

**Minerva Public Library
Board of Trustees**

July, 2023

**Monthly Regular Meeting
Packet**

**Minerva Public Library Board of Trustees
July, 2023 Regular Meeting
June 27, 6:30 pm in the Library Board Room**

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

Minutes: Approve minutes of the June 29, 2023 Regular Board Meeting and the July 13, 2023 Special Board Meeting.

Ongoing Business

Dolly Parton Imagination Library on Ohio Update

State Budget Update

Fiscal Officer's Report

Accept: Monthly financial reports for June, 2023, and monthly Fiscal Officer's Report.

Current Revenue

PLF Distribution: The July PLF distribution is \$79,746 which is slightly more than the \$78,984 received in July last year. This month's state PLF receipts are 5.8% above the December, 2022 estimate. For the state fiscal year ending on June 30, the General Revenue Fund finished 3.6% above estimate.

2023 General Revenue Net Operating Position

May Revenue =	\$82,020	Total Annual Revenue =	\$ 433,288
May Expenses =	\$66,569	Total Annual Expenses =	\$ 372,211
Difference	\$15,451		\$ 61,077

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 372,211	40%

*Includes \$100,000 transfer out to Capital

New Business

Restricted Fund Investment: at its previous Regular Meeting the Board approved investing the money in the Eglie Fund in an 11-month CD at 5% interest. When Ms. Husted went to complete the transaction at Huntington, she was informed that the CD offer in question was not available to public agencies. Huntington's Government Fund Relationship Manager proposed instead CDAR investments with 5.10% interest available at either 26 or 52 weeks.

Approve Resolution 23-07-01: to rescind Resolution 23-06-04 and to invest \$75,013.46 from the Eglie Fund to purchase a 52 week CDAR 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.

Money Market Account: in order to improve the value of the library's savings, and after consulting with staff at the bank, Ms. Husted recommends closing the library's regular savings account at Huntington Bank and moving the money to a money market account at that same bank.

Approve Resolution 23-07-02: to close the library's savings account at Huntington Bank and open a money market account in its stead.

Update to Sick Leave Policy: the library's long-time policy has been that additional sick leave doesn't accrue while the employee is using that form of leave. That same restriction doesn't apply to vacation leave, which is also accrued leave, nor is it common practice at local public libraries. While the principle may be sound, the practical effect is minimal. For example, a full-time employee accrues 4.6 hours of sick leave per 80-hour pay period. Under the policy that employee does not accrue 27.6 minutes of leave when taking 8 hours of sick leave. Paychex could accommodate this kind of granular adjustment to payroll; UAN cannot. Mr. Dillie recommends rescinding this policy.

Approve Resolution 23-07-03: to amend Personnel Policy 715 as presented:

All full-time (40 hrs. a week) employees are credited with 4.6 hours of sick leave per 80 hours paid, excluding overtime. ~~and sick leave, credited at the end of each pay period in a sick leave account up to a total maximum accrual of 180 days (pro-rated for part-time employees). Regular full-time employees and part-time employees working less than 40 hours a week will accrue sick leave on a pro-rated basis. Remember, sick leave is not accrued while on paid sick leave.~~

Transfer from Contingency Fund: the consulting services from Bradbury Miller Associates for the Library Director search were provided free of charge and for no other consideration. The Board did agree that the library would reimburse BMA for any advertising costs upon presentation of copies of the paid invoices.

BMA has submitted those invoices and the total cost for reimbursement is \$1,453.65. It makes sense to pay that invoice from the advertising fund account which needs money added to cover the cost.

Approve Resolution 23-07-04: to transfer \$1,453.65 from the Contingency Fund (1000-930-930-0000) to Advertising (1000-230-325-0010).

New Director Appointment: at the instruction of the Board, following the Special Board Meeting on July 13, BMA offered the job of Library Director to Brenda Griffith. The offer was contingent upon completion of a criminal background check. Mr. Dillie confirms that check was conducted and was satisfactory.

Approve Resolution 23-07-05: to approve the appointment of Brenda Griffith as Director of the Minerva Public Library effective September 4, 2023 at a salary of \$70,000 and with the benefits generally consistent with those offered to other full-time library staff.

Retirement: Jim Van Horne, library custodian, will retire on August 18 with just over 10 years of service.

Accept Notice of Retirement of Jim Van Horne.

Janitorial Service: with Jim's retirement, the library needs to arrange for someone to clean the library. Rather than attempt to hire a custodian now, Mr. Dillie has contracted with Cleaning Genie Ohio for the next six months to clean the library. The cleaning service has been cleaning the library restrooms for going on two years now, and this new agreement is separate from the existing one. This arrangement allows the new Director to think about different ways this work could be done, and to consider it during the budget process for 2024.

Approve Resolution 23-07-05: to hire Cleaning Genie Ohio for general library cleaning at an average cost of \$395 for a five-day week beginning August 20, 2023 and to continue through March 1, 2024. This agreement may be extended indefinitely with the agreement of both the Library Director and Cleaning Genie Ohio, but the library will provide 60 days notice before terminating the service.

Approve Resolution 23-07-06: to transfer \$7500 from the Contingency Fund (1000-930-930-0000) to Property, Maintenance, and Security Services (1000-210-339-0000) to cover the cost of general library cleaning from August 20, 2023 through the end of the year.

Correspondence

None

Director's Report

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

June Library Statistics: In-house circulation was 13,973, 22.2% above that of last June. As has been true all year, renewals made up more of the circ than initial checkouts. Total circulation was 20,233, 22.1% above June last year. Door count was 3,512, 6.7% below that of last June. June Hoopla circ was the highest ever.

Acknowledge Gifts—June

Unrestricted Individual Contributions to the General Fund

	\$ 135.13
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Total Restricted and Unrestricted	\$ 135.13

In-kind Gifts

Anonymous

26 hardcover; 14 trade
paperbacks; 2 DVDs
(all children's materials)

Adjourn

The next Regular Board Meeting will be held on August 24, 2023 at 6:30 pm in the Community Meeting Room.

**Minerva Public Library Board of Trustees
Minutes of the June 29, 2023 Regular Meeting
June 29, 6:30 pm in the Library Community Meeting Room**

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

Note: the original scheduled meeting date was June 22, 2023; due to lack of a quorum, this regular meeting was rescheduled for June 29.

Attendance: Trustees Roger Bartley, Jennifer Beard, Casey Milano, Becky Miller, Sarah Repella, Diane Ruff, and Dick Rutledge; Library Director, Tom Dillie, Fiscal Officer, Heather Husted.

Adjustments to the Agenda: Mr. Dillie noted that there would be discussion and resolutions regarding the interviews with the final candidates for the Director position.

Public Participation: none

Minutes: Dr. Beard moved to Approve minutes of the May 25, 2023 Regular Board Meeting as presented. Ms. Milano seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie reported that there are 252 kids from the library's service area registered for the program; registrations have stayed near that number for months now. Just under 56% of the eligible kids in the county are now registered with the program. The state supplement for the program registration fee continues in the new budget, so the program continues to be affordable for small libraries. Stark Library sponsored a "Touch a Truck" fundraiser on June 10 that was quite successful.

State Budget Update: Mr. Dillie reported that as of this morning most of the differences between the House and Senate budget proposals have been resolved in Conference Committee. The PLF remains set at 1.7% of General Revenue and this would be a change to permanent law which now provides 1.66% of GRF to fund the PLF. Because of the tax reductions and other revenue changes proposed in the budget, OLC is urging the legislature to increase the PLF to 1.74% to make up for the estimated reduction in overall revenue.

Director Search Update: the Search Committee--Ms. Milano, Ms. Miller, and Ms. Repella--reported on the search for the next Library Director. The library received eight applications, the Committee selected four candidates for initial

interviews, which were conducted on June 28. They then selected three candidates to invite to the library for final, in-person interviews on July 13. Ms. Miller and Mr. Dillie then met with Brian Hare from BMA to discuss the schedule for the interview day. There will be an opportunity for each candidate to meet with the staff that morning, as well as get a building tour and meet with Mr. Dillie and Ms. Husted; Denise Freeland the Director of the Chamber Commerce will give each candidate a brief tour of the community. Each candidate will then interview with the Board beginning at 2:00. Board discussions will follow the interviews.

Fiscal Officer's Report

Ms. Ruff moved to **Accept** the Monthly financial reports for May, 2023, and the monthly Fiscal Officer's Report which are included in the Board Packet. Ms. Repella seconded. Motion carried unanimously.

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 ahead of estimates.

2023 General Revenue Net Operating Position

May Revenue =	\$82,815	Total Annual Revenue =	\$ 351,208
May Expenses =	\$72,372	Total Annual Expenses =	\$ 305,643
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. Mr. Dillie did not recommend an increase at this time in the amount the library pays to subsidize the employees' premiums. He suggested that during the next

budget cycle or the next round of premium increases, the next Director and the Board may want to review the options for sharing the cost of premiums between the library and the employees. 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.

Ms. Repella moved to **Approve Resolution 23-06-01**: to accept the health insurance rates of \$956.87 for single coverage and \$2,324.47 for family coverage for the July 1, 2023 to June 30, 2024 insurance year. Ms. Miller seconded. Motion carried unanimously.

Ms. Milano moved to **Approve Resolution 23-06-02**: to set November, 2023 as the premium health insurance holiday month. Ms. Repella seconded. Motion carried unanimously.

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. The job requirements are the same as those in the current Library Associate I job description, except the Substitute position is specifically described as occasional work and scheduled only as needed. A copy is included in the Board Packet.

Ms. Repella moved to **Approve Resolution 23-06-03**: to approve the Library Associate I—Substitute job description as presented. Ms. Miller seconded. Motion carried unanimously.

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. Previously the library had purchased air filters for techs to install. It's easier just to have Standard bring the supplies with them. The quarterly maintenance had not increased for the three years the library has worked with Standard, and this increase is nominal.

Mr. Rutledge moved to **Accept** the Standard Plumbing and Heating quarterly maintenance agreement at an annual cost of \$6,830.00. Dr. Beard seconded. Motion carried unanimously.

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. Mr. Dillie noted that Herb Eglie was a savvy investor (hence the generous gift to the library) and would have appreciated the effort to maximize the value of his donation.

Ms. Milano moved to **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. The interest from this investment will be considered non-pooled to the Eglie Fund within the Capital Projects Fund. Ms. Miller seconded. Motion carried unanimously.

Special Board Meeting: the Board will meet on July 13 to conduct final interviews with candidates for the Library Director position. This is a public meeting but the interviews will take place in Executive Session. Staff will have the opportunity to meet with each candidate that morning and provide feedback to the Board.

Dr. Beard moved to **Approve Resolution 23-06-5**: to call a Special Board Meeting on Thursday, July 13, at 2:00 pm in the Community Meeting Room for the purpose of interview candidates for the Library Director position. Ms. Repella seconded. Motion carried unanimously.

Mr. Rutledge moved to delay opening the library until noon on July 13 in order to provide all staff with time to meet with each candidate for the Director position. Ms. Miler seconded. Motion carried unanimously.

Reimbursement for Travel and Lodging: two of three candidates will need to travel to the area Wednesday in order to arrive at the library Thursday morning, and the library should reimburse them for lodging costs. All three candidates will also be reimbursed for mileage. The Travel and Meeting fund account needs additional money to cover these costs and to cover mileage and meeting reimbursement for staff for the remainder of the year.

Dr. Beard moved to **Approve Resolution 23-06-06**: to transfer \$1,000.00 from the Contingencies Fund (1000-930-930-0000) to the Travel and Meeting Fund (1000-230-312-000). Ms. Ruff seconded. Motion carried unanimously.

Update to Mileage Reimbursement: library policy states that the Board determines the mileage reimbursement rate. The rate stated on the form that staff use to ask for mileage reimbursement now sets that rate at 40 cents per mile, which suggests that it has not been changed for some time. Mr. Dillie proposed that the library use the current IRS mileage rate for business travel; that rate varies periodically and changes are posted by the IRS.

Ms. Miller moved to **Approve Resolution 23-06-07** to maintain the library's mileage reimbursement rate at the current IRS business mileage reimbursement rate. Ms. Milano seconded. Motion carried unanimously.

Correspondence

None

Director's Report

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

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 *
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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
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Ms. Milano moved to **Adjourn** the meeting at 7:40. Ms. Ruff seconded.

The Board will hold a Special Meeting at 2:00 pm on July 13, 2023 in the Community Meeting Room.

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

Board President

Date

Minerva Public Library Board of Trustees
Minutes of the July 13, 2023 Special Meeting

Call to Order: Mr. Bartley called the meeting to order at 2:01 pm in the Library's Community Meeting Room

Attendance: Trustees Roger Bartley, Jennifer Beard, Casey Milano, Becky Miller, Sarah Repella, Dick Rutledge; consultant Brian Hare from Bradbury Miller Associates. Diane Ruff (Absent)

Purpose of Meeting: the Special Meeting was called to allow the Board to interview two finalists, Jason Bumbico and Brenda Griffith, for the position of Library Director. The Board will meet separately with each candidate in Executive Session and then hold a general discussion before returning to open meeting.

Becky Miller **moved to enter Executive Session** to discuss personnel at 2:05 pm. Dr. Beard seconded.

Roll Call:

Mr. Bartley-aye; Dr. Beard-aye; Ms. Milano-aye; Ms. Miller-aye; Ms. Repella-aye; Mr. Rutledge-aye.

Dr. Beard **moved to Return to Open Meeting** at 4:00 pm. Ms. Milano seconded.

Discussion of Director Candidates: the Trustees discussed how to proceed with the decision regarding the next Library Director. After reviewing the information provided by the candidates, by BMA, and the staff feed back following that morning's meetings between candidates and staff, there was a general agreement that Brenda Griffith was the Trustees first choice. Trustees also discussed salary and incentives that could be made part of the job offer. Mr. Dillie was asked to join the meeting briefly to provide additional information regarding benefits and wages.

Ms. Repella **moved to instruct Bradbury Miller Associates to offer the position of Director of Minerva Public Library** to Brenda Griffith at a salary of \$70,000 and negotiate under the terms discussed with the Board. Mr. Rutledge seconded. Motion carried unanimously.

Mr. Rutledge **moved to adjourn** at 5:00 pm. Dr. Beard seconded.

Board President

Date

Minerva Public Library

June, 2023 Financial Reports

Submitted for the July, 2023 Board Meeting

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

Fiscal Officer's Report July 2023

Financial Reports

1. Bank Reconciliation
 - a. Adjustment for over payment to Quill from November of 2022 for \$28.99.
 - b. Adjustment for \$10.00 difference in cash register drawer and receipt.
2. Revenue Receipt Register
 - a. \$765.64 interest earned in June.
 - i. June interest was \$689.40
 - ii. April interest was \$28.15
 - b. I expect interest to go up some more with moving money out of the Chase checking account.
3. Appropriation Payment Register
 - a. Payroll cleared the bank account a day sooner- new Paychex policy
 - i. Only shows two pays in June from Paychex- had entered payroll in June, but had to delete Paychex portion of payroll.
 - b. Consumers does have fees totaling \$45.00 this month-payroll related
 - i. \$20.00 to upgrade the online banking to be able to access ACH.
 - ii. \$25.00 to actually use ACH module.
 - iii. \$0.20 for each ACH item.
 1. I expect the fees to be between \$50-60 per month
 - a. Paychex charged a little over \$110.00 per payday- still a significant savings of over \$2,000.00 per year
 - c. About \$3,000 in downloadable content.
 - d. \$6,267.76 for Johnson Controls Fire for fire service agreement.
4. Revenue Status
 - a. Unrestricted Contributions are ahead of budgeted amount- 102%
 - b. PLF is close to estimate for year
 - i. Slightly behind for Carroll and Columbiana counties
 - c. Overall Revenue status is at 50.998% for year.
5. Appropriation Status
 - a. All seems appropriate for this time in the year.
 - b. Overall Appropriation Status is 40%.
6. Payroll
 - a. Payroll was successfully switched over to UAN.
7. Banking
 - a. No activity in the Chase checking account since the last meeting. I am likely to close within the next month or two.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Status
By Fund
As Of 6/30/2023

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$4.03	\$20.97	16.120%
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	\$326,348.42	\$309,200.13	51.349%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$178,360.00	\$86,805.00	\$91,555.00	48.668%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$21,374.00	\$10,265.63	\$11,108.37	48.029%
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	\$175.28	\$24.72	87.640%
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	\$1,493.58	\$256.42	85.347%
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	\$622.40	\$877.60	41.493%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$238.92	\$261.08	47.784%
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	\$4,104.64	-\$104.64	102.616%
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	\$1,613.01	\$1,386.99	53.767%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$57.47	\$42.53	57.470%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$50.00	\$50.08	-\$0.08	100.160%
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 6/30/2023

Fund 1000 Sub-Total:	\$849,507.55	\$433,228.48	\$416,279.07	50.998%
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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[Eglic 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	\$433,229.23	\$416,278.32	50.998%

MINERVA PUBLIC LIBRARY, STARK COUNTY

7/1/2023 1:34:59 PM
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Appropriation Status

By Fund
As Of 6/30/2023

Fund: General
Pooled Balance: \$339,407.04
Non-Pooled Balance: \$65,342.33
Total Cash Balance: \$404,749.37

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-100-530-2020	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	\$46,346.48	\$57,412.52	44.667%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$48,515.00	\$0.00	\$25,080.00	\$23,436.00	51.695%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$222,253.00	\$0.00	\$104,603.19	\$117,649.81	47.065%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,617.39	\$3,382.61	32.348%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$14,726.00	\$0.00	\$7,447.47	\$7,278.53	50.574%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$52,271.00	\$0.00	\$25,174.83	\$27,096.17	48.162%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,414.00	\$0.00	\$2,506.55	\$2,907.45	46.298%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$48,023.00	\$26,358.00	\$21,665.00	\$0.00	45.114%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$196.81	\$203.19	\$0.00	50.798%
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{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$100.00	\$25.03	\$74.97	\$0.00	74.970%
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	17.021%
1000-110-460-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$2,309.10	\$1,690.90	\$0.00	42.273%
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

7/1/2023 1:34:59 PM
UAN V2023.2

Appropriation Status

By Fund

As Of 6/30/2023

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	\$8,996.78	\$9,242.08	\$3,261.14	42.9866%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$4,321.90	\$10,295.28	\$4,382.82	54.1866%
1000-120-411-2022	Books and Pamphlets{Egile 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	\$7,000.00	\$1,947.72	\$5,052.28	\$0.00	72.175%
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$5,000.00	\$1,559.80	\$855.07	\$2,585.13	17.101%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$26,000.00	\$12,607.65	\$13,392.35	\$0.00	51.509%
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0000%
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$4,000.00	\$1,255.09	\$652.85	\$2,092.06	16.321%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-414-0000	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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$356.40	\$0.00	\$143.60	0.0000%
1000-120-469-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$900.00	\$113.66	\$36.34	\$750.00	4.038%
1000-210-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$3,000.00	\$2,201.75	\$798.25	\$0.00	26.608%
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	\$3,927.92	\$4,822.08	\$0.00	55.109%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$41,900.00	\$22,524.00	\$11,229.64	\$8,146.36	26.801%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,640.00	\$968.00	\$672.00	\$0.00	40.976%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,824.00	\$17,057.94	\$12,766.06	\$4,000.00	37.743%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$24,000.00	\$12,472.24	\$11,527.76	\$0.00	48.032%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$423.44	\$276.56	\$0.00	39.509%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$12,000.00	\$5,091.62	\$6,908.38	\$0.00	57.570%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

7/11/2023 1:34:59 PM
UAN V2023.2

Appropriation Status

By Fund
As Of 6/30/2023

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%
1000-210-462-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$1,983.54	\$2,016.46	\$0.00	50.412%
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	\$2,000.00	\$704.18	\$295.82	\$1,000.00	14.791%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$76.98	\$123.02	\$0.00	61.510%
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	58.640%
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	\$169.34	\$303.74	\$276.92	40.499%
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	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,680.00	\$2,685.80	\$2,994.20	\$0.00	52.715%
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	\$1,524.00	\$1,524.00	\$0.00	50.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$17,340.00	\$1,212.00	\$15,345.00	\$783.00	88.495%
1000-230-390-0014	Other - Purchased and Contracted Services{(COMPUTER SVCS & I)}	\$0.00	\$0.00	\$3,000.00	\$1,949.06	\$1,050.94	\$0.00	0.0000%
1000-230-451-0007	General Administrative Supplies{(OFFICE SUPPLIES)}	\$0.00	\$0.00	\$300.00	\$283.73	\$16.27	\$0.00	35.031%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$21,211.00	\$10,768.88	\$10,442.12	\$0.00	49.230%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.615%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$48.24	\$2,951.76	\$0.00	98.392%

Report reflects selected information.

Appropriation Status

By Fund
As Of 6/30/2023

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	\$19,000.00	\$0.00	\$0.00	\$19,000.00	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	\$148,331.16	\$372,211.72	\$393,858.12	40.706%

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	\$148,331.16	\$408,741.72	\$447,328.12	40.695%

Report reflects selected information.

Bank Reconciliation

Reconciled Date 6/30/2023

Posted 7/1/2023 1:30:06 PM

Prior UAN Balance:		\$941,885.65
Receipts:	+	\$182,074.74
Payments:	-	\$166,612.30
Adjustments:	+	\$18.99
Current UAN Balance as of 06/30/2023:		\$957,367.08
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 06/30/2023:		<u>\$957,367.08</u>
Entered Bank Balances as of 06/30/2023:		\$972,866.33
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$15,499.25
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 06/30/2023:		<u>\$957,367.08</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 06/30/2023.

There are no outstanding adjustments as of 06/30/2023.

Bank Balances

Reconciled Date 6/30/2023

Posted 7/1/2023 1:30:06 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$465,719.52	\$394,138.13	\$394,138.13	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$65.00	\$46.00	\$46.00	\$0.00
Investment	CD042517		\$21,742.31	\$21,751.54	\$21,751.54	\$0.00
Investment	CD072716		\$21,599.62	\$21,673.49	\$21,673.49	\$0.00
Investment	CD082817		\$21,842.60	\$21,917.30	\$21,917.30	\$0.00
Investment	HNB-Saving		\$50,040.39	\$50,052.87	\$50,052.87	\$0.00
Investment	Money Mark		\$362,500.64	\$463,096.00	\$463,096.00	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$943,701.08</u>	<u>\$972,866.33</u>	<u>\$972,866.33</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 6/30/2023

Posted 7/1/2023 1:30:06 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	212-2023	06/01/2023	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	239-2023	06/26/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$5,375.42
PRIMARY	Electronic	240-2023	06/26/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$420.00
PRIMARY	Electronic	241-2023	06/26/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.28
PRIMARY	Electronic	242-2023	06/26/2023	MIDWEST TAPE	\$56.99
PRIMARY	Electronic	244-2023	06/26/2023	House Cleaning Genie	\$266.52
PRIMARY	Electronic	246-2023	06/26/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	250-2023	06/29/2023	SHOWCASES	\$114.26
PRIMARY	Electronic	251-2023	06/29/2023	RENTWEAR, INC.	\$56.16
PRIMARY	Electronic	252-2023	06/29/2023	House Cleaning Genie	\$357.39
PRIMARY	Electronic	254-2023	06/29/2023	PC CoPilot	\$725.00
PRIMARY	Electronic	255-2023	06/29/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	256-2023	06/29/2023	OVERDRIVE	\$910.00
PRIMARY	Electronic	257-2023	06/29/2023	Johnson Controls Fire Protections LP	\$6,267.76
PRIMARY	Electronic	259-2023	06/30/2023	NEO-RLS	\$25.00
PRIMARY	Electronic	260-2023	06/30/2023	QUILL CORPORATION	\$109.47
					\$15,499.25

Cleared Payments

Reconciled Date 6/30/2023

Posted 7/1/2023 1:30:06 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	202-2023	06/15/2023	AMERICAN ELECTRIC POWER	\$2,088.93
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	Electronic	206-2023	06/02/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,322.02
PRIMARY	Electronic	207-2023	06/02/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	208-2023	06/01/2023	PAYCHEX	\$1,395.17
PRIMARY	Electronic	210-2023	06/01/2023	PAYCHEX	\$118.20
PRIMARY	Electronic	211-2023	06/01/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	213-2023	06/01/2023	HANLEY PRINT & PROMOTIONS	\$341.41
PRIMARY	Electronic	214-2023	06/01/2023	CHASE CARD SERVICES	\$1,795.77
PRIMARY	Electronic	215-2023	06/05/2023	FREE PRESS STANDARD	\$35.00
PRIMARY	Electronic	216-2023	06/05/2023	MORNING JOURNAL	\$128.70
PRIMARY	Electronic	217-2023	06/05/2023	WATER AND SEWER DEPT.	\$142.28
PRIMARY	Electronic	218-2023	06/05/2023	MIDWEST TAPE	\$2,069.30
PRIMARY	Electronic	219-2023	06/05/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	220-2023	06/05/2023	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	222-2023	06/08/2023	copeco	\$935.90
PRIMARY	Electronic	223-2023	06/08/2023	INDEPENDENT ELEVATOR CO., INC.	\$220.00
PRIMARY	Electronic	224-2023	06/15/2023	COLUMBIA GAS OF OHIO	\$743.87
PRIMARY	Electronic	225-2023	06/08/2023	SAND ROCK MINERAL WATER CO.	\$31.50
PRIMARY	Electronic	226-2023	06/16/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,304.34
PRIMARY	Electronic	227-2023	06/16/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	228-2023	06/14/2023	PAYCHEX	\$1,378.20
PRIMARY	Electronic	229-2023	06/14/2023	PAYCHEX	\$9,715.18
PRIMARY	Electronic	230-2023	06/15/2023	PAYCHEX	\$114.70
PRIMARY	Electronic	231-2023	06/12/2023	House Cleaning Genie	\$290.76
PRIMARY	Electronic	232-2023	06/12/2023	CENTER POINT LARGE PRINT	\$127.25
PRIMARY	Electronic	233-2023	06/12/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$88.65
PRIMARY	Electronic	234-2023	06/12/2023	FIRST COMMUNICATIONS	\$695.32
PRIMARY	Electronic	235-2023	06/15/2023	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$253.00

Cleared Payments

Reconciled Date 6/30/2023

Posted 7/1/2023 1:30:06 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	236-2023	06/15/2023	BAKER & TAYLOR BOOKS	\$1,322.82
PRIMARY	Electronic	237-2023	06/19/2023	QUILL CORPORATION	\$84.18
PRIMARY	Electronic	238-2023	06/29/2023	PAYCHEX	\$118.10
PRIMARY	Electronic	243-2023	06/26/2023	STANDARD PLUMBING AND HEATING CO	\$1,160.00
PRIMARY	Electronic	245-2023	06/26/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,330.04
PRIMARY	Electronic	247-2023	06/28/2023	PAYCHEX	\$10,557.43
PRIMARY	Electronic	248-2023	06/28/2023	PAYCHEX	\$1,549.42
PRIMARY	Electronic	253-2023	06/29/2023	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	258-2023	06/29/2023	CHASE CARD SERVICES	\$1,146.31
PRIMARY	Electronic	261-2023	06/30/2023	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Electronic	262-2023	06/30/2023	CONSUMERS NATIONAL BANK	\$20.00
PRIMARY	Warrant	7000	05/22/2023	Stark County District Library	\$494.00
PRIMARY	Chk Transfer		06/29/2023	Transfer-PRIMARY to PETTYCASH2	\$12.50
PRIMARY	Inv Transfer		06/30/2023	Transfer To Investment Money Mark	\$100,000.00
PETTYCASH2	Chk Transfer		06/08/2023	Transfer-PETTYCASH2 to PRIMARY	\$31.50
					\$152,928.48

Cleared Receipts

Reconciled Date 6/30/2023

Posted 7/1/2023 1:30:06 PM

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		103-2023	06/01/2023	Daily Receipts-CNB Registers	\$51.05
PRIMARY	Standard		109-2023	06/05/2023	Daily Receipts-CNB Registers	\$15.25
PRIMARY	Standard		110-2023	06/05/2023	Daily Receipts-CNB Registers	\$8.64
PRIMARY	Standard		111-2023	06/05/2023	Daily Receipts-CNB Registers	\$56.00
PRIMARY	Standard		112-2023	06/08/2023	Daily Receipts-CNB Registers	\$295.75
PRIMARY	Standard		114-2023	06/09/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$16,511.12
PRIMARY	Standard		113-2023	06/10/2023	STARK COUNTY AUDITOR'S OFFICE	\$62,074.53
PRIMARY	Standard		116-2023	06/12/2023	Daily Receipts-CNB Registers	\$79.80
PRIMARY	Standard		115-2023	06/14/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,952.62
PRIMARY	Standard		117-2023	06/15/2023	Daily Receipts-CNB Registers	\$33.30
PRIMARY	Standard		118-2023	06/26/2023	Daily Receipts-CNB Registers	\$97.25
PRIMARY	Standard		119-2023	06/29/2023	Daily Receipts-CNB Registers	\$36.85
PRIMARY	Standard		120-2023	06/29/2023	Daily Receipts-CNB Registers	\$6.59
PRIMARY	Standard		121-2023	06/29/2023	Daily Receipts-CNB Registers	\$46.35
PRIMARY	Chk Transfer			06/08/2023	Transfer-PETTYCASH2 to PRIMARY	\$31.50
PETTYCASH2	Chk Transfer			06/29/2023	Transfer-PRIMARY to PETTYCASH2	\$12.50
CD042517	Interest		124-2023	06/23/2023	CD042517	\$9.23
CD072716	Interest		123-2023	06/27/2023	CD072716	\$73.87
CD082817	Interest		125-2023	06/28/2023	CD082817	\$74.70
HNB-Saving	Interest		126-2023	06/30/2023	HNB-Saving	\$12.48
Money Mark	Inv Transfer			06/30/2023	Transfer To Investment Money Mark	\$100,000.00
Money Mark	Interest		122-2023	06/30/2023	Money Mark	\$595.36
						\$182,074.74

Cleared Adjustments

Reconciled Date 6/30/2023

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<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		06/08/2023		\$28.99
PRIMARY	Receipt Adj	103-2023	06/01/2023	Daily Receipts-CNB Registers	-\$10.00
					<u>\$18.99</u>

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2023

7/1/2023 1:36:19 PM
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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	\$21,751.54	0.50%	\$54.16	\$1,227.08	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 03/27/2024	\$21,673.49	4.02%	\$159.39	\$1,495.75	04/27/2023	03/27/2024		
CD082817	CONSUMERS 0106774145 CD 3/28/24	\$21,917.30	4.02%	\$161.19	\$1,170.24	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	\$50,052.87	0.00%	\$24.82	\$51.27	06/22/2022	06/22/3000		
Money Mark	Money Market Consumers	\$463,096.00	2.00%	\$1,130.47	\$1,130.47	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		

Fund Status

As Of 6/30/2023

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	38.049%	\$404,749.37	\$65,342.33	\$339,407.04
4001	Capital Projects	61.951%	\$552,617.71	\$0.00	\$552,617.71
All Funds Total			\$957,367.08	\$65,342.33	\$892,024.75
Pooled Investments					\$513,148.87
Secondary Checking Accounts					\$237.00
Available Primary Checking Balance					\$378,638.88

Last reconciled to bank: 06/30/2023 – Total other adjusting factors: \$0.00

End

Minerva Public Library

**June, 2023 Financial
Reports**

**Submitted for July, 2023
Board Meeting**

July 2023 Youth Services Report

Over 240 students registered for the Reading Rewards program. Students of all ages record their reading and earn a chance to win a kindle for every 5 books (or hour and 15 minutes) read. They get a prize after 40 books (or 10 hours) and can continue for another 40 (or 10 hours) throughout the summer. Kings Island Cares offered us a family four pack of tickets and our winner was Addyson Kocher.

The smoke from Canada disrupted a few of our outdoor programs including Teen Iron Chef in which the plan was to cook over an open fire or propane stove. Moving indoors did not deter the competition and our three judges, Josh Morckel, principal, and Nick, a teacher, from The Minerva Middle School along with Jayden, a chef from John's Bakery, were impressed with how well teams worked together, how varied the food was with given ingredients, and how well everyone cleaned up their work stations (for only 1 extra point!)

Our Mini Golf was a huge success. Laken and Kendra masterminded the course, we borrowed putters from Clearview and a few friends. Kathy's dad donated 15 dozen used golf balls, so each player could color their ball and take it home. One hundred forty people visited the library to play on the Thursday night and Friday daytime event.

July will end with a Harry Potter Escape room which will hopefully bring more teens to the library. Story time and Elementary Explorers join forces for Building Fun, Water Play, Worm Races, and an ice cream party. The Explorers will make their own ice cream.

Statistics for June 2023:

Side Door Count: 0

Study Rooms Use: 23

Computer Use: 60

Reference Questions: 336

Other Questions: 178

Teacher collections: 2 requests / 41 books

Story Time: 3/171

Elementary Explorers: 3/28

Sensory SPOT: 158

Other Programs: Cosplay Club 2 meetings/7 students, Teen Crochet Club 3 meetings/7 students, Animal Reading Friends 4/44, Maker Mondays 4/98, Stark Parks visit 112, Stranger Things Waffle and Trivia 9, Teen Iron Chef 15, Magic Treehouse Book Club 4/41, Mini golf 140, Carnival Kickoff 100, Tech Time 11.

Donations: Hard covers 26, Paperbacks 14, Dvd's 2

Kathy Heller

Youth Services Manager

7/20/2023

Director's Report—July, 2023

Building and Grounds—village workers came over on July 13 to dig the hole for footings for the Bill Powell statue. The next day concrete was poured, and Bob Clark says the plan is to have the statue in place before school starts with a formal dedication then in September. The air conditioning went out on July 13, and Standard restarted it remotely the next day. The latest news from the village is that the bridge on Rte. 30 next to the Fire Station will be closed starting August 21; traffic flow will be rather exciting once school starts.

Staffing—Jim Van Horne, library custodian, will retire August 21 with just over ten years of service. Jim has been a real pleasure to work with. Rather than try to hire another custodian, which may not be easy, and who, in any case, would start work during the Direction transition, I've decided to hire Cleaning Genie to take on the general janitorial work for a few months at least. Paige Barkan, Library Associate I, has given notice with a last day of work of July 21. Paige will continue to work as a substitute. We are advertising for another part-time LA I to fill this now-open position. Kathy and I have discussed hiring two part-time LA I staff if there were two good applicants. Jim's retirement frees up money in the staffing budget for the remainder of the year, and would cover hiring an additional LA I this year; the position Paige had is already in the budget for the full year.

Projects—I've continued weeding adult nonfiction, and am working on cleaning up paper and digital files, sharing useful paperwork with Heather, and organizing information for the new Director.

Meetings—I attended an OLC Board meeting via Zoom on July 14 and a Chamber Board meeting on July 19.