

**Minerva Public Library Board of Trustees
Minutes of the June 23, 2022 Regular Meeting**

Note: the May, 2022 Regular Meeting was cancelled for lack of a quorum.

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

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

Adjustments to the Agenda: Mr. Dillie had draft resolutions ready if needed following the discussion of wages under new business.

Public Participation: none

Minutes: Dr. Beard moved to **Approve** minutes of the April 28, 2022 Regular Board Meeting as presented. Ms. Miller seconded. Motion carried without dissent.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 241 out of 294 (82%) of eligible children in the library's service area were signed up for the Imagination Library. He shared graphs from the Stark Library showing that the registration of Minerva kids by age is divided pretty evenly across the eligible age range. Mr. Dillie also reported that Stark Library has arranged with Mercy Hospital to provide imagination library sign-up information to the parents of all new-borns at the hospital.

Library Service During Pandemic Update: demand for test kits is low but steady, with the staff handing out perhaps 25-30 kits a week. The library has resumed receiving monthly shipments of test kits from the Ohio Dept. of Health, after putting the shipments on hold when local demand for tests dropped off to almost nothing in the spring. Mr. Dillie reported that some staff have tested positive again for COVID, or are symptomatic, but that transmission does not seem to be at the library, rather it's among family members.

Fiscal Officer's Report

Dr. Beard moved to **Accept** the monthly financial documents for April and May, 2022 and **to Approve:** the monthly report from the Fiscal Officer. Ms. Birks seconded. Motion carried without dissent.

Ms. Davies presented her monthly report. (Attachment A)

PLF Distribution: The June PLF receipts are \$73,659, a 14% decline from the \$86,843 received in June, 2021. However, the June, 2021 receipts were exceptionally high for

the month because state income tax filing was delayed until May last year. The May PLF receipts are \$96,269, a 50% increase over the \$65,604 received last May. May is usually a high revenue month because of the April income tax filings, but this increase is larger than any seen in many years. So far this year, PLF is running well ahead of both the July and December estimates for 2022.

2022 General Fund Net Position

April Revenue	= \$ 56,586	Total Year-to-Date Revenue	= \$335,317*
April Expenses	= \$ 56,362	Total Year-to-Date Expenses	= \$417,314**
Difference	\$ 224		\$ -81,997
May Revenue	= \$97,116	Total Year-to-Date Revenue	= \$432,433*
May Expenses	= \$46,068	Total Year-to-Date Expenses	= \$463,383**
	\$51,098		= \$ -30,950

*Includes \$75,013.00 restricted contribution

**includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

Revenue	\$357,420
Expenses	\$265,383
Difference	\$ 92,037

General Fund Expenses are Percentage of Appropriation on December 31

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$465,383	49%

*includes \$200,000 total transfer out to Capital

Operating Expenses as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$265,383	35%

Unique Management: billed the library \$88.65 for 9 placements in April, and \$68.95 for 7 placements.

New Business

COVID-Related Sick Leave Extension—Mr. Dillie reviewed the library's sick leave practice in regards to COVID. In 2020 employers were required under the FFCRA to offer additional paid sick leave specifically for COVID related time off; that requirement expired at the end of that year. The library extended that same benefit in 2021 on its own initiative, but it was not extended in 2022. Although library staff did not take COVID time-off during 2020 or 2021, there have been several cases of staff testing positive for COVID this year. In accordance with CDC guidelines as required by the library, those staff have stayed home and used their own accrued paid leave to cover the time off. Unfortunately, for several staff, complying with the guidelines has resulted in exhausting their accrued paid leave. Mr. Dillie is concerned that without providing some additional COVID specific leave, the library is creating a disincentive for staff to stay home from work when they have been exposed to COVID or have tested positive. As far as we can tell, staff who have contracted COVID this year have done so from family members or in public social situations, not at work at the library. In order to provide staff with the incentive to stay home, Mr. Dillie suggests two initiatives.

Emergency Sick Leave—the library will provide up to two weeks of paid emergency sick leave for COVID-19 related absences under current CDC guidelines for staying home from work. This emergency leave is provided by the library as needed to individual staff only under the specific conditions as described. It is separate from the regular paid leave accrued by staff. The additional leave and the conditions for its use are described in the attachment which will be distributed to all regular staff. Dr. Beard asked whether it would make sense to provide this leave retroactive to January 1. Mr. Dillie said he expected that there would be staff who would test positive later in the year, and that he'd prefer to start everyone at the same place with this extra leave now, rather than have it applied retroactively which would result in some of the staff using up most of this new right away leave to cover illness earlier this year.

Dr. Beard moved to **Approve Resolution 22-06-01**: to extend the emergency sick leave benefit as described (Attachment B) from June 20 through December 31, 2022. Ms. Ruff seconded. Motion carried without dissent.

Credit for Used Sick Leave: this year four employees have had to take extended time off because of positive COVID tests. In some instance the employee exhausted both accrued sick and vacation leave while staying home from work as recommended by current CDC guidelines. Since the library has now reinstated additional emergency sick leave, it would be fair to provide some sick leave credit to those employees who were not able to use that emergency leave earlier this year. Doing so levels the field for all employees in that everyone will now have some accrued regular sick leave and the newly instated COVID leave.

Dr. Beard moved to **Approve Resolution 22-06-02**: to credit back employees who took COVID-related time off as recommended by CDC guidelines in 2022 with one week of paid sick leave, i.e. 40 hours of leave for full-time and 20 hours of leave for part-time.

The leave is regular sick leave and will be credited to the employee effective June 27, 2022. Ms. Ruff seconded. Motion carried without dissent.

Tax Budget: the library must submit a tax budget every year to indicate that it does have the intention of spending expected revenue in the next year. However, we will not receive the first official 2023 PLF estimate until July, and must make do now with our own judgment of revenue. The presented draft uses an average of the last five years PLF receipts for 2023 PLF revenue and assumes a 5% increase in staffing costs. The tax budget is a placeholder until the library receives new estimates for next year.

Ms. Birks moved to **Approve Resolution 22-06-03:** to approve the 2023 Tax Budget as presented. (Attachment C) Ms. Miller seconded. Motion carried without dissent.

New Employee: the library has hired Anna Minor for the open part-time Library Associate I position. Anna started May 31.

Dr. Beard moved to **Approve Resolution 22-06-04:** to approve hiring Anna Minor as a part-time Library Associate I at base wage for that job classification of \$10.47 an hour. Ms. Ruff seconded. Motion carried without dissent.

Health Insurance Rates: SCOG has provided the 2022-2023 rates for employee health insurance. The new rates are a 7% increase over the current rates; that is the largest annual increase that we have seen since joining the consortium. One premium holiday month has been allocated for the coming insurance year. As has been the practice for several years now, SCOG is prorating the small premium differential charge for the holiday month into the monthly premium cost. With the built-in charge, the single coverage monthly premium is now \$885.72 compared to \$826.16, and the family coverage premium is now \$2,151.62 compared to \$2,006.86. In June of last year, the Board approved a substantial increase in the library's monthly subsidy for employee health insurance premiums to \$619 a month for single coverage and \$1,304 a month for family coverage, with the employee responsible for the difference in cost. The library usually chooses a premium holiday month from those months that have three paydays; the library's savings on the premiums covers part of the cost of the third payday in the month.

Ms. Miller moved to **Approve Resolution 22-06-05:** to accept the new monthly health insurance premium rates of \$885.72 for single coverage and \$2,151.62 for family coverage effective with the July, 2022 premium month. Ms. Birks seconded. Motion carried without dissent.

Ms. Miller moved to approve **Approve Resolution 22-06-06:** to set December, 2022 as the health insurance premium holiday month. Ms. Birks seconded. Motion carried without dissent.

Current Wage Structure: Mr. Dillie provided the Board with a history of wage increases, and hours cut, over the past 20 years, and with the calculations of the cost of providing a mid-year raise compared with leaving wages alone. (Attachment D). Although the wage scale was adjusted for the classified at the start of this pay year, and the Board approved a 5% raise for all classified positions, inflation has eaten the value of that increase. The wage increase history provided shows that the library has offered some raise in most years, but has also cut hours of work for all employees for multiple years, thus imposing repeated pay cuts on staff. Because of the dramatic increase in PLF revenue last year and this year, a 3% raise now is certainly affordable. The attached calculations show that the additional year-to-year cost of the raise is easily covered by just some of the extra revenue received this May. General discussion among the Trustees showed agreement with both the purpose and the amount of the raise.

Ms. Birks moved to **Approve Resolution 22-06-07** to approve a 3% raise for all classified staff who have been working in their current positions for at least six months. The raise is effective with the pay period beginning on June 27, 2022. Raises are calculated as a percentage of the midpoint of each job classification's pay range. Ms. Ruff seconded. Motion carried without dissent.

Dr. Beard moved to **Approve Resolution 22-06-08:** to approve a 3% for the Fiscal Office effective with the pay period beginning on June 27, 2022, and to approve an amendment as presented to the Fiscal Officer's current employment agreement to reflect this change. (Attachment E) This raise is calculated as a percentage of the Fiscal Officer's current hourly rate. Ms. Ruff seconded. Motion carried without dissent.

Dr. Beard moved to **Approve Resolution 22-06-09:** to approve a 3% raise for the Library Director effective with the pay period beginning on June 27, 2022 and to approve an amendment as presented to the Director's current employment agreement to reflect this change. (Attachment F) This raise is calculated as a percentage of the Director's current hourly rate. Ms. Birks seconded. Motion carried without dissent.

Adjustment to the Fiscal Officer's Hours of Work: Ms. Davies requested that the Board amend her employment agreement to allow her to work fewer than 40 hours in a pay period. She is caught with all the requirements, and the audit is over. Continuing to keep up to date will not require 40 hours every two weeks. Since she is paid per hour, reducing the hours of work also saves money for the library.

Dr. Beard moved to **Approve Resolution 22-06-10:** to approve an amendment to the Fiscal Officer's employment agreement as presented (Attachment G) to allow flexibility in the number of hours accounted for in each pay period effective with the pay period beginning June 27, 2022. Ms. Ruff seconded. Motion carried without dissent.

Correspondence

A patron letter expressed satisfaction with how staff dealt with after school disruptions was shared with the Board.

Director's Report

Ms. Ruff moved to Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Ms. Miller seconded. Motion carried without dissent.

Annual Library Statistics: April door count was 5024, up 48% up from April of last year, and down 52% from the count in April, 2019. May door count was 4270, a 31% increase over May, 2021, and a 55% decrease from May, 2019. In-house circulation is up .7% now for the year. Checkouts at the desks are running well ahead this year, but renewals are down. Total circulation was up almost 10% in May over May, 2019, but total for the year is still running behind 2019. This May saw the largest Hoopla circ ever—781 checkouts.

Acknowledge Gifts—April and May

Restricted Individual Contributions to the General Fund

(business donations for youth summer reading) \$ 650.00

Unrestricted Individual Contributions to the General Fund

\$ 469.97*

Total Restricted and Unrestricted

\$ 1,119.97

*Includes \$145.03 from JDZ Sales for online sale of discards; \$100 from John Oyer

In-kind Gifts

Anonymous 20 hardcovers; 16 trade paperbacks; 10 DVDs

Ms. Ruff moved **to adjourn** the meeting at 7:40 pm. Dr. Beard seconded. The next Regular Board Meeting will be held on July 28, 2022 at 6:30 pm in the Community Meeting Room.


Board Secretary


Date

Attachment A, Minutes of the June 23, 2022 Regular Board Meeting

Minerva Public Library

Board Meeting

06/23/2023

Christina Davies, Fiscal Officer Report

April 2022

Revenue \$56,585.98

Appropriation's \$56,361.95

224.03

Overview: \$200,000.00 transfer from General Revenue to Capital per Board request

Assets: cash \$793,659.56

Education: FO attended the OLC conference for Fiscal Officers in Columbus for annual 10 hours of inservice education.

Once that was complete, the FO noticed the General Revenue account (Fund Status Report) noted we only had \$6065.19 to pay bills as of 04/30/2022. An investigation was started and Mary Ellen Gooding was consulted to help problem solve the problem.

May 2022

Revenue \$97,115.59

Appropriations 48,068.19

49,047.40

Assets: cash \$842,706.96

Attachment A, Minutes of the June 23, 2022 Regular Board Meeting

Overview: At the last meeting the FO met with the finance committee for directions of the investment opportunities given to us. They suggested I move all CD's as they mature to the CNB savings account until Fall 2022 when the interest rates hopefully increase then will discuss reinvestment.

State Audit: The FO assisted Alger and Associates with the biannual audit for 2020 and 2021.

As of 5/31/2021 the FO noticed the Fund Status increased for the General account to \$54,266.16. An appointment was made with Mary Ellen Gooding to correct the account on 06/22/2023

June 2022

State Financial Audit:

Received the report from Alger and Associates the library received no exceptions!

BWC Audit:

An audit that was new to the FO. OAC 4123-17-17 provides BWC the right to audit employers. On 06/13/2022 Ms. Burke stated that "payroll was under reported but coded correctly". I did not know you must subtract cafeteria plans and OH 457=reportable payroll. The report was off \$ 26,861.00. A note has been put in for FY2022. Charge approximately \$77.00

CD106631829 for \$111,017.66 was closed and transferred to the CNB Saving Account on 06/13/2022.

Fund Status-General Revenue

Yesterday, the FO met virtually with Mary Ellen Gooding UAN Consultant. On the Fund Status Report under General (Investments (Non-Pooled) two accounts were incorrectly categorized which could have restricted our cash flow. We closed the CNB savings account, and HNB Savings account, then reopened them under the correct category. AS of 06/22/2022, the General account has \$236,533.21 of which \$120,266.92 which is non-pooled (restricted). Those accounts are all of the CD's at Consumers Bank. As these CD mature, they will be changed to Pooled so there is not restriction.

These accounts were set up many years ago and have been categorized. I spoke with Mr. Dillie during these findings. The FO goal is to eventually have NO non-pooled investments so the money is not tied up. Keeping it simple! I am relieved we have fixed it going forward.

Eglie Trust

The transfer from General Revenue to Capital was completed yesterday per board request.

06/23/2022 Financial Picture

General \$356,800.13

Capital \$497,703.59

All Funds \$854,503.72

Attachment B, Minutes of the June 23, 2022 Board Meeting



(715) Sick Leave- Addendum

As approved at the June 23, 2022 Regular Board Meeting

Purpose: To provide additional sick leave to enable employees to comply with CDC COVID guidelines regarding staying at home or returning to work. This policy will be in effect from June 20, 2022 until December 31, 2022, and may be adjusted to reflect changes in CDC guidance. The Library's existing (715) Sick Leave policy still applies to all other reasons for sick leave outside of the qualifying reasons in this policy addendum.

Emergency Paid Sick Leave

Qualifying Reasons

All full time and part time employees unable to work due to one of the following reasons:

1. The employee has tested positive for COVID-19.
2. The employee has been exposed to someone who has COVID-19 and the employee is unvaccinated or has vaccines that are not up-to-date.

Amount of Paid Sick Leave

All full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Part-time employees will have up to 40 hours of paid sick leave available to use for the qualifying reasons above. This leave does not accrue and will not carry over into 2023.

Rate of Pay

Emergency sick leave used under this policy will be paid at the employee's regular rate of pay.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy for the qualifying reasons stated above before using any other accrued paid time off.

Procedure for Requesting Emergency Paid Sick Leave

Employees must provide written notice to their Manager and the Library Director of the need and specific reason for leave under this policy. Verbal notification will be accepted until it is practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and their manager must determine reasonable procedures for the employee to report periodically on the employee's status, and intent to continue to receive paid sick time.

Attachment C, Minutes of the June 23, 2022 Regular Board Meeting

2023 Minerva Public Library Tax Budget
May, 2022

2023 Revenues:		
General Fund: Unencumbered Carryover Balance 12/31/2022		250,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/23	250,000.00
	Public Library Fund	690,332.00
	Other Revenues	19,192.00
	TOTAL REVENUES	709,524.00
	TOTAL REVENUES + Carryover Balance	959,524.00

Capital Projects Fund: Carryover 12/31/2022 unrestricted		450,000.00
	Carryover 12/31/2022 restricted	91,014.00
	TOTAL REVENUES	1,250,538.00
	TOTAL REVENUES + Carryover Balance	1,500,538.00

2023 Expenditures:		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	382,154.00
1000-100-200-0000	Employee Benefits	95,287.00
1000-100-300-0000	Purchased & Contracted Services	140,000.00
1000-100-400-1000	Library Materials and Information	95,000.00
1000-100-450-0000	Supplies	15,900.00
1000-100-500-0000	Other Objects	25,000.00
1000-700-700-0000	Capital Outlay	2,000.00
	TOTAL EXPENDITURES before other financing & uses	755,341.00
1000-990-910-0000	Transfers - Out to Capital Fund	25,000.00
	TOTAL OTHER FINANCING SOURCES & USES	25,000.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	780,341.00

4001 Capital Projects Fund Expenditures		
	TOTAL EXPENDITURES before other financing & uses	30,000.00
	TOTAL OTHER FINANCING SOURCES & USES	0.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	30,000.00

ALL FUNDS -	TOTAL PERMANENT APPROPRIATIONS 2023	810,341.00
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Notes

Revenue estimate averaged from past five years actual PLF and other sources
Expenditures assume 5% increase in staffing costs, other expenses left as 2022

**Attachment D, Minutes of the June 23, 2022 Regular Board Meeting
2022 Mid-Year Raise Proposal Cost Comparison**

Current Budget	Projection for Current Budget				
	2022 Appropriation	2023	2024	2025	2026
		Assumes 3% annual raise for hourly staff			
Regular Staff	\$348,323.04	\$357,389.58	\$366,476.79	\$375,584.45	\$384,713.19
Substitutes	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
OPERS	\$49,465.23	\$50,734.54	\$52,006.75	\$53,281.82	\$54,559.85
Medicare	\$5,123.18	\$5,254.65	\$5,386.41	\$5,518.47	\$5,650.84
Total Staff Cost	\$407,911.45	\$418,378.77	\$428,869.95	\$439,384.75	\$449,923.88

2022 Cost of 3% raise effective June 27 for all staff

Regular Staff	\$5,147.38
Substitutes	
OPERS	\$720.63
Medicare	\$74.64
Total Staff Cost	\$5,942.65

Mid-Year Raise	Projection for Adjusted Budget				
	2022 Adjusted	2023	2024	2025	2026
		Assumes 3% raise for classified staff			
Regular Staff	\$348,026.02	\$367,542.81	\$373,925.09	\$382,330.37	\$388,896.00
Substitutes	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
OPERS	\$49,423.64	\$52,155.99	\$53,049.51	\$54,226.25	\$55,779.50
Medicare	\$5,118.88	\$5,401.87	\$5,494.41	\$5,616.29	\$5,777.16
Total Staff Cost	\$407,568.54	\$430,100.67	\$437,469.01	\$447,172.91	\$455,452.66

Annual Difference	-\$342.91	\$11,721.90	\$8,599.06	\$7,788.16	\$5,528.78
Cumulative Difference		\$11,378.99	\$19,978.05	\$27,766.21	\$33,294.99

Notes

- 2022 Adjusted budget includes actual cost of new hire LA I on May 31, and still open LA 1 position
- Both projections included cost of open part-time LAI position; and assume veteran LA 1 staff will continue until 2026
- Original projection assumes annual raise for Fiscal Officer
- Neither projection assumes a raise for the Director after this mid-year adjustment

Attachment D, Minutes of the June 23, 2022 Regular Board Meeting

MPL Wage Increase History

Pay Year	%	
2000	3	
2001	5	average of raises given as dollar amount not percentage increase
2002	3	
2003	3	
2004	2	
2005	3	average of raises given as dollar amount not percentage increase
2006	3	
2007	3	
2008	3	
2009	1.5	15% cut in hours August-December=5.7% annualized pay cut
2010	0	10 % cut in hours, four furlough days=11.5% pay cut
2011	1	5% cut in hours, four furlough days=6.5% pay cut; raise effective 7/11/11
2012	2	four furlough days=1.5% pay cut
2013	1.5	four furlough days=1.5% pay cut; new wage classification table implemented
2014	2	
2015	2	
2016	3	
2017	2.5	
2018	0	10% cut in hours worked beginning Pay Period 5, = 8.5% annualized pay cut
2019	3	
2020	3	raised wage ranges all classifications except custodian, 3% raise off new midpoint reduced hours of work 20% for all staff on June 5; 8% annualized pay cut; full time staff on shared work and receiving federal COVID payments
2021	4	reduced hours of work continue until August 23; 14% annualized pay cut; full time staff continue on Sharedwork with federal COVID relief payments
2022	5	raised wage ranges for all classifications and then 5% raise off midpoint for all classified staff

Attachment E, Minutes of the June, 23, 2022 Regular Board Meeting

Amendment to the Fiscal Officer Employment Agreement
Minerva Public Library
677 Lynnwood Dr.
Minerva OH 44657

It hereby agreed by and between the Board of Trustees of the Minerva Public Library, hereinafter called the "Board" and Christina Davies, hereinafter called the "Fiscal Officer," that the employment agreement between the Board and Fiscal Officer, for the pay year beginning December 27, 2021 and ending on December 25, 2022 shall be amended in the following manner.

The hourly rate of pay for the Fiscal Officer shall be increased from \$21.22 an hour to \$21.85 beginning with the June 27, 2022 pay period and continuing through December 25, 2022. This increase in pay is comparable to the 3% raise granted to all classified hourly library staff beginning with the June 27, 2022 pay period.

Fiscal Officer

Date of Signature

President, Board of Trustees

Date of Signature

Attachment F, Minutes of the June 23, 2022 Regular Board Meeting

Amendment to the Director Employment Agreement
Minerva Public Library
677 Lynnwood Dr.
Minerva OH 44657

It 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 employment agreement between the Board and Director, for the pay year beginning December 27, 2021 and ending on December 25, 2022 shall be amended in the following manner.

The annual compensation rate for the Director shall be increased to 67,683.20 with \$2,564.80 paid biweekly from December 27, 2021 through June 26, 2022 and \$2,641.60 paid biweekly from June 27, 2022 through December 25, 2022.

This increase in pay reflects a change in compensation from \$32.06 an hour to \$33.02 and is comparable to the 3% raise granted to all hourly library staff beginning with the June 27, 2022 pay period.

Director

Date of Signature

President, Board of Trustees

Date of Signature

Attachment G, Minutes of the June 23, 2022 Regular Meeting

Amendment to the Fiscal Officer Employment Agreement
Minerva Public Library
677 Lynnwood Dr.
Minerva OH 44657

It hereby agreed by and between the Board of Trustees of the Minerva Public Library, hereinafter called the "Board" and Christina Davies, hereinafter called the "Fiscal Officer," that the employment agreement between the Board and Fiscal Officer, for the pay year beginning December 27, 2021 and ending on December 25, 2022 shall be amended in the following manner.

The hours of work or authorized leave to be accounted for within each pay period may vary between 30 and 40 at the discretion of the Fiscal Officer. She will use her judgement to determine the number hours of needed to complete all necessary and required work, with the majority of hours of work taking place at the library. It is understood that on occasion more than 40 hours of work might be required in a pay period, but that in general, paid hours will not exceed 40.

This amendment is effective from June 27, 2022 through December, 25, 2022.

Fiscal Officer

Date of Signature

President, Board of Trustees

Date of Signature