762.00	\$0.00	25.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$17,340.00	\$1,645.25	\$14,905.35	\$789.40	85.9599%
1000-230-390-0014	Other - Purchased and Contracted Services (COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-451-0007	General Administrative Supplies (OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$2,483.36	\$516.64	\$0.00	17.2212%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$21,211.00	\$10,768.88	\$10,442.12	\$0.00	49.2307%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.6152%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-590-0511	Other - Other (Information Technology)	\$0.00	\$0.00	\$3,000.00	\$248.42	\$2,751.58	\$0.00	91.7199%

Report reflects selected information.

Appropriation Status

By Fund
As Of 5/31/2023

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.0000%
1000-990-990-2020	Other - Other Financing Uses {Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
	General Fund Total	\$0.00	\$0.00	\$914,401.00	\$171,739.15	\$305,643.42	\$437,018.43	33.426%
Fund: Capital Projects								
	Pooled Balance:	\$552,617.71						
	Non-Pooled Balance:	\$0.00						
	Total Cash Balance:	\$552,617.71						
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 {Eggle 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	\$36,530.00	\$8,470.00	81.178%
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	\$36,530.00	\$53,470.00	40.589%
	Report Total	\$0.00	\$0.00	\$1,004,401.00	\$171,739.15	\$342,173.42	\$490,488.43	34.067%

Report reflects selected information.

Bank Reconciliation

Reconciled Date 5/31/2023

Posted 6/5/2023 5:10:57 PM

Prior UAN Balance:		\$931,442.97
Receipts:	+	\$1,011,762.11
Payments:	-	\$1,001,319.43
Adjustments:	+	\$0.00
Current UAN Balance as of 05/31/2023:		\$941,885.65
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 05/31/2023:		<u>\$941,885.65</u>
Entered Bank Balances as of 05/31/2023:		\$943,701.08
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$1,815.43
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 05/31/2023:		<u>\$941,885.65</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 05/31/2023.

There are no outstanding adjustments as of 05/31/2023.

Bank Balances

Reconciled Date 5/31/2023

Posted 6/5/2023 5:10:57 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$251,318.02	\$465,861.31	\$465,719.52	-\$141.79
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$50.00	\$65.00	\$65.00	\$0.00
Investment	CD042517		\$21,733.38	\$21,742.31	\$21,742.31	\$0.00
Investment	CD072716		\$21,528.37	\$21,599.62	\$21,599.62	\$0.00
Investment	CD082817		\$21,770.55	\$21,842.60	\$21,842.60	\$0.00
Investment	CNB-Saving		\$261,562.43	-\$141.79	\$0.00	\$141.79
Investment	HNB-Saving		\$50,040.39	\$50,040.39	\$50,040.39	\$0.00
Investment	Money Mark		\$0.00	\$362,500.64	\$362,500.64	\$0.00
Investment	SAVINGS		\$303,473.83	\$0.00	\$0.00	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$931,667.97</u>	<u>\$943,701.08</u>	<u>\$943,701.08</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 5/31/2023

Posted 6/5/2023 5:10:57 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	188-2023	05/11/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	198-2023	05/22/2023	PC CoPilot	\$725.00
PRIMARY	Electronic	203-2023	05/25/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	205-2023	05/25/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.28
PRIMARY	Warrant	7000	05/22/2023	Stark County District Library	\$494.00
					<hr/>
					\$1,815.43
					<hr/>

Cleared Payments

Reconciled Date 5/31/2023

Posted 6/5/2023 5:10:57 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	170-2023	05/01/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	171-2023	05/01/2023	Kanopy Inc.	\$14.40
PRIMARY	Electronic	172-2023	05/04/2023	PAYCHEX	\$115.00
PRIMARY	Electronic	173-2023	05/04/2023	PAYCHEX	\$9,969.84
PRIMARY	Electronic	174-2023	05/04/2023	PAYCHEX	\$1,389.19
PRIMARY	Electronic	175-2023	05/05/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	176-2023	05/05/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,294.19
PRIMARY	Electronic	177-2023	05/04/2023	MIDWEST TAPE	\$1,905.24
PRIMARY	Electronic	178-2023	05/04/2023	PC CoPilot	\$725.00
PRIMARY	Electronic	179-2023	05/04/2023	OHIO LIBRARY COUNCIL	\$2,266.00
PRIMARY	Electronic	180-2023	05/16/2023	AMERICAN ELECTRIC POWER	\$2,141.12
PRIMARY	Electronic	181-2023	05/16/2023	COLUMBIA GAS OF OHIO	\$961.83
PRIMARY	Electronic	182-2023	05/08/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	183-2023	05/08/2023	INDEPENDENT ELEVATOR CO., INC.	\$220.00
PRIMARY	Electronic	184-2023	05/11/2023	QUILL CORPORATION	\$69.99
PRIMARY	Electronic	185-2023	05/11/2023	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$141.00
PRIMARY	Electronic	186-2023	05/11/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$59.10
PRIMARY	Electronic	187-2023	05/11/2023	FIRST COMMUNICATIONS	\$695.35
PRIMARY	Electronic	189-2023	05/15/2023	Anna Minor	\$58.82
PRIMARY	Electronic	190-2023	05/15/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,294.19
PRIMARY	Electronic	191-2023	05/15/2023	PAYCHEX	\$111.80
PRIMARY	Electronic	192-2023	05/15/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	193-2023	05/18/2023	PAYCHEX	\$9,680.50
PRIMARY	Electronic	194-2023	05/18/2023	PAYCHEX	\$1,374.16
PRIMARY	Electronic	195-2023	05/15/2023	BAKER & TAYLOR BOOKS	\$2,078.58
PRIMARY	Electronic	196-2023	05/15/2023	TREASURER, STATE OF OHIO	\$12,204.45
PRIMARY	Electronic	197-2023	05/22/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	199-2023	05/22/2023	CENTER POINT LARGE PRINT	\$126.60
PRIMARY	Electronic	200-2023	05/22/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$280.00
PRIMARY	Electronic	201-2023	05/22/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$5,375.42
PRIMARY	Electronic	204-2023	05/25/2023	RENTWEAR, INC.	\$56.16

Cleared Payments

Reconciled Date 5/31/2023

Posted 6/5/2023 5:10:57 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	221-2023	05/31/2023	PAYCHEX	\$10,069.92
PRIMARY	Warrant	6861	03/30/2023	RICHARD HALDI	\$75.00
PRIMARY	Warrant	6863	04/13/2023	MINERVA AREA CHAMBER OF COMMERCE	\$150.00
PRIMARY	Chk Transfer		05/08/2023	Transfer-PRIMARY to PETTYCASH2	\$15.00
PRIMARY	Inv Transfer		05/01/2023	Transfer To Investment CNB-Saving	\$358.95
PRIMARY	Inv Transfer		05/04/2023	Transfer To Investment Money Mark	\$361,965.53
PRIMARY	Inv Transfer		05/31/2023	Transfer To Investment Money Mark	\$535.11
CNB-Saving	Inv Transfer		05/04/2023	CLOSE INVESTMENT: CNB-Saving	\$262,063.17
Money Mark	Inv Transfer		05/31/2023	Transfer From Investment Money Mark	\$535.11
SAVINGS	Inv Transfer		05/04/2023	Transfer From Investment SAVINGS	\$303,473.83
SAVINGS	Inv Transfer		05/05/2023	CLOSE INVESTMENT: SAVINGS	\$0.00
					\$999,729.00

Cleared Receipts

UAN v2023.2

Reconciled Date 5/31/2023

Posted 6/5/2023 5:10:57 PM

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		83-2023	05/01/2023	Daily Receipts-CNB Registers	\$358.95
PRIMARY	Standard		91-2023	05/04/2023	Daily Receipts-CNB Registers	\$44.15
PRIMARY	Interest		88-2023	05/05/2023	PRIMARY	\$2.06
PRIMARY	Standard		89-2023	05/08/2023	Daily Receipts-CNB Registers	\$31.15
PRIMARY	Standard		90-2023	05/08/2023	Daily Receipts-CNB Registers	\$15.00
PRIMARY	Standard		92-2023	05/08/2023	Daily Receipts-CNB Registers	\$442.25
PRIMARY	Standard		93-2023	05/11/2023	Daily Receipts-CNB Registers	\$437.74
PRIMARY	Standard		97-2023	05/11/2023	STARK COUNTY AUDITOR'S OFFICE	\$61,619.95
PRIMARY	Standard		96-2023	05/12/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,938.32
PRIMARY	Standard		94-2023	05/15/2023	Daily Receipts-CNB Registers	\$331.20
PRIMARY	Standard		95-2023	05/15/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$16,390.21
PRIMARY	Standard		98-2023	05/18/2023	Daily Receipts-CNB Registers	\$180.40
PRIMARY	Standard		99-2023	05/22/2023	Daily Receipts-CNB Registers	\$21.90
PRIMARY	Standard		100-2023	05/22/2023	Daily Receipts-CNB Registers	\$10.78
PRIMARY	Standard		101-2023	05/22/2023	Daily Receipts-CNB Registers	\$43.29
PRIMARY	Standard		102-2023	05/25/2023	Daily Receipts-CNB Registers	\$260.72
PRIMARY	Inv Transfer			05/04/2023	Transfer From Investment SAVINGS	\$303,473.83
PRIMARY	Inv Transfer			05/04/2023	CLOSE INVESTMENT: CNB-Saving	\$262,063.17
PRIMARY	Inv Transfer			05/05/2023	CLOSE INVESTMENT: SAVINGS	\$0.00
PRIMARY	Inv Transfer			05/31/2023	Transfer From Investment Money Mark	\$535.11
PETTYCASH2	Chk Transfer			05/08/2023	Transfer-PRIMARY to PETTYCASH2	\$15.00
CD042517	Interest		107-2023	05/25/2023	CD042517	\$8.93
CD072716	Interest		106-2023	05/26/2023	CD072716	\$71.25
CD082817	Interest		105-2023	05/26/2023	CD082817	\$72.05
CNB-Saving	Inv Transfer			05/01/2023	Transfer To Investment CNB-Saving	\$358.95
Money Mark	Inv Transfer			05/04/2023	Transfer To Investment Money Mark	\$361,965.53
Money Mark	Inv Transfer			05/31/2023	Transfer To Investment Money Mark	\$535.11
Money Mark	Interest		104-2023	05/31/2023	Money Mark	\$535.11
						\$1,011,762.11

Fund Status

As Of 5/31/2023

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	36.966%	\$389,267.94	\$65,184.53	\$324,083.41
4001	Capital Projects	63.034%	\$552,617.71	\$0.00	\$552,617.71
All Funds Total			\$941,885.65	\$65,184.53	\$876,701.12
Pooled Investments					\$412,541.03
Secondary Checking Accounts					\$256.00
Available Primary Checking Balance					\$463,904.09

Last reconciled to bank: 05/31/2023 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2023

6/5/2023 5:18:37 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	\$21,742.31	0.50%	\$44.93	\$1,217.85	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 03/27/2024	\$21,599.62	4.02%	\$85.52	\$1,421.88	04/27/2023	03/27/2024		
CD082817	CONSUMERS 0106774145 CD 3/28/24	\$21,842.60	4.02%	\$86.49	\$1,095.54	04/28/2023	03/28/2024		
CNB-Saving	CNB Savings	\$0.00	0.00%	\$31.81	\$93.35	06/22/2022	06/22/3000	05/04/2023	\$262,063.17
HNB-Saving	HNB Savings	\$50,040.39	0.00%	\$12.34	\$38.79	06/22/2022	06/22/3000		
Money Mark	Money Market Consumers	\$362,500.64	2.00%	\$535.11	\$535.11	05/04/2023	05/04/2073		
SAVINGS	CHASE BUSINESS SAVINGS	\$0.00	0.10%	\$49.11	\$28,273.88	08/24/2000	12/31/2099	05/05/2023	\$0.00
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

**May, 2023 Financial
Reports**

**Submitted for June, 2023
Board Meeting**

Classification: Library Associate I--Substitute

Title: Library Associate Substitute

Department: Adult Services and Youth Services

Reports to: Managers, Adult Services Department and Youth Services Department

Hours: A substitute is hired to work as an occasional employee and is scheduled to work as needed by the Department manager. This position may not be scheduled regularly or frequently. Substitutes are not required to work if called; however, substitutes must maintain work skills and stay current with library practices and procedures in order to provide effective service.

Job Objective: A Library Associate Substitute fills in as needed for regular library staff in either the Adult Services or Youth Services Department. This position works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference, and reader's advisory questions; provides high quality customer service to patrons of all ages; and maintains an orderly and welcoming library. This position works under the supervision of the Department Manager.

Essential Job Functions and Responsibilities:

- Efficiently and accurately performs all standard circulation processes and procedures.
- Provides basic reference and reader's advisory assistance to patrons using appropriate resources.
- Effectively assists patrons in locating and using library materials to read, listen to, or view in all formats offered by the library.
- Maintains an orderly and attractive library collection; verifies and sorts returned materials; cleans materials as needed; shelves materials; reads shelves as needed and assigned; assists with displays of materials.
- Maintains a high level of effective and efficient customer service in assisting all patrons in the use of library resources, equipment, programs, and services.
- Handles confidential information with discretion.
- Shows tact and courtesy with the public and with other staff members.
- Assists with packing and receiving loans from other libraries.
- Assists in processing library materials.
- Assists with library programs as needed.
- Solves routine problems under supervision.
- Performs opening and closing procedures.

- Keeps supervisor informed of departmental needs and concerns.
- Attends pertinent meetings, training courses, and undertakes special training activities as directed.
- Additional duties may be assigned. Such duties are non-essential functions of this position.

Qualifications:

- Graduation from high school and prior library experience, or equivalent combination of experience and training which provides the required knowledge, skill, and ability.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work closely with patrons of all ages individually and in groups.
- 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.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.
- Ability to read and understand printed and on-screen information.
- 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 Employee _____ Date _____

Signature of Supervisor _____ Date _____

June 2023 Youth Services Report

Summer Reading kicked off with three programs drawing 100 or more people EACH! Bluey on May 31, Stark Parks animal visit, and the Carnival of Kindness brought many families to the library.

Regular programming includes Animal Reading Friends with Sharon and Ray Morgenstern and their dogs, Annie and Hazel. Maker Mondays offers a craft. Storytime held outside if weather permits follows the theme "All Together Now" with weekly programming themes of friendship, Caring, and more. Elementary Explorers for those ages 6 and up will study SYMBIOSIS, which is simply animal relationships and friendships. Magic Tree House Book club for the younger set will follow two books for the summer with reading, games, and activities to tie into the popular series.

Tween and Teen programming still does not draw the large crowds, but Anna offers a great variety of programs to appeal to the students' interests. Crochet Club and Cosplay Club run every other week with a larger program in between. This month will be a Stranger Things trivia and waffle bar and the very popular Teen Iron Chef with a camping twist including cooking some ingredients over a campfire. Tech Time and mini golf round out the June events.

No further information about the statue of William Powell is available to the Youth Department, but the Story Walk with his biography, *Twice as Good*, is ready for the dedication. Mini-golf will happen on the scheduled dates whether a statue appears or not.

Statistics for May 2023:

Side Door Count: 1088

Study Rooms Use: 29

Reference Questions: 555

Teacher collections: 7 requests / 149 books

MES visits: 46/1088

MAC School 1/51

Story Time: 4/76

Sensory SPOT: 225

Computer Use: 195

Other Questions: 62

Outreach: 11/250

YMCA: 2/26

Book Beginnings: 4/126

Other Programs: Cosplay Club 2 meetings/9 students, Crafternoons 4 meetings/19 students, Teen Crochet Club 3 meetings/14 students, Family Night Seed Bombs 9, Indoor Scavenger Hunt 47, Brick St. Fest 78
Donations: Hard covers 1, Paperbacks 1, Dvds 10

Kathy Heller

Youth Services Manager

6/14/2023

Director's Report—June, 2023

Building and Grounds—Techs from Standard Plumbing spent several hours here on 05/24 going over the settings for the HVAC system to figure out why the library's electricity and gas use went up so much beginning last fall. They decided that the problem likely is that in an effort to improve staff comfort someone (and it may well have been one of them) moved the temperature and humidity for the "unoccupied" status much closer to the settings for "occupied." Thus, the building temperature wasn't that much different when the library was closed compared to when it was open, which required more power and gas to maintain. They widened the difference between the two settings, and we will see if that reduces the amount of electricity used. We started summer Saturday hours, 10:00-2:00, on May 27; no patrons have commented at all on the change.

Staffing—Kendra Selby will move from part-time to full-time on June 26. Kathy and I will meet soon to figure out a schedule that shares Kendra's hours with both departments. We had hoped to hire another person to work just as a sub, but the job candidate, who works full-time elsewhere, decided she wouldn't be able to take on another job.

Programs—the adult summer reading program started June 5 and will continue through the end of July just as the youth program does. The adult program, as always, is very low maintenance—patrons log their reading, listening, or viewing, receive entry for each title, and then are eligible for the weekly prize drawing for a library tote bag. All entries go into the hopper for the grand prize drawing at the end for a Kindle Fire. The summer jigsaw puzzle exchange was June 10 and was popular as always. The East Rochester Garden Club put up a display in the Reading Room for National Garden Week starting June 12. They did a good job and were very happy to have the space at the library.