

Minerva Public Library
Board of Trustees

December, 2020

Regular Board Meeting
Packet

**Minerva Public Library Board of Trustees
December , 2020 Regular Meeting
December 17, 6:30 pm via Zoom**

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

Minutes: Approve minutes of the November 12, 2020 Special Board Meeting, and the November 19, 2020 Regular Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update

Library Service During Pandemic Update

HVAC Update

Fiscal Officer's Report

Accept: Monthly financial reports for November, 2020.

PLF Distribution: the December distribution was \$60,099 a slight increase from the \$58,482 received last December. At the state level, the PLF was 3% above December 2019. Minerva's total PLF receipt for the year is \$680,105, 1.2% less than the appropriation of \$688,479. For 2020, the state PLF total was only 1.25% below estimate and was only .2% less than the total 2019 distribution.

2020 General Revenue Net Operating Position

November Revenue=	\$59,974	Total To-date Revenue=	\$666,346
November Expenses=	\$44,751	Total To-date Expenses=	\$618,842
Difference	=	Difference	\$ 47,504*

*Includes \$25,000 CARES Act grant in revenue, \$100,000 transfer to capital in expenses.

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$842,17*	\$618,842	73%

*Amended to include additional \$50,000 transfer out to Capital

Unique Management: \$26.85 for 3placements.

New Business

2021 Permanent Appropriation: the Board met in special session on November 12 to review the proposed budget. Updated documents are included in the Board packet for discussion.

Approve Resolution 20-12-01: to approve the 2021 Permanent Appropriation as presented.

2021 Wages: the approved 2021 appropriation includes a 4% raise for all employees. Raises are calculated as a percentage of the pay range midpoint for all classified positions.

Approve Resolution 20-12-02: to provide a 4% pay raise effective December 28 for all employees who have been in their current positions for at least six months, and to provide the same raise to newer employees once they reach their six month anniversaries in their current positions. And to provide special skills payments as appropriate.

2021 Service Award: in acknowledgement of the difficult working conditions of 2020, the Board is awarding a one-time payment to each employee.

Approve Resolution 20-12-03: to pay to each regular hourly employee a one-time service award the value of which is approximately 1% of what would have been the employee's regular 2020 total wage and will be paid in the second paycheck of the 2021 pay year.

Staff Hours of Work: the staff have all worked under a percentage in hours since June 1, 2020. Mr. Dillie recommends and has budgeted a return to regular hours of work on January 11, 2021.

Approve Resolution 20-12-03: to return regular staff to normal hours of work on January 11, 2020: full-time staff will work 40 hours a week, part-time staff will work 40 hours in a pay period.

Hiring Executive Staff: at its meeting last month, the Board reviewed the performance evaluations of the Director and Fiscal Officer, and agreed to entertain hiring resolutions at this month's meeting. Draft employment agreements for both positions are included in the Board Packet.

Approve Resolution 20-12-04: to hire Tom Dillie as Library Director from December 28, 2020 through the January 2022 Organization Meeting under the terms and conditions described in the employment agreement.

Approve Resolution 20-12-05: to hire Christina Davies as Library Fiscal Officer from December 28, 2020 through the January 2022 Organization Meeting under the terms and conditions described in the employment agreement.

Correspondence

None

Director's Report

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

Annual Library Statistics: November door count was 67% less than November, 2019. Class visit headcount was down 83% and the upstairs count was down 66%. In-house circ was down 30% from last November; both checkouts and renewals were down . Overall circ was 25% below last year.

Gifts

November Restricted Individual Contributions to the General Fund

\$0.00

November Unrestricted Individual Contributions to the General Fund

\$75.50

In-kind Gifts

Anonymous 9 hardcovers; 21 trade paperbacks; 2 mass market paperbacks; 5 DVDs

Richard and Ann Myers 2 hardcovers

Adjourn

The next Regular Board Meeting and the Annual Organization meeting will be held on January 28, 2020 at 6:30 pm, via Zoom.

Minerva Public Library
Special Board Meeting Minutes
Thursday, November 12, 6:30 pm
Via Zoom

Mr. Bartley **called the meeting to order** at 6:30 pm.

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

2021 Budget: Mr. Dillie reviewed the proposed 2021 budget with the Board using the documents provided to the Trustees in advance of the meeting. This packet is posted on the library website as is available in hard copy at the library with the Board Packet files. Due to careful spending, reductions in staffing, and the unexpected strength of the PLF during the pandemic, the library is well ahead on operating revenue vs. expenses. Even after transferring \$100,000 from General Revenue to Capital this year, the carryover on January 1 should be around \$400,000. Revenue for 2021 is uncertain. The expected decline in tax collections that did not occur this year may well show up in the first half of 2021.

The library has three open part-time positions now, for a total of 60 hours a week of staffing. Since patron traffic is so slow, those positions can remain unfilled for now; the budget does fund two of those positions for the entire year. Since staff have worked under a severe reduction in hours since June 1, and the library's revenue position is very good, the budget includes a 4% raise for all staff, as well as a service award equivalent to 1% of the normal 2020 annual pay for all hourly staff. Staff will return to their regular hours of work on January 11; however, if there is a dramatic drop in library revenue, another reduction in hours worked may be necessary sometime in 2021.

Other than staffing costs, expenses for next year are budgeted much the same as this year. The materials budget shifts more money to downloadable content from physical materials, reflecting the increased use of Hoopla, and the addition of the Kanopy service. Capital projects for 2021 include replacing all library computers and further landscaping improvements. The latter project will be covered by the McConnell Fund.

Trustees had some general discussion about the information presented but suggestions for changes. The budget will be presented for approval at the December Regular Board Meeting.

Ms. Miller moved to **Adjourn** at 7:35 pm. Dr. Beard seconded.

**Minerva Public Library Board of Trustees
November 19, 2020 Regular Meeting Minutes**

Call to Order: The Board met via Zoom. Mr. Bartley called the meeting to order at 6:30.

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

Ms. Birks moved to **Approve the Minutes** of the October 22, 2020 Regular Board Meeting as presented. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie informed the Board that as of the end of October, 153 of 294 eligible children in the library's service area were registered for the OGIL. That's 52% of the possible registrants compared to the county's registration percentage of 26.4%. Stark Library Director Mary Ellen Icaza contacted Mr. Dillie and asked if we would be able to contribute some funding to the program. Up to this point, all Minerva registrations have been paid for by county-wide donations. As yet, the library has not made any donation or sought any local donors. Ms. Davies informed the Board that that there was \$1300 in the OGIL revenue account, most of that money accrued from meeting room reservation fees. Because the meeting rooms are closed to the public, there have been no fees paid since March.

Ms. Miller **moved to transfer** the \$1300 set aside for OGIL to Stark Library for the purpose of funding OGIL registrations. Ms. Ruff seconded. Motion carried unanimously.

Library Service During Pandemic Update: Mr. Dillie reported that door counts continue much lower than usual, while circulation is not down nearly as much. The library had one instance of a harassing staff during the first week of November, before the new mask order was issued. That patron was trespassed from the library. Youth Services continues to come up with new ways of programming as described in Mrs. Heller's report. Adult Services has a fall reading club going on now, and will do a jigsaw puzzle give-away, rather than exchange, the week before Thanksgiving. Patrons appreciate that the library is open to the public and is providing all the services it can.

Fiscal Officer's Report

Ms. Repella moved to **Accept** the monthly financial reports for October, 2020. Dr. Beard seconded. Ms. Davies reported that the Audit was completed with no findings against the library and with some suggestions to change procedures. Ms. Davies has budgeted as summary audit for next year; although it is not required, she would like a review of the new procedures and practices sooner than two years from now. The library's general fund revenue vs. expenditure position continues to be very good, due to both the cuts in spending and the unexpected strength of the PLF receipts. After this discussion, the motion carried unanimously.

PLF Distribution: the November distribution was \$58,700, a slight increase from the \$58,209 received last November. At the state level, the PLF was 1.7% above November 2019, and 16.6% above the revised Ohio Dept. of Taxation estimate for the month.

2020 General Revenue Net Operating Position

October Revenue= \$57,085	Total To-date Revenue= \$606,420
October Expenses = \$43,882	Total To-date Expenses= \$524,765
Difference = \$13,203	Difference \$ 81,655*

*Includes \$25,000 CARES Act grant to revenue, \$50,000 transfer to capital in expenses.

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$524,765	68%

Unique Management: \$8.95 for 1 placement.

New Business

Transfer Out: at its September meeting, the Board approved amending the 2020 Appropriation to include an addition transfer into Capital Projects.

Ms. Birks moved to **Approve Resolution 20-11-01** to transfer \$50,000 from General Revenue to Capital Projects. Ms. Repella seconded. Motion carried unanimously.

CARES Act Money from West Township: West Township has generously shared some of its federal grant money with local units of government that provide services in the Township. The library was provided with credit for purchases from

Damon Industries in Alliance related to COVID-19. Mr. Dillie reported that the library purchased cleaning supplies, paper products, and disposable masks for the public in the total amount of \$839 using this donation.

Dr. Beard **moved to Approve Resolution 20-11-02** to accept the donated money from West Township and to thank the Township Trustees for their generosity. Ms. Repella seconded. Motion carried unanimously.

Performance Evaluations for Director and Fiscal Officer: Ms. Birks **moved to enter Executive Session** at 7:05 pm to review the job performance of the Director and Fiscal Office. Dr. Beard seconded.

Roll Call: Bartley_ >I_ Beard_ >I_ Birks_ >I_ Miller_ >I_ Repella_ >I_ Ruff_ v _
Rutledge: absent_

Dr. Beard **moved to leave** Executive Session at return to the Regular Board Meeting at 7:40 pm. Ms. Miller seconded.

Ms. Miller moved **to Accept the performance evaluations** of the Library Director and Fiscal Officer as presented. Ms. Ruff seconded. Motion carried unanimously. In general discussion the Trustees agreed informally to address hiring resolutions for these two positions at next month's meeting.

Correspondence

None

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. Dr. Beard seconded. Motion carried.

Annual Library Statistics: October door count was 65% less than October, 2019. Class visit headcount was down 75% and the upstairs count was down 63%. In-house circ was down 22.4% from last October; checkouts were much lower but renewals were slightly ahead of last year's. Overall circ was 18.2% below October last year.

Gifts

October Restricted Individual Contributions to the General Fund

\$0.00

October Unrestricted Individual Contributions to the General Fund

\$536.15*

*includes a \$500 from Maynard Miller for the purchase of library discards.

In-kind Gifts

Anonymous

15 hardcovers; 13 trade paperbacks

Richard and Ann Myers

2 hardcovers

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

The next Regular Board Meeting will be held on December 17, 2020 at 6:30 pm, via Zoom.

Minerva Public Library

November 2020 Financial Reports

Submitted for the December 2020 Board Meeting

Fiscal Officer Summary

Revenue Status

Appropriation Status

Payment Listing

Fund Status

Investment Listing

Bank Reconciliation Summary

Revenue Status

By Fund

As Of 11/30/2020

Fund: 1000 General

<u>Account Code</u>	<u>Account Name</u>	<u>Final Budget</u>	<u>Revenue</u>	<u>Budget Balance</u>	<u>YTD% Received</u>
1000-190-0000	Other- Local Taxes	\$35.00	\$4.29	\$30.71	12.257%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$25,000.00	\$25,000.00	\$0.00	100.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$529,377.00	\$431,669.67	\$97,707.33	81.543%
1000-240-0012	Public Library Fund- State{CARROLL CO.}	\$142,070.00	\$127,885.95	\$14,184.05	90.016%
1000-240-0013	Public Library Fund- State{COLUMBIANA CO.}	\$17,032.00	\$60,450.54	-\$43,418.54	354.923%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$821.51	-\$821.51	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$149.15	\$100.85	59.660%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$4.00	\$71.00	5.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$4,000.00	\$1,253.31	\$2,746.69	31.333%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$50.00	\$0.00	\$50.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$500.00	\$1,330.12	-\$830.12	266.024%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$491.50	\$208.50	70.214%
1000-611-0000	Restricted Contributions - Individuals	\$750.00	\$0.00	\$750.00	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}	\$1,250.00	\$850.00	\$400.00	68.000%
1000-613-0000	Restricted Contributions- Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions- Individuals	\$3,500.00	\$1,295.71	\$2,204.29	37.020%
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	\$5,140.28	-\$140.28	102.806%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$60.21	\$189.79	24.084%
1000-831-2017	Rental of Meeting Rooms{RESTRIDOLLY PARTON LIBRARY}	\$1,300.00	\$300.00	\$1,000.00	23.077%
1000-871-0000	Refunds for Overpayment	\$75.00	\$8,214.57	-\$8,139.57	10952.760%
1000-872-0000	Insurance Reimbursements	\$100.00	\$1,352.16	-\$1,252.16	1352.160%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$73.04	-\$73.04	0.000%
Fund 1000 Sub-Total:		\$731,314.00	\$666,346.01	\$64,967.99	91.116%

Fund: 4001 Capital Projects

<u>Account Code</u>	<u>Account Name</u>	<u>Final Budget</u>	<u>Revenue</u>	<u>Budget Balance</u>	<u>YTD% Received</u>
4001-651-0000	Unrestricted Contributions- Individuals	\$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	\$100,000.00	-\$100,000.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$100,000.00	-\$100,000.00	0.000%
Report Total:		\$731,314.00	\$766,346.01	-\$35,032.01	104.790%

Appropriation Status

By Fund

As Of 11/30/2020

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	Interlibrary Loan Fees/ Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416--0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$239.51	\$260.49	47.902%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$4,500.00	\$3,227.86	\$1,272.14	\$0.00	28.270%
1000-210-110-0005 D	Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000 D	Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000 D	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000 D	Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$538.17	\$7,211.83	\$0.00	93.056%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$4,073.38	\$19,787.12	\$5,049.50	68.444%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$170.00	\$1,080.00	\$0.00	86.400%
1000-210-339-0000	Other - Property Maint Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$7,642.12	\$17,845.33	\$367.55	69.021%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$12,764.20	\$14,735.80	\$0.00	53.585%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$341.39	\$358.61	\$0.00	51.230%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$535.63	\$7,564.37	\$0.00	93.387%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$888.18	\$4,111.82	\$0.00	82.236%
1000-230-110-0001 D	Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000 D	Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000 D	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical/ Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000 D	Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other- Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$425.00	\$0.00	\$425.00	\$0.00	100.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00	100.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$87.40	\$137.60	\$0.00	61.156%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising{LEGAL ADS & PUBLICATIONS}	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$0.00	\$0.00	\$291.35	\$100.00	\$191.35	\$0.00	65.677%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$40.00	\$440.00	\$20.00	88.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$125.00	\$8,875.00	\$0.00	98.611%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.800%
1000-230-351--0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$228.67	\$4,971.33	\$0.00	95.603%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,919.05	\$0.00	\$3,360.00	\$559.05	85.735%
1000-230-372--0000	Unifonn Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$1,576.00	\$1,524.00	\$0.00	49.161%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$15,104.17	\$1,188.64	\$13,915.53	\$0.00	92.130%
1000-230-390-0014	Other - Purchased and Contracted Services{COMPUTER SVCS & I}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$2,245.27	\$1,254.73	\$0.00	35.849%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$284.37	\$115.63	\$0.00	28.908%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$427.60	\$18,508.40	\$0.00	97.742%

Appropriation Status

By Fund

As Of 11/30/2020

Fund: General
 Pooled Balance: \$188,345.07
 Non-Pooled Balance: \$226,311.51
 Total Cash Balance: \$414,656.58

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
1000-100-590-2020	Other- Other{Covid 19 Grant Expense}	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.000%
1000-110-100-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$86,515.00	\$0.00	\$69,770.55	\$16,744.45	80.646%
1000-110-110-0002	D Salaries {MANAGERS}	\$0.00	\$0.00	\$39,795.00	\$0.00	\$31,578.52	\$8,216.48	79.353%
1000-110-110-0003	D Salaries {NON-PROFESSIONALS}	\$0.00	\$0.00	\$205,500.00	\$0.00	\$153,202.62	\$52,297.38	74.551%
1000-110-110-0004	D Salaries {SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$2,845.03	\$2,154.97	56.901%
1000-110-110-0005	D Salaries {SERVICE WORKERS}	\$0.00	\$0.00	\$12,290.00	\$0.00	\$9,703.13	\$2,586.87	78.951%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$36,560.29	\$11,228.71	76.504%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$3,728.36	\$1,333.59	73.655%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$12,641.76	\$23,768.24	\$0.00	65.279%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$64.82	\$320.18	\$0.00	83.164%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,137.00	\$233.00	\$0.00	17.007%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.000%
1000-110-300-2017	Purchased and Contracted Services {RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	0.000%
1000-110-300-2019	Purchased and Contracted Services {Mental Health FA grant pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.000%
1000-110-450-0015	Supplies {PROGRAMING SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$1,873.42	\$1,626.58	\$0.00	46.474%
1000-110-451-0007	General Administrative Supplies {OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries {NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets {ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$22,950.00	\$1,770.28	\$16,254.11	\$4,925.61	70.824%
1000-120-411-2000	Books and Pamphlets {YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$21,555.00	\$3,981.94	\$10,906.47	\$6,666.59	50.598%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,995.00	\$643.93	\$7,345.51	\$5.56	91.876%
1000-120-413-1006	Audiovisual Materials {Audiovisual Materials ADULT}	\$0.00	\$0.00	\$12,000.00	\$623.76	\$3,900.50	\$7,475.74	32.504%
1000-120-413-1007	Audiovisual Materials {DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$21,000.00	\$1,369.84	\$14,632.23	\$4,997.93	69.677%
1000-120-413-2004	Audiovisual Materials {YOUTH CDs}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-2006	Audiovisual Materials {Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$6,000.00	\$620.80	\$977.52	\$4,401.68	16.292%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 11/30/2020

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	\$126.78	\$2.94	\$123.84	\$0.00	97.681%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$214.05	\$35.95	\$0.00	14.380%
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{Infonnation Technology}	\$0.00	\$0.00	\$2,778.65	\$13.55	\$1,515.13	\$1,249.97	54.528%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$1,097.02	\$902.98	54.851%
1000-910-910-0000 D	Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	100.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$842,171.95	\$64,499.97	\$618,841.88	\$158,830.10	73.482%

Fund: Capital Projects

Pooled Balance: \$219,359.52
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$219,359.52

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	\$72,000.00	\$62,000.00	\$3,521.00	\$6,479.00	4.890%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$16,800.00	\$219.90	\$3,950.84	\$12,629.26	23.517%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$13,200.00	\$6,107.08	\$7,017.09	\$75.83	53.160%
Capital Projects Fund Total:		\$0.00	\$0.00	\$102,000.00	\$68,326.98	\$14,488.93	\$19,184.09	14.205%
Report Total:		\$0.00	\$0.00	\$944,171.95	\$132,826.95	\$633,330.81	\$178,014.19	67.078%

Payment Listing

November 2020

Payment Advice#	Post Date	Transaction Date	Type	Vendor/ Payee	Amount	Status
391-2020	11/04/2020	11/04/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
392-2020	11/04/2020	11/04/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT,	\$2,411.87	C
393-2020	11/04/2020	11/04/2020	CH	PAYCHEX	\$7,557.30	C
394-2020	11/03/2020	11/04/2020	CH	Kanopy Inc.	\$7.00	C
395-2020	11/03/2020	11/04/2020	CH	BAKER & TAYLOR BOOKS	\$21.21	C
396-2020	11/04/2020	11/04/2020	CH	CENTER POINT LARGE PRINT	\$24.02	C
397-2020	11/04/2020	11/04/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
398-2020	11/03/2020	11/04/2020	CH	J & D Cleaning Service	\$1,235.00	C
399-2020	11/03/2020	11/04/2020	CH	MIDWEST TAPE	\$1,183.27	C
400-2020	11/03/2020	11/04/2020	CH	Solid Waste And Recycling	\$112.00	C
401-2020	11/05/2020	11/05/2020	CH	PAYCHEX	\$954.36	C
402-2020	11/05/2020	11/05/2020	CH	PAYCHEX	\$104.66	C
403-2020	11/05/2020	11/05/2020	CH	FIRST COMMUNICATIONS	\$671.83	C
404-2020	11/05/2020	11/09/2020	CH	Ted Fellows	\$85.00	C
405-2020	11/05/2020	11/09/2020	CH	BAKER & TAYLOR BOOKS	\$124.91	C
406-2020	11/09/2020	11/10/2020	CH	copeco	\$409.95	C
407-2020	11/09/2020	11/10/2020	CH	BAKER & TAYLOR BOOKS	\$154.31	C
407-2020	11/16/2020	11/16/2020	POS ADJ	BAKER & TAYLOR BOOKS	\$0.20	C
408-2020	11/13/2020	11/16/2020	CH	COLUMBIA GAS OF OHIO	\$708.43	C
409-2020	11/16/2020	11/16/2020	CH	AMERICAN ELECTRIC POWER	\$1,420.08	C
410-2020	11/19/2020	11/19/2020	CH	ALGER & ASSOCIATES, INC.	\$3,360.00	C
411-2020	11/19/2020	11/19/2020	CH	MORRISON'S SWEEPER PLACE	\$239.99	C
412-2020	11/19/2020	11/19/2020	CH	STANDARD PLUMBING AND HEATING CO	\$1,625.00	C
413-2020	11/19/2020	11/19/2020	CH	BAKER & TAYLOR BOOKS	\$850.40	C
414-2020	11/19/2020	11/19/2020	CH	BOOKPAGE	\$354.00	C
415-2020	11/19/2020	11/19/2020	CH	Ohio Department of Commerce	\$334.25	C
416-2020	11/18/2020	11/19/2020	CH	PAYCHEX	\$6,583.46	C
417-2020	11/19/2020	11/19/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
418-2020	11/19/2020	11/19/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT,	\$2,314.42	C
419-2020	11/19/2020	11/19/2020	CH	PAYCHEX	\$89.26	C
420-2020	11/19/2020	11/19/2020	CH	PAYCHEX	\$852.53	C
421-2020	11/24/2020	12/09/2020	CH	AMAZON	\$1,598.11	C
422-2020	11/24/2020	12/09/2020	CH	CHASE CARD SERVICES	\$302.64	C
423-2020	11/24/2020	12/09/2020	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$1,012.00	C
424-2020	11/24/2020	12/09/2020	CH	QUILL CORPORATION	\$44.85	C
425-2020	11/24/2020	12/09/2020	CH	GALE	\$21.59	C
426-2020	11/24/2020	12/09/2020	CH	SHOWCASES	\$158.49	C
427-2020	11/24/2020	12/09/2020	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$26.85	C
428-2020	11/24/2020	12/09/2020	CH	RENTWEAR, INC.	\$50.66	C
429-2020	11/24/2020	12/09/2020	CH	CENTER POINT LARGE PRINT	\$24.02	C
430-2020	11/24/2020	12/09/2020	CH	QUILL CORPORATION	\$44.85	0
430-2020	12/09/2020	12/09/2020	CH	QUILL CORPORATION	-\$44.85	V
431-2020	11/24/2020	12/09/2020	CH	QUILL CORPORATION	\$88.92	C
432-2020	11/24/2020	12/09/2020	CH	ULINE	\$625.58	C
433-2020	11/24/2020	12/09/2020	CH	LAKESHORE LEARNING MATERIALS	\$189.05	C
434-2020	11/24/2020	12/09/2020	CH	BAKER & TAYLOR BOOKS	\$26.84	C

Payment Listing

November 2020

Payment Advice#	Post Date	Transaction Dale	Type	Vendor/ Payee	Amount	Status
435-2020	11/24/2020	12/09/2020	CH	JOURNAL OF LIGHT CONSTRUCTION	\$84.95	C
436-2020	11/24/2020	12/09/2020	CH	BAKER & TAYLOR BOOKS	\$1,165.78	C
6816	11/03/2020	11/03/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,429.66	C
6817	11/03/2020	11/03/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
6818	11/03/2020	11/03/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.16	C
6819	11/04/2020	11/04/2020	AW	PETTY CASH	\$24.00	C
Total Payments:					\$44,702.71	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					<u>\$44,702.71</u>	

Type: AM -Accounting Manual Warrant, AW-Accounting Warrant, IM - Investment Manual Warrant, IW- Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: 0 - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for **reference**.

Fund Status

As Of 11/30/2020

<u>Fund Number</u>	<u>Fund Name</u>	<u>% of Total Pooled</u>	<u>Fund Balance</u>	<u>Investments (Non-Pooled)</u>	<u>Checking & Pooled Investments (Pooled)</u>
1000	General	46.196%	\$414,656.58	\$226,311.51	\$188,345.07
4001	Capital Projects	53.804%	\$219,359.52	\$0.00	<u>\$219,359.52</u>
All Funds Total			<u>\$634,016.10</u>	<u>\$226,311.51</u>	<u>\$407,704.59</u>
Pooled Investments					\$125,288.80
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$282,144.79

Last reconciled to bank: 11/30/2020 - Total other adjusting factors: \$0.00

Investment Listing

System Year 2020

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 12-14 Months Jumbo 8/2/20	\$103,232.42	1.30%	\$1,346.59	\$3,232.42	08/02/2018	08/23/2019		
CD012716	CONSUMERS 010663811118 month CD 02/:	\$21,472.14	1.50%	\$292.50	\$1,149.34	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,465.61	1.05%	\$234.21	\$941.15	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$107,511.67	2.05%	\$1,990.38	\$6,219.30	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,442.09	1.50%	\$292.11	\$1,264.35	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,736.70	2.25%	\$665.16	\$2,435.37	08/04/2018	08/04/2022		
CD082817	CONSUMERS 010677414518 month CD 3/21	\$21,683.30	1.50%	\$295.36	\$936.24	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,056.38	0.10%	\$23.97	\$28,084.19	08/24/2000	12/31/2099		
STAR OHIO	STATE TREASURY ASSET RESERVE OF 0	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		

Bank Reconciliation

Reconciled Date 11/30/2020

Posted 12/11/2020 12:27:12 PM

Prior UAN Balance:		\$618,792.47
Receipts:	+	\$59,974.34
Payments:		\$44,750.51
Adjustments:	+	<u>-\$0.20</u>
Current UAN Balance as of 11/30/2020:		\$634,016.10
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 11/30/2020:		<u>\$634,016.10</u>
Entered Bank Balances as of 11/30/2020:		\$634,060.95
Deposits in Transit:	+	\$0.00
Outstanding Payments:		\$44.85
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 11/30/2020:		<u>\$634,016.10</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 11/30/2020.

There are no outstanding adjustments as of 11/30/2020.

End

Minerva Public Library

**November 2020 Financial
Reports**

**Submitted for December
2020 Board Meeting**

**2021 Permanent Appropriation Resolution
Presented 12-17-2020**

2021 Revenues:		
General Fund: Unencumbered Carrvoer Balance 12/31/2020		415,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/18	415,000.00
	Public Librarv Fund	614,620.00
	Other Revenues	18,647.50
	TOTAL REVENUES	633,267.50
	TOTAL REVENUES+ Carryover Balance	1,048,267.50

Capital Proiects Fund: Carrvoer 12/31/2019 unrestricted		147,803.00
	Carryover 12/31/2020 restricted	21,455.00
	TOTAL REVENUES	802,525.50
	TOTAL REVENUES+ Carryover Balance	1,217,525.50

2020 Expenditures:		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	346,626.00
1000-100-200-0000	Emolovee Benefits	88,905.60
1000-100-300-0000	Purchased & Contracted Services	136,192.00
1000-100-400-1000	Library Materials and Information	88,000.00
1000-100-450-0000	Supplies	15,900.00
1000-100-500-0000	Other Obiects	22,287.00
1000-700-700-0000	Capital Outlay	2,000.00
TOTAL EXPENDITURES before other financing & uses		699,910.60
1000-990-910-0000	Transfers - Out	100,000.00
1000-990-990-2020	Return of unused 2020 CARES Act fundsl	14,000.00
	TOTAL OTHER FINANCING SOURCES & USES	114,000.00
COMBINED TOTAL EXP.+ OTHER FINANCING SOURCES & USES		813,910.60

4001 Caoital Proiects Fund Exoenditures		
TOTAL EXPENDITURES before other financina & uses		55,000.00
TOTAL OTHER FINANCING SOURCES & USES		0.00
COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES		55,000.00

ALL FUNDS-	TOTAL PERMANENT APPROPRIATIONS	<u>868,910.601</u>
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**2021 Budget Revenue--Permanent Appropriation
MINERVA PUBLIC LIBRARY**

Revenue	Operations	(updated)				
Account Code	Account Name	2017 Actual	2018 Actual	2019 Actual	2020 Appropriation	2021 Appropriation
1000-190-0000	Other-Local Taxes	\$13.06	\$24.00	\$21.60	\$35.00	\$35.00
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$4,999.00	\$0.00	\$0.00
1000-240-0011	Public Library Fund - State{STARK CO.}	\$494,666.76	\$512,735.00	\$529,641.82	\$529,377.00	\$473,640.00
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$172,939.26	\$134,914.00	\$142,074.81	\$142,070.00	\$125,880.00
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,559.37	\$16,149.00	\$15,329.61	\$17,032.00	\$15,100.00
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$5,201.45	\$2,714.00	\$3,069.92	\$0.00	\$0.00
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$165.63	\$286.00	\$303.37	\$250.00	\$250.00
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$143.70	\$62.00	\$40.00	\$75.00	\$0.00
1000-340-0000	Patron Copier Income	\$2,117.20	\$3,041.00	\$4,411.16	\$4,000.00	\$2,500.00
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-399-0000	Other- Patron Fines and Fees	\$237.00	\$164.00	\$16.60	\$50.00	\$0.00
1000-399-0397	Other- Patron Fines and Fees{patron printing}	\$2,476.42	\$1,811.00	\$579.99	\$500.00	\$2,500.00
1000-399-0398	Other- Patron Fines and Fees{FAX FEE}	\$900.85	\$730.00	\$711.35	\$700.00	\$700.00
1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$600.00	\$1,000.00	\$750.00	\$3,612.50
1000-612-0000	Restricted Contributions - Businesses	\$1,375.00	\$2,200.00	\$100.00	\$0.00	\$0.00
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING}	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$1,000.00
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-651-0000	Unrestricted Contributions - Individuals	\$3,879.66	\$3,952.00	\$2,671.55	\$3,500.00	\$2,000.00
1000-652-0000	Unrestricted Contributions - Businesses	\$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	\$5,000.00	\$5,000.00
1000-820-0000	Sale of Supplies for Resale	\$213.19	\$243.00	\$305.42	\$250.00	\$250.00
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$0.00	\$1,875.00	\$1,300.00	\$600.00
1000-871-0000	Refunds for Overpayment	\$857.25	\$58.00	\$52.69	\$75.00	\$0.00
1000-872-0000	Insurance Reimbursements	\$3,776.59	\$657.00	\$794.32	\$100.00	\$100.00
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$196.00	\$797.14	\$0.00	\$0.00
4001-651-0000	Unrestricted Contributions - Individuals Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4001-872-0000	Insurance Reimbursements Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4001-931-0000	Transfers - In from Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Current Year Operating Revenue		\$706,703.39	\$683,525.00	\$716,137.81	\$731,314.00	\$633,267.50
General Revenue Fund Carryover January 1		\$33,153.00	\$344,405.00	\$339,914.00	\$367,152.00	\$415,000.00
Enumbrance for prior year		-\$8,531.00	-\$1,849.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund January 1 unrestricted		\$174,723.00	\$112,500.00	\$131,192.00	\$133,848.00	\$147,803.00
Capital Projects Fund January 1 restricted						\$21,455.00
Total Cash on Hand January 1 (Carryover+ Capital)		\$496,345.00	\$515,406.00	\$471,106.00	\$501,000.00	\$584,258.00
Total Revenue (Annual Revenue + Carryover+ Capital)		\$1,211,579.39	\$1,200,780.00	\$1,189,118.81	\$1,233,614.00	\$1,217,525.50

2021 Budget Appro_priation--Expenses--PernanentAppropriation

(updated)

Account Code	Account Name	2019 Actual	2020 Appropriation	2021 Appropriation
	Total Wage and Leave	\$328,108.07	\$349,100.00	\$346,626.00
1000-110-110-0001	Salaries{ADMINISTRATIVE SALARIES}	\$72,954.73	\$85,515.00	\$88,756.00
	service award	\$0.00	\$1,000.00	\$210.00
1000-110-110-0002	Salaries{MANAGERS}	\$37,243.93	\$39,795.00	\$41,553.00
	service award			\$400.00
1000-110-110-0003	Salaries{NON-PROFESSIONALS}	\$195,495.59	\$190,000.00	\$189,438.00
	part-time staff as subs			\$2,500.00
	retirement max payout sick leave + max payout vacation	\$0.00	\$8,750.00	\$0.00
	Cash-in-lieu of insurance (2 x 3000); service award	\$0.00	\$6,750.00	\$8,377.00
1000-110-110-0004	Salaries{SUBSTITUTES}	\$3,781.14	\$5,000.00	\$2,500.00
1000-110-110-0005	Salaries{SERVICE WORKERS}	\$18,632.68	\$12,290.00	\$12,771.00
	service award			\$121.00
	Total Benefit	\$93,085.09	\$91,025.95	\$88,405.60
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$45,399.56	\$47,789.00	\$47,252.52
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,539.74	\$5,061.95	\$5,026.08
1000-110-221-0000	Medical / Hospitalization Insurance	\$42,002.18	\$36,410.00	\$34,372.00
1000-110-222-0000	Life Insurance	\$362.61	\$385.00	\$385.00
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00
1000-110-225-0000	Workers' Compensation	\$781.00	\$1,370.00	\$1,370.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$10.00	\$0.00
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$110.00	\$1,875.00	\$1,475.00
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$5,000.00	\$0.00	\$0.00
1000-110-380-0000	Library Material Control Services	\$1,345.82	\$0.00	\$0.00
1000-110-390-0000	Other- Purchased and Contracted Services (speakers, presenters)	\$2,535.80	\$3,000.00	\$3,000.00
1000-110-450-0015	Supplies{PROGRAMING SUPPLIES}	\$3,147.40	\$3,500.00	\$3,500.00
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2021 Appropriation
	Library Materials	\$73,984.20	\$92,500.00	\$88,000.00
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$20,749.15	\$23,000.00	\$20,000.00
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$19,262.25	\$22,000.00	\$19,000.00
1000-120-412-0000	Periodicals	\$6,994.01	\$7,500.00	\$7,500.00
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$7,051.52	\$12,000.00	\$9,000.00
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$13,574.51	\$21,000.00	\$26,000.00
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$0.00

1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$5,377.24	\$6,000.00	\$5,000.00
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00
1000-120-415-0000	Interlibrary Loan Fees/ Charges	\$0.00	\$0.00	\$0.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$500.00	\$1,000.00
1000-120-419-0000	Other- Library Materials and Information	\$176.42	\$500.00	\$500.00
1000-120-459-0008	Other- Supplies{CATALOGING & PROCESSING SUPPL.}	\$3,065.54	\$4,500.00	\$4,000.00
1000-210-321-0000	Telephone	\$7,751.49	\$7,750.00	\$8,000.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$19,726.27	\$28,910.00	\$29,580.00
	Elevator Maintenance and Repair (190 x 12 +1000) +300		\$3,210.00	\$3,580.00
	Fire Alarm and Supression (Johnson Controls)		\$5,200.00	\$5,500.00
	HVAC (1625 x4) + 3000 (Standard Plumbing & Heating)		\$9,500.00	\$9,500.00
	General Plumbing work		\$1,000.00	\$1,000.00
	General electrical work		\$1,000.00	\$1,000.00
	Front Door Maintenance Trinity Door)		\$3,000.00	\$2,000.00
	miscellaneous maintenance and repair		\$6,000.00	\$7,000.00
1000-210-334-0000	Trash Removal	\$1,248.00	\$1,250.00	\$1,344.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2021 Appropriation
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$7,494.88	\$25,855.00	\$25,420.00
	Snow Removal		\$2,500.00	\$2,500.00
	Mowing and Landscape Maintenance		\$4,500.00	\$4,000.00
	Pest Control (4 x 120)		\$480.00	\$480.00
	Cleaning Service (1235 X 12)		\$14,820.00	\$14,820.00
	Walk-Off Rug Service		\$535.00	\$600.00
	Window Washing		\$1,020.00	\$1,020.00
	Carpet Cleaning		\$2,000.00	\$0.00
	Miscellaneous maintenance services			\$2,000.00
1000-210-361-0000	Electricity	\$22,995.46	\$27,500.00	\$22,000.00
1000-210-362-0000	Water and Sewage	\$665.83	\$700.00	\$700.00
1000-210-363-0000	Natural Gas	\$8,547.70	\$8,100.00	\$8,500.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,565.00	\$0.00	\$0.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$5,000.00	\$5,000.00
1000-230-299-0000	Other- Other Employee Fringe Benefits professional memberships)	\$447.00	\$500.00	\$500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$125.00	\$0.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$965.63	\$1,500.00	\$500.00
1000-230-322-0000	Postage	\$150.76	\$225.00	\$225.00
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00
1000-230-325-0009	Advertising{LEGAL ADS & PUBLICATIONS}	\$0.00	\$50.00	\$50.00
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$0.00	\$100.00	\$200.00
1000-230-329-0000	Other - Communications,Printing and Publicity (Roxy+promotions)	\$0.00	\$500.00	\$500.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$9,000.00	\$9,500.00
1000-230-343-0000	Fidelity Bond Premiums	\$242.00	\$250.00	\$0.00

Account Code	Account Name	2019Actual	2020 Appropriation	2021Appropriation
1000-230-351-0000	Rents and Leases	\$2,318.00	\$5,200.00	\$5,200.00
	Copier Lease and Maintenance (409.95 x 12)		\$4,920.00	\$4,920.00
	Safe Deposit Box		\$180.00	\$180.00
	Microfilm Storage		\$100.00	\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$5,000.00	\$4,200.00
1000-230-372-0000	Uniform Accounting Network Fees	\$3,048.00	\$3,100.00	\$3,048.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$10,548.04	\$13,000.00	\$12,750.00
	Payroll Services (paychex)		\$3,500.00	\$3,500.00
	Statewide Delivery Contract		\$8,500.00	\$8,500.00
	Debt Collection Services (Unique Management)		\$1,000.00	\$750.00
1000-230-390-0014	Other - Purchased and Contracted Services{COMPUTER SVCS & I}	\$1,164.34	\$0.00	\$0.00
1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$3,652.56	\$3,500.00	\$3,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$370.02	\$400.00	\$400.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,936.00	\$18,957.00
	SEO Consortium membership + cataloging + notice service		\$15,445.00	\$15,450.00
	NED-Regional Library System memberhip		\$1,507.00	\$1,507.00
	OLC Institutional membership		\$1,859.00	\$1,875.00
	Chamber of Commerce		\$125.00	\$125.00
1000-230-520-0000	Taxes and Assessments	\$72.42	\$95.00	\$130.00
1000-230-550-0000	Refunds and Reimbursements	\$209.99	\$250.00	\$200.00
1000-230-590-0511	Information Technology (new account for miscellaneous IT expense)	\$0.00	\$3,000.00	\$3,000.00
1000-760-750-0000	Furniture and Equipment	\$900.00	\$2,000.00	\$2,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$100,000.00	\$100,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds			\$14,000.00
	Operating Expenses Total	\$688,900.07	\$817,171.95	\$813,910.60
	Current Year Operating Revenue	\$716,137.81	\$706,314.00	\$630,155.00
	Difference Current Year Revenue v. Expenses	\$27,237.74	-\$110,857.95	-\$162,601.00
	Capital Projects			
4001-760-331-0000	Maintenance and Repair on Facilities	\$37,688.87	\$72,000.00	\$15,000
4001-760-720-0000	Land Improvement	\$9,017.00	\$20,000.00	\$15,000
4001-760-750-0000	Furniture and Equipment	\$658.00	\$10,000.00	\$25,000
	Capital Projects Total	\$47,363.87	\$102,000.00	\$55,000.00
Total Expenditure/Appropriation		\$736,263.94	\$919,171.95	\$868,910.60

DIRECTOR EMPLOYMENT AGREEMENT
MINERVA PUBLIC LIBRARY
677 LYNNWOODDRIVE
MINERVA, OHIO 44657

It is hereby agreed by and between the Board of Trustees of the Minerva Public Library, hereinafter called the "Board" and Thomas W. Dillie, hereinafter called the "Director", that the said Board in accordance with its action as found in the minutes of the meeting held on December 17, 2020, has and does hereby employ the said Thomas W. Dillie as Library Director for a period of one year with certain pay and benefits at the beginning of the 2021 "pay year" starting December 28, 2020.

IT IS AGREED:

1. DUTIES AND RESPONSIBILITIES

The Director shall perform the duties and responsibilities of the Library Director in accordance with the MPL policies and regulations and shall perform the services for MPL as set forth in the Director's job description.

2. OTHER ACTIVITIES

The Director shall inform the Board of any significant activities that have strong potential for interfering with the job, and of offices held in associations beyond that normally expected by the job description.

3. COMPENSATION

Annual compensation rate (as figured across 26 biweekly pay periods at an hourly rate of \$32.06) shall be \$66,684.80. The Director will provide at least 80 hours of work or authorized *leave* in each pay period. The compensation of the Director shall be paid in equal biweekly installments of \$2,564.80 in accordance with the policy of the Board, to be effective as of the pay period beginning on December 28, 2020 with a first pay date of January 14, 2020. Payroll is issued on the Thursday following the end of each pay period and may be adjusted as needed to accommodate holidays.

4. BENEFITS

The Director's benefits are calculated in accordance with the MPL Employee Handbook and in like manner as those for all other full-time employees of MPL, with the exception of the crediting of vacation and sick *leave* as described below.

Vacation: The Director will be credited with 200 hours paid vacation to be available as of December 28, 2020. In addition, the Director may carry over from one contract year to another up to a maximum of 40 hours unused vacation leave.

Sick Leave: The Director will be credited with 120 hours paid sick leave to be available as of December 28, 2020. The Director may carryover from calendar year to year up to a maximum of 1440 hours credited but unused sick leave.

Personal Time: The amount of paid personal leave credit will be set at 16 hours paid personal leave for use on or between December 28, 2020 and December 26, 2021.

Professional Organizations: The Library will pay the cost of the Director's annual individual membership in the Ohio Library Council, as well as \$100 toward the Director's annual individual membership in the American Library Association and allied organizations.

5. RETIREMENT

The Board participates in the provision of employee retirement benefits through the Ohio Public Employees Retirement System (OPERS). The Board will contribute an amount equal to 14% (or any other amount as required by law) of the Director's gross wages that are considered earnable income as defined by the retirement system to this retirement fund. The Director is required to enroll in this system and be responsible for paying an amount equal to 10% of his gross income (or any other amount as required by law) to OPERS through payroll deduction. If there are any changes made in the OPERS program by the Ohio Legislature during the term of this contract, this arrangement may be automatically adjusted accordingly.

6. INDEMNIFICATION

MPL shall indemnify, defend and hold and save the Director, his heirs, administrators or executors and each of them harmless from any and all actions and causes of action, claims, demands, liabilities, losses, damage or expenses, of whatsoever kind and nature, including judgments, interest and attorney fees and all other reasonable costs, expenses and charges which the Director, his heirs, administrators, or executors and each of them, for any reason resulting from the Director's, his heirs, administrators or executors and each them carrying out the terms and conditions of this agreement, except for gross negligence, willful misconduct, or criminal acts or omissions on the part of the Director and provided further that the Director, his heirs, administrators, executors or one of them promptly notifies the Board of adverse claims or threatened actual lawsuits. The Director shall provide complete cooperation to the Board, its attorneys and agents in such case to the extent possible. The Board may provide insurance to carry out its responsibilities under this section.

7. EVALUATION

The Board will review the performance of the Director annually or more often as deemed appropriate by the Board. The Board's Personnel Committee will inform the Director of the results of the evaluation.

8. TERMINATION

8.1 By the Board

The Board may terminate this agreement under the following circumstances and upon payment of all accrued salary and unpaid but already credited vacation:

8.1.1 In the event of death of the Director.

8.1.2 If the Director is unable to perform the duties by reason of medically certified permanent physical or mental disability for a period of 125 days and upon 30 days prior written notification of intent to terminate because of such absence or inability.

8.1.3 With or without cause, if the Director is given eight week's notice or an amount equal to eight week's current salary (minus any tax, retirement, or other required deductions), together with continuation of any existing insurance benefits during such eight week period, providing that the Director has not been charged and convicted with any dishonest fraudulent or criminal act(s). Acceptance by the Director of such salary in lieu of notice, pursuant to this provision, shall constitute a waiver and release by the Director of any and all claims or causes of action the Director may have against the Board, its employees, agents or assigns, arising from the Director's employment with the Board or termination thereof. The Director may be required to execute a release in consideration of or receipt of such termination benefits.

8.2 By the Director

The Director may terminate this agreement by giving written notice to the Board four weeks prior to the desired date of termination. During this four week period, the Director shall agree to perform all usual and customary duties of the office. If the Director fails to give such notice, the Director shall receive only the salary earned to the date of termination, and shall not be entitled to payment for accrued but unused vacation.

9. SEVERANCE COMPENSATION

In the event of refusal by the Board to renew this agreement the Director shall continue to receive full insurance benefits and salary during an eight week severance period, though no additional paid benefits shall accrue (e.g., vacation, sick leave, or paid personal benefit time).

10. AMENDMENTS

This agreement may be altered or amended at any time by mutual written consent of the Director and Board.

11. TERM OF CONTRACT

The Board hereby hires and retains the Director for the term from December 18, 2020 through to the Library Board's Organizational Meeting in January, 2022. Upon its effective date, this agreement supersedes all previous agreements between the Director and the Board.

12. OTHER PROVISION

12.1 Liability Insurance and/or Bond - The Board shall maintain coverage under a Library liability insurance policy and/or require a fidelity bond on the Director as deemed appropriate by the Board. Inability to be bonded could result in termination of the Director.

12.2 Applicable Law - This agreement shall be governed in accordance with the laws of the State of Ohio.

12.3 Other than terms explicitly provided as in Sections 8 and 9, no further compensation is implied nor expected upon voluntary or involuntary separation.

Director

Date of Signature

President, Board of Trustees

Date of Signature

FISCAL OFFICER EMPLOYMENT AGREEMENT
MINERVA PUBLIC LIBRARY
677 LYNNWOODDRIVE
MINERVA, OHIO 44657

It is hereby agreed by and between the Board of Trustees of the Minerva Public Library, hereinafter called the "Board" and Christina L. Davies, hereinafter called the "Fiscal Officer", that the said Board in accordance with its action as found in the minutes of the meeting held on December 17, 2020, has and does hereby employ the said Christina L. Davies as Fiscal Officer from for a period of one year with certain pay and benefits at the beginning of the 2021 "pay year" starting December 28, 2020.

IT IS AGREED:

1. DUTIES AND RESPONSIBILITIES

Both parties agree that said Fiscal Officer shall perform the duties of her office in and for the Minerva Public Library, a public school district library, as prescribed by the laws of the State of Ohio and by the rules, regulations and policies adopted by the Board. Further, the Fiscal Officer shall fulfill the responsibilities outlined in the Fiscal Officer job description as adopted by the Board and those outlined by the Ohio Revised Code (ORC 3375.36-3375.39) which places accountability for library funds upon the Fiscal Officer.

2. OTHER ACTIVITIES

The Fiscal Officer shall inform the Board of any significant activities that have strong potential for interfering with the job, and of offices held in associations beyond that normally expected by the job description.

3. COMPENSATION

The compensation rate is \$21.22 per hour. The Fiscal Officer will provide all hours of work needed to accomplish the responsibilities and tasks associated with this position. She will schedule these hours at her own discretion with the majority of those hours of work occurring during regular library business hours. Total hours worked will not exceed 1100 hours in a single pay year. Payroll is issued on the Thursday following the end of each pay period and may be adjusted as needed to accommodate holidays. A one-time service award of \$210.00 will be paid in the second pay period of the 2021 pay year.

4. BENEFITS

The Fiscal Officer's benefits are calculated in accordance the benefits provided to full-time employees as described within the MPL Employee Handbook and in like manner as those for all

other full-time employees of MPL, with the exception of the crediting of vacation and sick leave as described below.

Vacation: The Fiscal Officer will be credited with 120 hours paid vacation to be available as of December 28, 2020. The Fiscal Officer may carry over from calendar year to year up to a maximum of 60 hours unused vacation leave from the previous year.

Sick Leave: The Fiscal Officer will be credited with 90 hours paid sick leave to be available as of December 28, 2020. The Fiscal Officer may carryover from calendar year to year up to a maximum of 720 hours credited but unused sick leave.

Personal Leave: The amount of paid personal leave will be set at 12 hours paid personal leave for use on or between December 28, 2020 and December 26, 2021.

Professional Organizations: The Library will pay the cost of the Fiscal Officer's annual individual membership in the Ohio Library Council.

5. RETIREMENT

The Board provides retirement benefits through the Fiscal Officer's enrollment in the Ohio Public Employees Retirement System (OPERS). The Board will contribute an amount equal to 14% (or any other amount as required by law) of the Fiscal Officer's income to this retirement fund. The Fiscal Officer will be responsible for paying an amount equal to 10% of her gross income (or any other amount as required by law) to OPERS through payroll deduction. If there are any changes made in the OPERS program by the Ohio Legislature during the term of this contract, this arrangement may be adjusted accordingly.

6. INDEMNIFICATION

MPL shall indemnify, defend and hold and save the Fiscal Officer, her heirs, administrators or executors and each of them harmless from any and all actions and causes of action, claims, demands, liabilities, losses, damage or expenses, of whatsoever kind and nature, including judgments, interest and attorney fees and all other reasonable costs, expenses and charges which the Fiscal Officer, her heirs, administrators, or executors and each of them, for any reason resulting from the Fiscal Officer's, her heirs, administrators or executors and each them carrying out the terms and conditions of this agreement, except for gross negligence, willful misconduct, or criminal acts or omissions on the part of the Fiscal Officer and provided further that the Fiscal Officer, her heirs, administrators, executors or one of them promptly notifies the Board of adverse claims or threatened actual lawsuits. The Fiscal Officer shall provide complete cooperation to the Board, its attorneys and agents in such case to the extent possible. The Board may provide insurance to carry out its responsibilities under this section.

7. EVALUATION

The Board will review the performance of the Fiscal Officer annually, and the Board's Personnel Committee will inform the Fiscal Officer of the results of the evaluation.

8. TERMINATION

8.1 By the Board

The Board may terminate this agreement under the following circumstances and upon payment of all accrued salary and unpaid vacation:

8.1.1 In the event of death of Fiscal Officer

8.1.2 If the Fiscal Officer is unable to perform the duties by reason of medically certified permanent physical or mental disability for a period of four months and upon 30 days prior written notification of intent to terminate because of such absence or inability.

8.1.3 With or without cause, if the Fiscal Officer is given eight week's notice or an amount equal to eight week's current salary, together with continuation of any existing insurance benefits during such eight week period, providing that the Fiscal Officer has not been charged and convicted with any dishonest fraudulent or criminal act(s). No additional paid benefits shall accrue (e.g., vacation, sick leave, or paid personal benefit time). Acceptance by the Fiscal Officer of such in lieu of notice, pursuant to this provision, shall constitute a waiver and release by the Fiscal Officer of any and all claims or causes of action the Fiscal Officer may have against the Board, its employees, agents or assigns, arising from the Fiscal Officer's employment with the Board or termination thereof. The Fiscal Officer may be required to execute a release in consideration of or receipt of such termination benefits.

8.2 By the Fiscal Officer

The Fiscal Officer may terminate this agreement by giving written notice to the Board eight weeks prior to the desired date of termination. During this eight week period, the Fiscal Officer shall agree to perform all usual and customary duties of the office. If the Fiscal Officer fails to give such notice, the Fiscal Officer shall receive only the salary earned to the date of termination, and shall not be entitled to payment for accrued but unused vacation.

9. SEVERANCE COMPENSATION

In the event of refusal by the Board to renew this agreement the Fiscal Officer shall continue to receive full insurance benefits and salary (equivalent to a 20 hour work week) during an eight

week severance period, though no additional paid benefits shall accrue (e.g., vacation, sick leave, or paid personal benefit time).

10. AMENDMENTS

This agreement may be altered or amended at any time by mutual written consent of the Fiscal Officer and the Board.

11. TERM OF CONTRACT

The Board hereby hires and retains Fiscal Officer for the term from December 28, 2020 through to the Library Board's Organizational Meeting in January, 2022. Upon its effective date, this agreement supersedes all previous agreements between the Fiscal Officer and the Board.

12. OTHER PROVISION

12.1 Bond - The Board shall maintain a fidelity bond on the Fiscal Officer in the amount of \$35,000. Inability to be bonded could result in termination of the Fiscal Officer.

12.2 Applicable Law - This agreement shall be governed in accordance with the laws of the State of Ohio.

12.3 Other than terms explicitly provided as in Sections 8 and 9, no further compensation is implied nor expected upon voluntary or involuntary separation.

Fiscal Officer

Date of Signature

President, Board of Trustees

Date of Signature

December 2020 Youth Services Report

Holiday Fun began December 1 at the library. In addition to the "new" regular line-up of virtual story times and other videos, the library features the Happy Little Canvases showcased throughout the library. Artists of all ages returned painted mini canvases, which staff displayed throughout the library including the showcase, fireplace, landing to Youth Department and decorated tree at the bottom of the staircase. Patrons may choose any or all of three take home ornament crafts offered throughout December. The ornaments will be available (one per week) provided by the Minerva Area Chamber of Commerce, SPARK, and the Minerva Public Library Youth Department. Elves answered the drive thru window Saturday, December 12 and patrons may come inside to take a family photo in the fireside room.

A few families are catching on to the scheduled story times. Patrons meet with Laken or other department person who will present a 15 minute story time for the individual family. Sarah continues new ideas for Teen Totes and several times students came in just to grab their craft to take home.

A farewell to 2020 is in order. The faithful Youth Services Staff: Laken Hamilton, Lisa Lutes, Sarah Pearson, and Kendra Selby endured complete upheaval to library services formerly enjoyed by all less than one year ago. Completely shut down, open for curbside, and open to the public with no familiar programming were three of the many stages of adjustments made. All experienced grief for the relationships with patrons lost, for the former routines changed, planned programs canceled, and the future plans placed on hold until an unknown time. This group showed much resilience throughout the pandemic thus far by cooperating with new rules including masks and extra cleaning duties, by creating new programming virtually and with take home ideas to connect with patrons, and by continuing their cheerful attitudes for the patrons who do visit. A grateful thank you to each of them for keeping the Youth Department running as normally as possible given the circumstances.

Statistics for November:

Side Door Count: 296

MES: 16 visits/ 296

Study Rooms Use: 14

Reference Questions: 447

Teacher collections: 13 requests /250 books

Programs: Virtual Story Time 5/445 views, Virtual Book Bites and other recorded messages 7/ 125views, Teen Totes (3 crafts/ 59), Scheduled Story Time 5/16 patrons, Story Walk Crafts (8... 30 total for October and November)

Donations in November: 1 hard cover, 1 DVD

Outreach to MES: 4 visit/ 94

Computer Use: 59

Other Questions: 10

Kathy Heller

Youth Services Manager

12/10/2020

Director's Report-December, 2020

Building and Grounds: Standard Plumbing started work on the HVAC control replacement on December 9. The techs are making good progress, and it should come as no surprise that they also have discovered additional problems. Most of these are pieces of equipment that need to be replaced, and are of minor expense, including a low water sensor for the humidifier, and two fresh air damper actuators for the furnaces. However, the AC condenser control panel seems to be dead. It was working when the repairman was out in November to restart the AC, but now is dark. It will be an expensive fix, but doesn't need to be repaired or replaced now. Standard Plumbing will provide me with some choices on how to tackle the problem, and the work can wait until we get closer to the cooling season.

Projects: I've continued to work on weeding the fiction collection. Using donated books, I put together seven book baskets as prizes for the Chamber of Commerce 12 Days of Christmas Raffle.

Meetings: I attended a Zoom meeting of area library directors on December, and the Chamber of Commerce Board meeting on December 16.