

**Minerva Public Library
Board of Trustees**

November, 2021

**Regular Board Meeting
Packet**

Minerva Public Library Board of Trustees
November, 2021 Regular Meeting
November 18, 6:30 pm in the Community Meeting Room

Call to Order
Adjustments to the Agenda
Public Participation

Minutes: Approve minutes of the October 28, 2021 Regular Board Meeting.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update:

Library Service During Pandemic Update:

Financial Report

Accept: the October, 2021 financial documents.

Approve: the November Fiscal Officer's report.

Additional Financial Information:

PLF Distribution: The November 2021 PLF receipts are \$63,238, 7% more than the \$58,700 received in November, 2020. PLF Receipts through November total \$709,844 which is \$95,215 over the December 2020 estimate of \$614,629 for this year's total PLF. The Ohio Department of Taxation issued a revised 2021 PLF estimate in July, taking into account the first six months of actual distribution and making a new estimate for July-August 2021. Under this new estimate, the library's total receipts for 2021 will be \$760,952, and it seems very likely that we will meet or exceed that estimate.

2021 General Revenue Net Operating Position

October Revenue =	\$64,292	Total Year-to-Date Revenue =	\$655,755
October Expenses =	\$45,021	Total Year-to-Date Expenses =	\$644,105**
Difference	\$19,271		\$ 11,650

General Fund Expenses as Percentage of Appropriation on Sept. 30

<u>2021 Appropriation**</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$893,911	\$644,104	72%

**includes \$180,000 total transfer out to Capital

Operating Expenses Only as Percentage of Operating Appropriation

<u>2021 Appropriation</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$464.105	65%

New Business

Executive Session: the Board will enter Executive Session to discuss the annual job performance reviews the Library Director and Fiscal Officer:

Motion: Second: Time:

Roll Call: __Bartley __Beard __Birks __Miller __Repella __Ruff __Rutledge

Motion to return to meeting: Second: Time:

Resolution 21-11-01: to approve the performance evaluation of the Library Director as presented.

Resolution 21-11-02: to approve the performance evaluation of the Library Fiscal Officer as presented.

COVID Relief Funds: last year, each the library received \$25,000 from State of Ohio as part of the distribution of Federal COVID relief funds. Those funds were to assist libraries with expenses related to the pandemic, and unused must be now returned by the end of this year.

Resolution 21-11-03: to amend the 2021 appropriation reducing the amount appropriated to fund account 1000-990-990-2020 from \$14,000 to \$13,664.06.

Resolution 21-11-04: to authorize the Fiscal Officer to repay the unused relief funds to the Ohio Office of Budget and Management in an amount estimated at \$7450.55 from fund account 1000-990-990-2020.

2022 Holiday Calendar: the Director proposes adding 2 floating holidays for the staff in 2022 .

Resolution 21-11-05: to approve as presented the addition of floating holidays to the staff benefits effective January 2, 2022.

2021 Open Hours Adjustment: the library is open regular hours December 27-30. In the interest of ease of scheduling, Mr. Dillie proposes the library drop the Monday and Thursday evening hours for that week only, and open 10-5 each day.

Contingency Fund: as we discussed last month, Mr. Dillie recommends setting a contingency fund in the expense appropriation which would allow the library to have an appropriated cash reserve fund that could be transferred with Board approval to specific accounts as needed during the budget year.

Resolution 21-11-06: to authorize the Fiscal Officer to create a Contingency Fund account beginning with the 2022 Permanent Appropriation.

New Wage Table: as was detailed during the budget discussions, next year's budget assumes an increase in the wage scale for all classified positions. The proposed increases were reviewed and discussed last month, and are included again in this month's Board packet.

Resolution 21-11-07: to approve the new wage table for classified positions as presented to take effect December 27, 2021.

Wage Increase for 2022: as was detailed during the budget discussions, next year's budget assumes a 5% raise for all classified positions. The dollar value of a raise is calculated from the midpoint of the wage range for each classified position.

Resolution 21-11-08: to approve a 5% raise for all classified positions to take effect with the new pay year beginning on December 27, 2021.

2022 Permanent Appropriation: during last month's meeting the Board reviewed the draft 2022 budget in detail. The permanent budget is now presented for approval.

Resolution 21-11-09: to approve the 2022 permanent appropriation as presented.

Correspondence

None this month.

Director's Report

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

Library Statistics: October's door count was 4270, 24% higher than October last year. But 57% less than October, 2019. October checkouts were 3% lower than last year's, but for some reason renewals were down 22.5%. In-house circ was down then 22% mostly because of the drop in renewals. Total circ was down 16% which included a large decrease in the number of items loaned to other libraries.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund \$ 0.00

Unrestricted Individual Contributions to the General Fund \$ 19.60

In-kind Gifts October

Anonymous

7 hardcovers; 7 trade
paperbacks

Adjourn

The next Regular Board Meeting will be held on December 16, 2021 at 6:30 pm in the Community Meeting Room.

**Minerva Public Library Board of Trustees
Minutes of the October 28, 2021 Regular Meeting**

Call to Order: Mr. Bartley called the meeting to order at 6:35 pm in the Community Meeting Room.

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Diane Ruff, and Dick Rutledge; Library Director Tom Dillie; Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation : none

Minutes: Ms. Miller moved to the Approve minutes of the September 23, 2021 Regular Board Meeting. Ms. Birks seconded. Motion carried.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update: currently 201 kids of 294 eligible are enrolled in the Imagination Library program. That is a higher percentage than any other local library district, but it has stalled at that number for several months now. Stark Library has not requested any additional funding support this year. If there is a request, the plan would be approach community organizations for support rather than use operating funds.

Library Service During Pandemic Update: as of this meeting, the library has distributed around 2200 at-home COVID test kits. The Ohio Dept. of Health is changing how it provide kits for distribution in part because out of the 1.7 kits handed out in September, only 117,000 or so were used for proctored test sessions. Dr. Beard mentioned that she had watched the teleconference from the ODH, and the most of the kits distributed in the future will have the same test, but will not offer the proctored option. It is likely that many people are using the tests without proctoring already. The library will continue tests under the guidelines from the ODH.

Air Conditioning Update: Standard Plumbing finished the air conditioner installation on October 14, with some final work completed the following week. Unfortunately, the first two weeks of October were unusually warm, and Mr. Dillie closed the library early three days during the installation when the temperature upstairs was approaching 80. This work should mean no more out of the ordinary service calls for air conditioning for some years to come.

Financial Report

Ms. Birks **moved to Accept** the September, 2021 financial documents. Dr. Beard seconded. Motion carried.

Mr. Rutledge **moved to Approve** the October Fiscal Officer's report. Ms. Miller seconded. After hearing the report below, the motion carried.

Ms. Davies reported that she has a meeting scheduled at the library next week with UAN Visiting Clerk Mary Ellen Gooding to talk over the questions about the accounting software. Mary Ellen has suggested that the library set up a revenue fund account specifically for the carryover at the end of the year. Mr. Dillie would also like to see about setting a contingency fund account in the expense appropriation.

Ms. Davies reported on the plans to create new accounts at both Consumers Bank and Huntington in light of Chase closing its local office. She has talked with Teresa Linder at Consumers and would like to set up a checking account there to handle the libraries small amounts of cash transactions—mostly daily receipts for printing and faxing, and donations or book sale money. She also would also like to set up a savings account at Huntington. As CDs mature, she plans to rebalance the money deposited in the various banks so that the library's accounts in any one bank don't exceed the \$250,000 insured limit. Carroll County should begin electronic deposit of the PLF, rather than paper checks, with the November distribution. Because the library receives its PLF money through electronic transfer and pays almost all its bills with bank-issued checks, we can leave the main checking account at Chase even when the local branch closes. Ms. Davies presented two resolutions.

Mr. Rutledge **moved to Approve Resolution 21-10-01**: The Board of Trustees of the Minerva Public Library authorizes the Minerva Public Library Fiscal Officer to open a savings account for the library at Consumers National Bank, 614 E. Lincoln Way, Minerva, Ohio with an initial deposit of \$100.00. The account will be used to daily receipts. The authorized users are Roger Bartley, Board President; Dick Rutledge, Vice President; and Christina Davies, Fiscal Officer. **Ms. Miller seconded. Motion carried unanimously.**

Ms. Birks **moved to Approve Resolution 21-10-02**: The Board of Trustees of the Minerva Public Library authorizes the Minerva Public Library Fiscal Officer to open a savings account for the library at Huntington Bank, Consumers National Bank, 622 E. Lincoln Way, Minerva, Ohio with an initial deposit of \$50,000.00. The account will be used for savings. The authorized users are Roger Bartley, Board President; Dick Rutledge, Vice President; and Christina Davies, Fiscal Officer. **Dr. Beard seconded. Motion carried unanimously.**

Additional Financial Information:

PLF Distribution: The October 2021 PLF receipts are \$63,722, 14% more than the \$55,776 received in October, 2020. PLF Receipts for through October total \$646,570 which is \$31,941 over the December 2020 estimate of \$614,629 for this year's total PLF. The Ohio Department of Taxation issued a revised 2021 PLF estimate in July, taking into account the first six months of actual distribution and making a new estimate for July-August 2021. Under this new estimate, the library's total receipts for 2021 will be \$760,952.

2022 PLF Distribution: The Depart of Taxation has issued its first estimate for 2022. Minerva's PLF is estimated at \$737,953. The Stark County Auditor's Office has certified the library's 2022 PLF distribution at \$568,295.

2021 General Revenue Net Operating Position

September Revenue =	\$71,850	Total Year-to-Date Revenue =	\$599,492
September Expenses =	\$45,784	Total Year-to-Date Expenses =	\$599,083**
Difference	\$26,066		-\$ 409

General Fund Expenses as Percentage of Appropriation on Sept. 30

<u>2021 Appropriation**</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$893,911	\$599,083	67%

**includes \$180,000 total transfer out to Capital

Operating Expenses Only as Percentage of Operating Appropriation

<u>2021 Appropriation</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$419,083	58%

New Business

Ms. Ruff **moved to enter Executive Session** to discuss the job performance of a library employee. Ms. Miller seconded.

Roll Call: Bartley _aye _Beard _aye __Birks _aye __Miller _aye __Repella _aye __Ruff _aye __Rutledge _aye.

Ms. Davies was excused from the meeting. The Board entered Executive Session at 7:00 pm.

At 7:18 pm Dr. Beard moved to return to regular session. Ms. Repella seconded.

Cleaning Service: the library has used J&D Cleaning Service to clean library restrooms since 2019. The company has given notice to end their work here because they have not been able to find a new local worker to hire. Mr. Dillie has met with Home Cleaning Genie, a Minerva company, and wants to try them out for cleaning the restrooms.

Ms. Repella moved to Approve Resolution 21-10-03: to hire Home Cleaning Genie to clean the library restrooms beginning November 1, 2021, at a rate of \$377 a week. Ms. Ruff seconded. Motion carried unanimously.

Administrator Performance Reviews: the Board's Personnel Committee will meet prior to the November Board meeting to review the job performance of the Library Director and Fiscal Officer. Mr. Dillie will send the Committee members the evaluation documents shortly.

Draft 2022 Budget Review: Mr. Dillie reviewed with the Board the documents outlining a preliminary budget for next year that were included in the Board packet. As noted above, PLF receipts for this year are very good, well ahead of any of the preliminary estimates. Estimates for 2022 are also very good. Mr. Dillie reviewed the wage history for library employees and explained his reasoning for both an increase in the wage scale for each classified position and for a pay raise for all classified employees. The library is coming on target or under on this year's expenditures, and other than wages and a small increase in budget for contract services, there no major changes from this year to next in expenses. Because of the unexpected increase in PLF receipts this year, the library should finish the year with a large carryover, and Mr. Dillie recommends an equally large transfer out to Capital in 2022. Now that the HVAC work is complete, there are no large capital expected in the next year. The draft budget estimates a current revenue surplus of at least \$25,000 at the end of 2022. There was general discussion of the draft budget with Trustees in agreement that the increase in wages seemed reasonable.

Correspondence

None this month.

Director's Report

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

Library Statistics: September's door count was 3799, 29% higher than September last year. But 62% less than September, 2019. September checkouts were 4%

above last year's, and renewals were up 4% as well. In-house circ was up 4.2% and total circ was down 2.3%. Most of the latter decline is likely due to the continuing problems with the delivery service, although the service certainly has improved since the summer.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund \$3000.00

Given in memory of Gaye Powell by her daughters

Unrestricted Individual Contributions to the General Fund \$ 178.95

In-kind Gifts September

Anonymous

15 hardcovers; 16 trade
paperbacks; 2 mass market
paper backs; 3 DVDs; 1
audiobook

Adjourn: Ms. Birks moved to adjourn the meeting at 8:11. Ms. Miller seconded. Motion carried.

The next Regular Board Meeting will be held on November 18, 2021 at 6:30 pm in the library Board Room.

Board President

Date

Minerva Public Library

October, 2021 Financial Reports

Submitted for the November 2021 Board Meeting

**Fiscal Officer Summary
Revenue Status Report
Appropriation Status Report
Fund Status Report
Bank Reconciliation
Investment Journal**

Office Supplies	240.23 x
Trash	448.00 x
Postage	
Natural Gas	179.59 x
Property Mtn/Repair Supplies and Parts	816.51 x
Rents/Leasing	
UAN	0.00
Water/Sewer	
Other Communications, Publicity	266.46 x
Other Purchased and Contract Services	12.95 x
Information Tech	
Covid 19 Grmnt Expense	1,110.00 x
resale	
Meeting	195.00 x
Furniture/Equipment-Sweeper	
Total General Expenses	45,021.39

Capital:	
Transfer In	
Maintenance and Repair	38,354.00
Land	
Furniture	
Total Expenses	38,354.00
	83,375.39

<i>Ending Cash Balance:</i>	
Checking/Cash on Hand	201,256.59
Savings (Chase)	147,077.93
Certificates of Deposit (CNB)	0.00
Certificates of Deposit (Chase)	100,571.11
Petty Cash/Registers	271.00
Total	449,176.63
	231,980.02
	681,156.65

Income	64,291.78
Expense	83,375.39
Loss	19,077.61

Fiscal Year To Date as of 10/31/2021

Income	655,754.85
Expense	580,181.69
Profit	75,573.16

Revenue Status

By Fund
As Of 10/31/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$3.06	\$31.94	8.743%
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.}	\$473,640.00	\$498,341.55	-\$24,701.55	105.215%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$132,553.18	-\$6,673.18	105.301%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$15,675.88	-\$575.88	103.814%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$300.87	-\$300.87	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$136.11	\$113.89	54.444%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$50.00	\$3.95	\$46.05	7.900%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,500.00	\$1,782.69	\$717.31	71.308%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,500.00	\$1,573.11	\$926.89	62.924%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$497.20	\$202.80	71.029%
1000-611-0000	Restricted Contributions - Individuals	\$3,612.50	\$3,000.00	\$612.50	83.045%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,000.00	\$1,675.00	-\$675.00	167.500%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$2,000.00	\$2,331.88	-\$331.88	116.594%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$2,698.49	\$2,301.51	53.970%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$44.94	\$205.06	17.976%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$50.00	\$550.00	8.333%
1000-871-0000	Refunds for Overpayment	\$50.00	\$796.17	-\$746.17	1592.340%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,319.75	-\$2,219.75	2319.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$633,267.50	\$663,783.83	-\$30,516.33	104.819%

Revenue Status

By Fund
As Of 10/31/2021

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$180,000.00	\$180,000.00	\$0.00	100.0000%
Fund 4001 Sub-Total:		\$180,000.00	\$180,000.00	\$0.00	100.0000%
Report Total:		\$813,267.50	\$843,783.83	-\$30,516.33	103.752%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 10/31/2021

Fund: General
Pooled Balance: \$219,910.25
Non-Pooled Balance: \$229,266.38
Total Cash Balance: \$449,176.63

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
1000-100-390-2020	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	\$88,966.00	\$0.00	\$60,617.10	\$28,348.90	68.1355%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$41,953.00	\$0.00	\$29,033.64	\$12,919.36	69.2055%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$196,491.02	\$0.00	\$127,398.84	\$69,092.18	64.8377%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$6,323.98	\$0.00	\$3,654.12	\$2,669.86	57.7822%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$12,892.00	\$0.00	\$8,857.55	\$4,034.45	68.7066%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,252.52	\$0.00	\$32,000.73	\$15,251.79	67.7233%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$3,032.16	\$1,993.92	60.3229%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$9,032.50	\$25,339.50	\$0.00	73.7211%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$65.30	\$319.70	\$0.00	83.0399%
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	\$503.00	\$867.00	\$0.00	63.2855%
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	\$1,475.00	\$0.00	\$0.00	\$1,475.00	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	\$3,000.00	\$1,367.00	\$713.00	\$920.00	23.7677%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	100.0000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$20,000.00	\$4,143.12	\$15,856.88	\$0.00	79.2841%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$18,340.00	\$5,157.51	\$10,871.53	\$2,310.96	59.2781%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$1,476.57	\$6,021.43	\$0.00	80.2966%
1000-120-413-1006	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$9,000.00	\$1,221.21	\$4,052.74	\$3,726.05	45.0301%
1000-120-413-1007	Audiovisual Materials{AUDIOVISUAL MATERIALS ADULT}	\$0.00	\$0.00	\$26,000.00	\$11,037.70	\$14,962.30	\$0.00	57.5471%
1000-120-413-2004	Audiovisual Materials{YOUTH CDS}	\$0.00	\$0.00	\$160.00	\$16.28	\$143.72	\$0.00	89.8255%
1000-120-413-2006	Audiovisual Materials{AUDIOVISUAL MATERIALS YOUTH}	\$0.00	\$0.00	\$5,000.00	\$2,936.80	\$2,063.20	\$0.00	41.2641%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund
 As Of 10/31/2021

11/10/2021 4:08:05 PM
 JAN V2021.3

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
1000-120-415-0000	Intlibrary 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	\$1,000.00	\$500.00	\$0.00	\$500.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$30.54	\$647.90	\$321.56	64.7900%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,000.00	\$2,296.31	\$1,703.69	\$0.00	42.5920%
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	\$8,000.00	\$1,157.75	\$6,842.25	\$0.00	85.5280%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,580.00	\$11,509.56	\$15,861.90	\$2,208.54	53.6240%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$112.00	\$1,232.00	\$0.00	91.6670%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,420.00	\$5,181.08	\$19,228.92	\$1,010.00	75.6450%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$9,673.25	\$12,326.75	\$0.00	56.0310%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$302.22	\$397.78	\$0.00	56.8260%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$6,500.00	\$3,759.47	\$4,741.53	\$0.00	55.7830%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$151.98	\$144.06	\$7.92	\$0.00	5.2110%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$2,673.76	\$2,326.24	\$0.00	46.5250%
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	100.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	100.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$500.00	\$215.00	\$285.00	\$0.00	57.0000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$145.79	\$79.21	\$0.00	35.2040%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.0000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$0.00	\$80.00	\$420.00	16.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$238.00	\$9,262.00	\$0.00	97.4950%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$1,046.18	\$4,153.82	\$0.00	79.8810%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$1,208.02	\$840.00	\$368.02	\$0.00	69.5350%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$555.30	\$2,492.70	\$0.00	81.7810%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,750.00	\$2,040.91	\$11,709.09	\$0.00	85.1570%
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	\$817.02	\$2,182.98	\$0.00	72.7660%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$338.02	\$61.98	\$0.00	15.4950%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$19,377.00	\$6,541.42	\$12,835.58	\$0.00	66.2410%

Report reflects selected information.

Appropriation Status

By Fund
As Of 10/31/2021

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
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.615%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$1,500.00	\$200.00	\$1,300.00	\$0.00	86.667%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$3,000.00	\$35.71	\$2,964.29	\$0.00	98.810%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$14,000.00	\$0.00	\$1,100.00	\$12,890.00	7.929%
General Fund Total:		\$0.00	\$0.00	\$893,910.60	\$86,845.34	\$644,104.67	\$162,960.59	72.055%

Fund: Capital Projects
 Pooled Balance: \$231,980.02
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$231,980.02

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	\$62,000.00	\$0.00	\$95,000.00	\$1,667.00	\$148,750.00	\$6,583.00	94.745%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$2,325.50	\$1,543.50	\$11,131.00	10.290%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$4,523.00	\$17,066.00	\$9,401.00	55.098%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$135,000.00	\$8,515.50	\$167,379.50	\$27,115.00	82.449%
Report Total:		\$68,010.00	\$0.00	\$1,028,910.60	\$95,360.84	\$811,484.17	\$190,075.59	73.978%

Fund Status

As Of 10/31/2021

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	48.665%	\$449,176.63	\$229,266.38	\$219,910.25
4001	Capital Projects	51.335%	\$231,980.02	\$0.00	\$231,980.02
All Funds Total			\$681,156.65	\$229,266.38	\$451,890.27
Pooled Investments					\$250,362.68
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$201,256.59

Last reconciled to bank: 10/31/2021 – Total other adjusting factors: \$0.00

Bank Reconciliation

Reconciled Date 10/31/2021

Posted 11/2/2021 11:58:02 AM

Prior UAN Balance:		\$700,240.26
Receipts:	+	\$64,286.19
Payments:	-	\$83,375.39
Adjustments:	+	\$5.59
Current UAN Balance as of 10/31/2021:		\$681,156.65
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 10/31/2021:		<u>\$681,156.65</u>
Entered Bank Balances as of 10/31/2021:		\$681,156.65
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 10/31/2021:		<u>\$681,156.65</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 10/31/2021.

There are no outstanding receipts as of 10/31/2021.

There are no outstanding adjustments as of 10/31/2021.

Bank Balances

Reconciled Date 10/31/2021

Posted 11/2/2021 11:58:02 AM

<u>Type</u>	<u>Name</u>	<u>Number</u>	<u>Prior Bank Balance</u>	<u>Calculated Bank Balance</u>	<u>Entered Bank Balance</u>	<u>Difference</u>
Primary	PRIMARY		\$220,601.29	\$201,256.59	\$201,256.59	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD Chase		\$103,284.75	\$103,284.75	\$103,284.75	\$0.00
Investment	CD012716		\$21,559.22	\$21,560.11	\$21,560.11	\$0.00
Investment	CD042517		\$21,562.27	\$21,571.13	\$21,571.13	\$0.00
Investment	CD050916		\$109,344.82	\$109,527.41	\$109,527.41	\$0.00
Investment	CD072716		\$21,476.40	\$21,477.28	\$21,477.28	\$0.00
Investment	CD080415		\$33,350.38	\$33,411.56	\$33,411.56	\$0.00
Investment	CD082817		\$21,718.00	\$21,718.89	\$21,718.89	\$0.00
Investment	SAVINGS		\$147,072.13	\$147,077.93	\$147,077.93	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
	Total:		<u>\$700,240.26</u>	<u>\$681,156.65</u>	<u>\$681,156.65</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 10/31/2021

Posted 11/2/2021 11:58:02 AM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	444-2021	10/07/2021	PAYCHEX	\$121.27
PRIMARY	Electronic	445-2021	10/07/2021	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$190.43
PRIMARY	Electronic	446-2021	10/07/2021	FIRST COMMUNICATIONS	\$687.69
PRIMARY	Electronic	447-2021	10/07/2021	PAYCHEX	\$1,340.65
PRIMARY	Electronic	448-2021	10/07/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,933.74
PRIMARY	Electronic	449-2021	10/06/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	450-2021	10/06/2021	PAYCHEX	\$9,354.95
PRIMARY	Electronic	451-2021	10/05/2021	Kanopy Inc.	\$35.00
PRIMARY	Electronic	452-2021	10/05/2021	CENTER POINT LARGE PRINT	\$25.32
PRIMARY	Electronic	453-2021	10/05/2021	MIDWEST TAPE	\$1,403.12
PRIMARY	Electronic	454-2021	10/05/2021	INDEPENDENT ELEVATOR CO., INC.	\$201.00
PRIMARY	Electronic	455-2021	10/05/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	456-2021	10/05/2021	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$180.00
PRIMARY	Electronic	457-2021	10/05/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$46.79
PRIMARY	Electronic	458-2021	10/12/2021	QUILL CORPORATION	\$198.25
PRIMARY	Electronic	459-2021	10/12/2021	LAKESHORE LEARNING MATERIALS	\$205.99
PRIMARY	Electronic	460-2021	10/12/2021	UNIQUE MANAGEMENT SERVICES, INC.	\$35.80
PRIMARY	Electronic	461-2021	10/12/2021	Mango	\$200.00
PRIMARY	Electronic	462-2021	10/14/2021	COLUMBIA GAS OF OHIO	\$179.59
PRIMARY	Electronic	463-2021	10/14/2021	AMERICAN ELECTRIC POWER	\$1,622.22
PRIMARY	Electronic	464-2021	10/14/2021	BAKER & TAYLOR BOOKS	\$21.21
PRIMARY	Electronic	465-2021	10/14/2021	RENTWEAR, INC.	\$50.66
PRIMARY	Electronic	466-2021	10/25/2021	CHASE CARD SERVICES	\$403.35
PRIMARY	Electronic	467-2021	10/22/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,932.20
PRIMARY	Electronic	468-2021	10/21/2021	PAYCHEX	\$101.47
PRIMARY	Electronic	469-2021	10/21/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	470-2021	10/21/2021	PAYCHEX	\$1,290.98
PRIMARY	Electronic	471-2021	10/20/2021	PAYCHEX	\$8,839.40
PRIMARY	Electronic	472-2021	10/19/2021	BAKER & TAYLOR BOOKS	\$227.69
PRIMARY	Electronic	473-2021	10/19/2021	BAKER & TAYLOR BOOKS	\$891.82
PRIMARY	Electronic	474-2021	10/19/2021	QUILL CORPORATION	\$75.17

Cleared Payments

Reconciled Date 10/31/2021

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	475-2021	10/19/2021	CATLETT QUALITY PLUMBING	\$1,655.94
PRIMARY	Electronic	476-2021	10/19/2021	Solid Waste And Recycling	\$336.00
PRIMARY	Electronic	477-2021	10/19/2021	AMAZON	\$1,296.95
PRIMARY	Electronic	478-2021	10/27/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$126.00
PRIMARY	Electronic	480-2021	10/27/2021	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	481-2021	10/27/2021	SMART APPLE MEDIA	\$598.89
PRIMARY	Electronic	482-2021	10/27/2021	USBORNE BOOKS	\$382.14
PRIMARY	Electronic	483-2021	10/27/2021	STANDARD PLUMBING AND HEATING CO	\$448.87
PRIMARY	Electronic	484-2021	10/27/2021	QUILL CORPORATION	\$41.98
PRIMARY	Electronic	485-2021	10/27/2021	BAKER & TAYLOR BOOKS	\$1,077.60
PRIMARY	Electronic	486-2021	10/28/2021	STANDARD PLUMBING AND HEATING CO	\$38,354.00
PRIMARY	Electronic	487-2021	10/28/2021	Ted Fellows	\$85.00
PRIMARY	Electronic	488-2021	10/29/2021	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$190.43
					\$83,375.39

Cleared Receipts

UAN v2021.3

Reconciled Date 10/31/2021

Posted 11/2/2021 11:58:02 AM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		142-2021	10/04/2021	CHRISTINA L. DAVIES	\$53.00
PRIMARY	Standard		143-2021	10/11/2021	STARK COUNTY AUDITOR'S OFFICE	\$49,113.73
PRIMARY	Standard		144-2021	10/11/2021	CHRISTINA L. DAVIES	\$54.60
PRIMARY	Standard		145-2021	10/12/2021	CHRISTINA L. DAVIES	\$5.75
PRIMARY	Standard		146-2021	10/14/2021	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,544.93
PRIMARY	Standard		147-2021	10/14/2021	CARROLL COUNTY AUDITOR'S OFFICE	\$13,063.69
PRIMARY	Standard		148-2021	10/14/2021	CHRISTINA L. DAVIES	\$20.95
PRIMARY	Standard		149-2021	10/19/2021	CHRISTINA L. DAVIES	\$61.60
PRIMARY	Standard		150-2021	10/21/2021	CHRISTINA L. DAVIES	\$43.80
PRIMARY	Standard		151-2021	10/27/2021	CHRISTINA L. DAVIES	\$19.25
PRIMARY	Standard		152-2021	10/28/2021	CHRISTINA L. DAVIES	\$43.80
CD012716	Interest		159-2021	10/27/2021	CD012716	\$0.89
CD042517	Interest		156-2021	10/25/2021	CD042517	\$8.86
CD050916	Interest		157-2021	10/08/2021	CD050916	\$182.59
CD072716	Interest		154-2021	10/27/2021	CD072716	\$0.88
CD080415	Interest		155-2021	10/04/2021	CD080415	\$61.18
CD082817	Interest		158-2021	10/28/2021	CD082817	\$0.89
SAVINGS	Interest		153-2021	10/29/2021	SAVINGS	\$5.80
						\$64,286.19

Cleared Adjustments

Reconciled Date 10/31/2021

Posted 11/2/2021 11:58:02 AM

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Receipt Adj	142-2021	10/05/2021	CHRISTINA L. DAVIES	\$1.30
PRIMARY	Receipt Adj	144-2021	10/12/2021	CHRISTINA L. DAVIES	\$1.00
PRIMARY	Receipt Adj	150-2021	10/28/2021	CHRISTINA L. DAVIES	\$3.29
					<hr/>
					\$5.59

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2021

11/10/2021 4:10:12 PM
 UAN V2021.3

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12 Months Jumbo 8/2/22	\$103,284.75	0.05%	\$52.33	\$3,284.75	08/02/2018	08/02/2022		
CD012716	CONSUMERS 0106638111 18 month CD 08/	\$21,560.11	0.05%	\$61.66	\$1,237.31	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,571.13	0.50%	\$94.93	\$1,046.67	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$109,527.41	2.03%	\$1,836.21	\$8,235.04	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03/	\$21,477.28	0.05%	\$8.92	\$1,299.54	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,411.56	2.23%	\$614.80	\$3,110.23	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/2/	\$21,718.89	0.05%	\$9.02	\$971.83	08/26/2017	03/28/2022		
SAVINGS	CHASE BUSINESS SAVINGS	\$147,077.93	0.10%	\$20.62	\$28,105.74	08/24/2000	12/31/2099		
STAR OHIO	STATE TREASURY ASSET RESERVE OF O	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		

End

Minerva Public Library

**October, 2021 Financial
Reports**

**Submitted for November
2021 Board Meeting**

702 - Holiday Leave

(page revised December 20, 2006, December 16, 2009, November 20, 2013,
November 28, 2018, November 18, 2021)

The Library will be closed to the public on the following holidays if that holiday falls on a Monday through Friday. If the holiday falls on a Sunday, the Library will be closed for that holiday on the following Monday or the next day of the week that the Library was scheduled to be open. If the holiday falls on a Saturday, the Library will be closed on that Saturday and those employees not scheduled to work that Saturday will be eligible to take another scheduled work day off. The day off must be taken within the pay period preceding the holiday, the pay period of the holiday, or the pay period following the holiday provided that that pay period is paid within that calendar year.

To be entitled to holiday pay, an employee must complete his last scheduled work day prior to the holiday and his first scheduled work day following the holiday unless the employee is on paid leave these days, (i.e. if unpaid leave is used, the employee will not be entitled to holiday pay) **or the employee is on previously approved unpaid medical leave.**

If a recognized holiday falls within an employee's paid leave, the employee shall receive pay for the holiday rather than using a day of other paid benefit time.

Holiday leave is not carried over from year to year.

New Year's Day, January 1
Presidents Day, Third Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, First Monday in September
Thanksgiving Day, 4th Thursday in November
Christmas Eve Day, December 24
Christmas Day, December 25
New Year's Eve Day, December 31

Two floating holidays are granted each calendar year to all regular employees. The first floating holiday may be used between January 2 and June 30, and the second between July 1 and the Saturday preceding Thanksgiving. Floating holiday leave does not accrue or carryover, and is lost if not used within the designated time period. Staff will schedule their floating holiday leave with their supervisor in the same way they would schedule regular vacation leave.

Two (2) paid personal days are granted each pay year to full and regular part-time employees. Paid personal days may be used as the employee desires, are not cumulative, and may not be carried over. The crediting of paid personal leave to a new hire will be pro-rated based upon the date of employment and remaining pay periods to be worked that year.

The value of a day's paid leave is calculated by dividing the employee's regular hours worked per pay period by ten in order to calculate the value of one regular day's work, e.g. an employee whose regular hours of work per pay period is 80 will receive 8 hours of pay for each day of paid leave.

703 - Closings

The Library will be closed to the public on the holidays listed above, ~~excluding Paid Personal days.~~

The Library will close early ~~on Good Friday~~, the day before Thanksgiving Day and the day of the Minerva Homecoming Parade.

The Library will be closed on Staff Development Day, so that all staff may participate. The date of Staff Development Day is set annually by the Library Board based on the recommendation of the Director.

The Board of Trustees reserves the right to close additional times when appropriate.

Budget Documents for November, 2021 Regular Meeting

Changes from 2022 Draft Budget

2022 Wage Table for Approval

2022 Permanent Appropriation Revenue

2022 Permanent Appropriation Expenses

2022 Permanent Appropriation Summary for Board Approval

2022 Permanent Appropriation Changes from Draft Budget

The Board received a detailed draft budget for 2022 at its October Regular Meeting for review and discussion. The detail for the 2022 Permanent Appropriation presented at the November Regular Meeting includes the following changes.

Audit: budget for a regulatory audit rather than a full audit thus reducing the cost.

COVID Relief Fund Repayment: the draft budget allocated \$7,745 in 1000-990-990-2020 to repay the unused portion of the pandemic assistance money the library received in 2020. That repayment needs to take place this year, and thus that budget line is zeroed out for 2022.

Contingency Fund: during the budget discussion, Mr. Dillie mentioned that he would like to establish a contingency fund in the appropriation. The fund would have money that was appropriated but not assigned to a specific purpose, and thus would be readily available to transfer with Board approval into a specific fund account if extra money was needed for a particular purpose. Without such a fund, the library practice has to been look for unused money within other fund accounts to transfer into the account that needs additional supply. That gathering of funds may require piecing together the total from several accounts in order to meet the need. The library is permitted to place up to 3% of the total general fund into Contingency. The 2022 budget includes \$20,000 in this new fund account.

Materials Budget: Mr. Dillie made some small adjustments to the various fund accounts that make up the materials budget, mostly increasing the money for various formats. The total increase is \$1,500.

Information Technology: this line, 1000-230-590-0511, is increased from \$4,000 to \$5,000 to reflect the likelihood that the library will make use of an IT consultant's services in 2022.

With these changes, the total current operating appropriation (i.e. excluding the transfer out to capital) still shows a revenue surplus of \$14,945.

Wage Table 2012 Implemented 2013 Pay Year

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Deputy Fiscal Officer	\$14.21	\$16.58	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$18.08	\$20.66	\$5.16	24.98%

2013 Wage Table with Librarian Position Added 04-15

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Librarian	\$13.48	\$15.78	\$18.08	\$4.60	25.40%
Deputy Fiscal Officer	\$14.21	\$16.59	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$16.58	\$18.05	\$4.74	26.26%

Wage Table Effective for Pay Year 2020

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$9.52	\$10.98	\$12.70	\$3.20	25.20%
Library Associate II	\$12.70	\$15.43	\$18.15	\$5.45	30.03%
Librarian	\$13.61	\$15.88	\$18.15	\$4.54	25.40%
Manager	\$18.15	\$21.18	\$24.70	\$6.55	26.52%

Wage Table Effective for Pay Year 2022 10%

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$11.05	\$12.90	\$14.74	\$3.69	25.03%
Library Associate I	\$10.47	\$12.22	\$13.97	\$3.50	25.05%
Library Associate II	\$13.97	\$16.97	\$19.96	\$5.99	30.01%
Librarian	\$14.97	\$17.47	\$19.96	\$4.99	25.00%
Manager	\$20.00	\$23.21	\$26.42	\$6.42	24.30%

2022 Budget Expenses--Permanent Appropriation

(updated)

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
	Total Wage and Leave	\$328,108.07	\$349,100.00	\$296,085.00	\$346,626.00	\$361,046.00
1000-110-110-0001	Salaries(ADMINISTRATIVE SALARIES)	\$72,954.73	\$85,515.00	\$76,964.00	\$88,756.00	\$88,755.00
	service award	\$0.00	\$1,000.00		\$210.00	\$0.00
1000-110-110-0002	Salaries(MANAGERS)	\$37,243.93	\$39,795.00	\$35,079.00	\$41,553.00	\$43,972.00
	service award				\$400.00	\$0.00
1000-110-110-0003	Salaries(NON-PROFESSIONALS)	\$195,495.59	\$190,000.00	\$169,479.00	\$189,438.00	\$201,947.00
	part-time staff as subs				\$2,500.00	\$2,500.00
	retirement max payout sick leave + max payout vacation	\$0.00	\$8,750.00		\$0.00	\$0.00
	Cash-in-lieu of insurance (12 x 600); service award ; skills stipend	\$0.00	\$6,750.00		\$8,377.00	\$7,950.00
1000-110-110-0004	Salaries(SUBSTITUTES)	\$3,781.14	\$5,000.00	\$9,721.00	\$2,500.00	\$2,500.00
1000-110-110-0005	Salaries(SERVICE WORKERS)	\$18,632.68	\$12,290.00	\$10,842.00	\$12,771.00	\$13,422.00
	service award				\$121.00	\$0.00
	Total Indirect Benefit	\$93,085.09	\$91,025.95	\$68,311.00	\$88,405.60	\$90,368.60
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$45,399.56	\$47,789.00	\$39,319.00	\$47,252.52	\$49,433.44
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,539.74	\$5,061.95	\$4,160.00	\$5,026.08	\$5,120.16
1000-110-221-0000	Medical / Hospitalization Insurance	\$42,002.18	\$36,410.00	\$23,768.00	\$34,372.00	\$34,045.00
1000-110-222-0000	Life Insurance	\$362.61	\$385.00	\$351.00	\$385.00	\$400.00
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-225-0000	Workers' Compensation	\$781.00	\$1,370.00	\$713.00	\$1,370.00	\$1,370.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$110.00	\$1,875.00	\$0.00	\$1,475.00	\$0.00
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-380-0000	Library Material Control Services	\$1,345.82	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$2,635.80	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$3,147.40	\$3,500.00	\$1,664.00	\$3,500.00	\$4,500.00
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
	Library Materials	\$73,984.20	\$92,500.00	\$60,927.00	\$88,000.00	\$84,600.00
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$20,749.15	\$23,000.00	\$17,709.00	\$20,000.00	\$20,000.00
1000-120-412-0000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$19,262.25	\$22,000.00	\$14,290.00	\$19,000.00	\$19,000.00
	Periodicals	\$6,994.01	\$7,500.00	\$7,382.00	\$7,500.00	\$6,000.00
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$7,051.52	\$12,000.00	\$4,184.00	\$9,000.00	\$8,000.00
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$13,674.51	\$21,000.00	\$15,620.00	\$26,000.00	\$26,000.00
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$5,377.24	\$6,000.00	\$1,502.00	\$5,000.00	\$4,000.00
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$500.00	\$0.00	\$1,000.00	\$400.00
1000-120-419-0000	Other - Library Materials and Information	\$176.42	\$500.00	\$240.00	\$500.00	\$1,000.00
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$3,065.54	\$4,500.00	\$1,272.00	\$4,000.00	\$3,600.00
1000-210-321-0000	Telephone	\$7,751.49	\$7,750.00	\$7,883.00	\$8,000.00	\$8,500.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$19,726.27	\$28,910.00	\$20,292.00	\$29,580.00	\$29,420.00
	Elevator Maintenance and Repair (190 x 12 +1000) +300		\$3,210.00		\$3,580.00	\$2,800.00
	Fire Alarm and Supression (Johnson Controls)		\$5,200.00		\$5,500.00	\$6,120.00

	HVAC (1625 x 4) + 3000 (Standard Plumbing & Heating)			\$9,500.00		\$9,500.00	\$9,500.00
	General Plumbing work			\$1,000.00		\$1,000.00	\$1,000.00
	General electrical work			\$1,000.00		\$1,000.00	\$1,000.00
	Front Door Maintenance (Trinity Door)			\$3,000.00		\$2,000.00	\$2,000.00
	Miscellaneous maintenance and repair			\$6,000.00		\$7,000.00	\$7,000.00
1000-210-334-0000	Trash Removal		\$1,248.00	\$1,250.00	\$1,192.00	\$1,344.00	\$1,400.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$7,494.88	\$25,855.00	\$19,236.00	\$25,420.00	\$33,729.00
	Snow Removal		\$2,500.00		\$2,500.00	\$2,500.00
	Mowing and Landscape Maintenance		\$4,500.00		\$4,000.00	\$5,500.00
	Pest Control (4 x 120)		\$480.00		\$480.00	\$480.00
	Cleaning Service (377x52)		\$14,820.00		\$14,820.00	\$19,604.00
	Walk-Off Rug Service		\$535.00		\$600.00	\$625.00
	Window Washing		\$1,020.00		\$1,020.00	\$1,020.00
	Carpet Cleaning		\$2,000.00		\$0.00	\$2,000.00
	Miscellaneous maintenance services				\$2,000.00	\$2,000.00
1000-210-361-0000	Electricity	\$22,995.46	\$27,500.00	\$16,159.00	\$22,000.00	\$16,000.00
1000-210-362-0000	Water and Sewage	\$665.83	\$700.00	\$504.00	\$700.00	\$600.00
1000-210-363-0000	Natural Gas	\$8,547.70	\$8,100.00	\$8,385.00	\$8,500.00	\$7,500.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,565.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$5,000.00	\$4,112.00	\$5,000.00	\$4,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits(professional memberships)	\$447.00	\$500.00	\$425.00	\$500.00	\$500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$965.63	\$1,500.00	\$550.00	\$500.00	\$500.00
1000-230-322-0000	Postage	\$150.76	\$225.00	\$138.00	\$225.00	\$200.00
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-230-325-0009	Advertising{LEGAL ADS & PUBLICATIONS}	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$0.00	\$100.00	\$191.00	\$200.00	\$200.00
1000-230-329-0000	Other - Communications,Printing and Publicity (Roxy+promotions)	\$0.00	\$500.00	\$440.00	\$500.00	\$500.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$9,000.00	\$8,875.00	\$9,500.00	\$9,500.00
1000-230-343-0000	Fidelity Bond Premiums	\$242.00	\$250.00	\$242.00	\$0.00	\$250.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
1000-230-351-0000	Rents and Leases	\$2,318.00	\$5,200.00	\$5,381.00	\$5,200.00	\$5,250.00
	Copier Lease and Maintenance (409.95 x 12)		\$4,920.00		\$4,920.00	\$5,150.00
	Safe Deposit Box		\$180.00		\$180.00	\$0.00
	Microfilm Storage		\$100.00		\$100.00	\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$5,000.00	\$5,360.00	\$4,200.00	\$3,600.00
1000-230-372-0000	Uniform Accounting Network Fees	\$3,048.00	\$3,100.00	\$2,286.00	\$3,048.00	\$3,048.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$10,548.04	\$13,000.00	\$14,242.00	\$12,750.00	\$11,700.00
	Payroll Services (paychex)		\$3,500.00		\$3,500.00	\$3,500.00
	Statewide Delivery Contract		\$8,500.00		\$8,500.00	\$7,600.00
	Debt Collection Services (Unique Management)		\$1,000.00		\$750.00	\$600.00
1000-230-390-0014	Other - Purchased and Contracted Services (COMPUTER SVCS & I)	\$1,164.34	\$0.00		\$0.00	\$0.00
1000-230-451-0007	General Administrative Supplies (OFFICE SUPPLIES)	\$3,652.56	\$3,500.00	\$1,387.00	\$3,000.00	\$3,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$370.02	\$400.00	\$116.00	\$400.00	\$300.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,936.00	\$18,508.00	\$18,957.00	\$21,207.00
	SEO Consortium membership + cataloging + notice service		\$15,445.00		\$15,450.00	\$16,450.00
	NEO-Regional Library System membership		\$1,507.00		\$1,507.00	\$1,507.00
	OLC Institutional membership		\$1,859.00		\$1,875.00	\$2,000.00
	Chamber of Commerce		\$125.00		\$125.00	\$1,250.00
1000-230-520-0000	Taxes and Assessments	\$72.42	\$95.00	\$154.00	\$130.00	\$130.00
1000-230-550-0000	Refunds and Reimbursements	\$209.99	\$250.00	\$36.00	\$200.00	\$200.00
1000-230-590-0511	Information Technology (new account for miscellaneous IT expense)	\$0.00	\$3,000.00	\$1,515.00	\$3,000.00	\$5,000.00
1000-760-750-0000	Furniture and Equipment	\$900.00	\$2,000.00	\$1,097.00	\$2,000.00	\$2,000.00
	Contingency Fund					\$20,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$200,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds			\$0.00	\$0.00	\$0.00
	Operating Expenses Total	\$688,900.07	\$817,171.95	\$664,965.00	\$799,910.60	\$935,398.60
	Current Year Income	\$716,137.81	\$706,314.00	\$727,282.00	\$630,155.00	\$750,833.00
	Difference Current Year Income v. Expenses	\$27,237.74	(\$110,857.95)	\$62,317.00	(\$169,755.60)	(\$184,565.60)
	Capital Projects					
4001-760-331-0000	Maintenance and Repair on Facilities	\$37,688.87	\$72,000.00	\$65,521.00	\$15,000	15000
4001-760-720-0000	Land Improvement	\$9,017.00	\$20,000.00	\$9,951.00	\$15,000	15000
4001-760-750-0000	Furniture and Equipment	\$658.00	\$10,000.00	\$7,017.00	\$25,000	15000
	Capital Projects Total	\$47,363.87	\$102,000.00	\$76,489.00	\$55,000.00	\$45,000.00
	Total Expenditure/Appropriation	\$736,263.94	\$919,171.95	\$741,454.00	\$854,910.60	\$980,398.60

**2022 Budget Revenue--Permanent Appropriation
MINERVA PUBLIC LIBRARY**

Revenue	Operations	Account Code	Account Name	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Appropriation	2022 Appropriation
1000-190-0000	Other - Local Taxes			\$13.06	\$24.00	\$21.60	\$4.29	\$35.00	\$30.00
1000-212-0000	Restricted Federal Grants-In-Aid			\$0.00	\$0.00	\$0.00	\$25,000.00	\$13,664.00	\$0.00
1000-222-0000	Restricted State Grants-In-Aid			\$0.00	\$0.00	\$4,999.00	\$0.00	\$0.00	\$0.00
1000-240-0011	Public Library Fund - State(STARK CO.)			\$494,666.76	\$512,735.00	\$529,641.82	\$523,031.00	\$473,640.00	\$568,295.00
1000-240-0012	Public Library Fund - State(CARROLL CO.)			\$172,939.26	\$134,914.00	\$142,074.81	\$140,282.00	\$125,880.00	\$151,565.00
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)			\$15,589.37	\$16,149.00	\$15,329.61	\$16,792.00	\$15,100.00	\$18,103.00
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)			\$5,201.45	\$2,714.00	\$3,069.92	\$855.00	\$750.00	\$350.00
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)			\$165.63	\$286.00	\$303.37	\$160.00	\$250.00	\$200.00
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)			\$143.70	\$62.00	\$40.00	\$4.00	\$50.00	\$0.00
1000-340-0000	Patron Copier Income			\$2,117.20	\$3,041.00	\$4,411.16	\$1,459.00	\$2,500.00	\$1,500.00
1000-360-0000	Patron Class and Seminar Fees			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-399-0000	Other - Patron Fines and Fees			\$237.00	\$164.00	\$16.60	\$0.00	\$0.00	\$0.00
1000-399-0397	Other - Patron Fines and Fees(patron printing)			\$2,476.42	\$1,811.00	\$579.99	\$1,410.00	\$2,500.00	\$1,750.00
1000-399-0398	Other - Patron Fines and Fees(FAX FEE)			\$900.85	\$730.00	\$711.35	\$524.00	\$700.00	\$500.00
1000-611-0000	Restricted Contributions - Individuals			\$500.00	\$600.00	\$1,000.00	\$0.00	\$0.00	\$0.00
1000-612-2018	Restricted Contributions - Businesses(YOUTH SUMMER READING)			\$1,375.00	\$2,200.00	\$1,000.00	\$0.00	\$0.00	\$0.00
1000-613-0000	Restricted Contributions - Foundations			\$0.00	\$0.00	\$0.00	\$850.00	\$1,000.00	\$1,500.00
1000-651-0000	Unrestricted Contributions - Individuals			\$3,879.66	\$3,952.00	\$2,671.55	\$1,440.00	\$2,000.00	\$3,000.00
1000-652-0000	Unrestricted Contributions - Businesses			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-701-0000	Interest or Dividends on Investments			\$1,681.00	\$2,989.00	\$6,092.46	\$5,471.00	\$5,000.00	\$3,000.00
1000-820-0000	Sale of Supplies for Resale			\$213.19	\$243.00	\$305.42	\$60.00	\$250.00	\$100.00
1000-831-2017	Rental of Meeting Rooms(RESTRI DOLLY PARTON LIBRARY)			\$0.00	\$0.00	\$1,875.00	\$300.00	\$600.00	\$0.00
1000-871-0000	Refunds for Overpayment			\$857.25	\$58.00	\$52.69	\$8,215.00	\$50.00	\$0.00
1000-872-0000	Insurance Reimbursements			\$3,776.59	\$657.00	\$794.32	\$1,352.00	\$1,000.00	\$1,000.00
1000-892-0000	Other - Miscellaneous Non-Operating			\$0.00	\$196.00	\$797.14	\$73.00	\$0.00	\$0.00
				\$706,703.39	\$683,525.00	\$716,137.81	\$727,282.29	\$644,069.00	\$750,883.00
				\$330,153.00	\$344,405.00	\$339,914.00	\$367,152.00	\$415,000.00	\$450,000.00
				-\$8,531.00	-\$1,849.00	\$0.00	-\$346.71	\$0.00	\$0.00
				\$1,028,325.39	\$1,026,081.00	\$1,056,051.81	\$1,094,087.58	\$1,059,069.00	\$1,200,883.00
				\$174,723.00	\$172,850.00	\$131,192.00	\$133,848.00	\$147,803.00	\$203,545.00
								\$21,455.00	\$21,455.00
				\$496,345.00	\$515,406.00	\$471,106.00	\$500,653.29	\$584,258.00	\$675,000.00
				\$1,203,043.39	\$1,198,931.00	\$1,187,243.81	\$1,227,936.58	\$1,228,327.00	\$1,425,883.00

**2022 Permanent Appropriation Resolution
Presented 11-18-2021**

2022 Revenues:		
General Fund: Unencumbered Carryover Balance 12/31/2020		450,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/18	450,000.00
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	TOTAL REVENUES	750,883.00
	TOTAL REVENUES + Carryover Balance	1,200,883.00

Capital Projects Fund: Carryover 12/31/2019 unrestricted		203,545.00
	Carryover 12/31/2020 restricted	21,455.00
	TOTAL REVENUES	975,883.00
	TOTAL REVENUES + Carryover Balance	1,425,883.00

2022 Expenditures:		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	364,046.00
1000-100-200-0000	Employee Benefits	90,387.00
1000-100-300-0000	Purchased & Contracted Services	156,604.00
1000-100-400-1000	Library Materials and Information	84,600.00
1000-100-450-0000	Supplies	15,400.00
1000-100-500-0000	Other Objects	22,361.00
1000-700-700-0000	Capital Outlay	2,000.00
	TOTAL EXPENDITURES before other financing & uses	735,398.00
1000-990-910-0000	Transfers - Out	200,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	TOTAL OTHER FINANCING SOURCES & USES	200,000.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	935,398.00

4001 Capital Projects Fund Expenditures		
	TOTAL EXPENDITURES before other financing & uses	45,000.00
	TOTAL OTHER FINANCING SOURCES & USES	0.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	45,000.00

ALL FUNDS -	TOTAL PERMANENT APPROPRIATIONS	980,398.00
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**End Budget Documents for
November, 2021 Board Meeting**

November, 2021—Director's Report

Building and Grounds—Down to Earth landscaping was out to do the fall clean-up of the grounds; it always looks very nice after they get done. They have also been over once to vacuum up leaves and will be back once the rest of the leaves fall. Ray Electric replaced the display case lights and replaced the bell at the drive-up window. The bell was not reliably ringing and that button dated to the opening of the building. Minerva Cleaning Genie is doing a much better job cleaning the restrooms than the previous company; they are more expensive than the previous company, but we are getting our money's worth.

Technology—PCcopilot, an IT consulting company out of Canton has been doing some work here of and on over the past few weeks. They've located and moved all the wi-fi hubs from inside the drop ceiling to suspended from the ceiling tiles; evaluated our current tech set-up; and will help Jennifer update the firewall. My goal is to have a local service that can provide back-up if Jennifer is not available or if we have problems are more complex. We will have the company on contract but not on a regular payment.

Staffing—Nicole is out on medical leave until at least December 16. So far, so good.

Programs—the library will supply books baskets for the 12 Day of Christmas Raffle as we have for several years now. We will host a jigsaw puzzle exchange here on December 4.

Meetings—I have a Chamber Board meeting on the 17th and a OLC Board meeting, in person, on the 19th.

November 2021 Youth Services Report

This month is DINOvember in the Youth Department. Sarah invited children to bring a plastic dinosaur to a special story time followed by the Dinosaur Camp Out at the library. She set up various “scenes” to photograph the dinosaurs getting in to mayhem and made a booklet for each child to read when they picked up their tired camper (dinosaur). Each dinosaur also took home a fleece sleeping bag.

Slowly, the Minerva Public Library Youth Department is returning to community programming. Sarah took a craft to the Oktoberfest and 87 children made candy-filled mini pumpkins using tissue paper. Denise Freeland from the Chamber of Commerce sought us out and included us in the activities for December’s Small Town Wonderland.

The return to in-person programming brings an interactive movie event: The Wizard of Oz. Attendees will get a bag of goodies to use throughout the movie. Examples include bubbles to blow when the Good Fairy arrives in a bubble and that famous Hostess snack, a Ding Dong, to eat when rejoicing that the witch is dead.

The department will have a quick makeover at the end of DINOvember as the first session of ELF school will be December 1.

Statistics for October 2021:

Side Door Count: 688

MES: 25 visits /548

MMS: 6 visits /140

Study Rooms Use: 27

Reference Questions: 851

Teacher collections: 17 requests /534 books

Story Time: 6/135

Hack That Painting: 3

Diary of a Wimpy Kid Party: 10

Teens and Tweens Trick *and* Treat take home bag: 29

Oktoberfest Community event: 87

Outreach to MES: 4/90

Computer Use: 129

Other Questions: 43

Sensory SPOT: 106

Kathy Heller

Youth Services Manager

101/11/2021