

**Minerva Public Library  
Board of Trustees**

**January, 2022**

**Annual Organization  
meeting and monthly  
Regular Meeting Packet**

**Minerva Public Library Board of Trustees  
2022 Annual Organization Meeting  
January, 2022 Regular Meeting  
January 27, 6:30 pm in the Library Community Meeting Room**

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

**Annual Organization Meeting Business**

Election of Officers for calendar year 2022. 2021 Officers are listed in parenthesis.

President (Roger Bartley) \_\_\_\_\_

Vice President (Dick Rutledge) \_\_\_\_\_

Secretary (Virginia Birks) \_\_\_\_\_

Appointment of Library Committee Members for organizational year 2022 (2021 members in parenthesis)

Building & Grounds (Birks, Ruff, Rutledge) \_\_\_\_\_

Finance & Audit (Bartley, Repella, Rutledge) \_\_\_\_\_

Personnel (Repella, Ruff, Rutledge) \_\_\_\_\_

Policy Committee (Birks, Miller, Beard) \_\_\_\_\_

Development Chair (Bartley) \_\_\_\_\_

**Establish** meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) \_\_\_\_\_

**Accept:** Monthly regular Board meeting calendar for 2022. Meetings will be held at 6:30 p.m. on the 4<sup>th</sup> Thursday of each month (except for the months of November and December when the meeting will be held the 3<sup>rd</sup> Thursday of the month) or otherwise as may later be scheduled by the Board. The 2022 regular meeting schedule is:

January 27	May 26	September 22
February 24	June 23	October 27
March 24	July 28	November 17
April 28	August 25	December 15

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website prior to the monthly meeting.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2022, resolutions are numbered 22-01-01, 22-01-02, 22-01-03, etc.

**Executive Session:** the Board will discuss the terms of the Fiscal Officer's Employment Agreement for 2022.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Time: \_\_\_\_\_

Roll Call: \_\_\_Bartley \_\_\_Beard \_\_\_Birks \_\_\_Miller \_\_\_Repella \_\_\_Ruff \_\_\_Rutledge

Return to Regular Session

Motion \_\_\_\_\_ Second \_\_\_\_\_ Time: \_\_\_\_\_

**Hiring Library Administrators**

The Board approved the performance reviews on the Director and Fiscal Officer at the November meeting.

**Approve Resolution 22-01-01:** to hire Tom Dillie as the Director of the Minerva Public Library with the same salary as 2021, and under the conditions stated in the employment agreement, from January 27, 2022 through the January, 2023 Organization Meeting.

**Approve Resolution 22-01-02:** to hire Christina Davies as the Fiscal Officer of the Minerva Public with the same hourly wage as 2021, and under the conditions stated in the employment agreement, from January 27, 2022 through the January, 2023 Organization Meeting.

**Administering oath of Office to Fiscal Officer**

Board President Bartley will administer the oath of office to Fiscal Officer Davies.

*Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?*

**Enact enabling resolutions:**

**Approve Resolution: 221-01-03:** that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2022 and continuing through to the 2023 Organization Meeting.

**Approve Resolution: 22-01-04:** that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2022 and continuing through to the 2023 Organization Meeting, as long as said expenditures fall within the 2022 or 2023 Appropriation Resolution(s) adopted by the Board of Trustees.

**Approve Resolution: 22-01-05:** that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2022 and continuing through to the 2023 Organization Meeting, as long as said expenditures fall within the 2022 or 2023 Appropriation Resolution(s) adopted by the Board of Trustees.

**Approve Resolution: 22-01-06:** to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2021 and continuing through to the 2023 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Approve Resolution: 22-01-07:** that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2022 and continuing through to the 2023 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

**Approve Resolution: 22-01-08:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2022 and continuing until the 2023 organizational meeting, as long as said bills fall within the 2022 or 2023 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year

2022 and continuing through to the 2023 Organization Meeting as approved by the Board.

**Approve Resolution: 22-01-09:** that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2022 and continues through to the 2023 Organization Meeting.

**Approve Resolution 22-01-10:** that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2022 and continuing through to the 2023 Organization Meeting.

**Approve Resolution 21-01-11:** to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2022 and through to the 2023 Organization Meeting.

### **Regular Meeting Business**

**Minutes:** Approve minutes of the November 18, 2021 Board Meeting, and December 21, 2021 Special Board Meeting. Accept the minutes of the January 20, 2022 Personnel Committee 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 and December, 2021.

**PLF Distribution:** The December 2021 PLF receipts were \$66,562, 10% more than the \$60,099 received in December, 2020. PLF Receipts for 2021 totaled \$823,456

which is 33% more than the December, 2020 PLF estimate of \$614,629 which the library used for budgeting. This is the largest annual PLF receipt since the \$830,420 the library received in 2018. January PLF receipts are \$66,584, 7% more than the \$58,255 received in January, 2021.

**2021 General Revenue Net Operating Position**

Nov. Revenue =	\$64,101	Total Annual Revenue =	\$727,855
Nov. Expenses =	<u>\$71,606</u>	Total Annual Expenses =	<u>\$715,711*</u>
Difference	(\$ 7,505)		\$ 12,174

Dec. Revenue =	\$67,350	Total Annual Revenue =	\$795,225
Dec. Expenses =	<u>\$57,925</u>	Total Annual Expenses =	<u>\$773,636*</u>
Difference	\$ 9,425		\$ 21,589

**General Fund Expenses are Percentage of Appropriation on December 31**

<u>2021 Appropriation *</u>	<u>Current 2021 Expenses*</u>	<u>As Percentage</u>
\$893,911	\$773,636	86%

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

**Operating Expenses as Percentage of Appropriation**

<u>2021 Appropriation</u>	<u>Total 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$593,636	83%

**Carryover:** As of December 31, the General Fund balance was \$451,000.

**Unique Management:** Unique Management's November invoice was \$35.80 for 4 placements. The December invoice was \$17.90 for two placements.

**New Business**

**Permanent Appropriation:** because the library had not appropriated the extra revenue received in 2021 that money was not available to transfer from General Revenue to Capital in December. Therefore, the Board will need to rescind the transfer approved at the December Special Meeting, and amend the 2022 permanent appropriation to show the proper carryover and a transfer out for this budget year. Copies of the original appropriation and amended appropriation are included in the Packet.

**Approve Resolution 22-01-12** to rescind resolution 21-12-01 regarding the amended 2021 appropriation and transfer out to Capital.

**Approve Resolution 22-01-13** to amend the 2022 permanent appropriation as presented.

**Unused Vacation Payout:** draft language is included in the Board Packet to amend section 710 of the Employee Handbook to bring the policy of payout for unused vacation leave for administrative positions in line with the current payout policy for classified positions. The policy language is included in the Board packet.

**Approve Resolution 22-01-14:** to revise section 710 of the Employee Handbook as presented.

**Credit Card Compliance:** as required by statute, Mr. Dillie reported is complying with State law governing the use of credit cards by public agencies.

**Correspondence**

Mr. Bartley received a letter this month regarding the behavior of middle school students after school. He has replied to the patron.

**Director's Report**

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

**Annual Library Statistics:** Door count for 2021 was 42,579, 1.4% less than the 43,199 count for 2020. 2021 count was 43% of 2019's count of 98,569. Total in-house circulation (physical checkouts plus renewals) was up 9.7% over 2020. Total circulation, which includes loans to other libraries and downloadable content, was 218,361, up 9% from 2020, Downloadable content saw another record year at 22,636 checkouts which is 10% of total circulation.

**Accept Gifts—November and December**

<b>Restricted Individual Contributions to the General Fund</b>	\$ 00.00
<b>Unrestricted Individual Contributions to the General Fund</b>	\$ 833.55*
<hr/>	
Total Restricted and Unrestricted	\$ 833.55

\*Includes \$179.03 from JDZ sales; \$500 anonymous donation given in memory of Bertha Hawn; \$100 from Jean Culp for adult books.

**In-kind Gifts**

Anonymous

6 hardcovers; 15 trade  
paperbacks; 3 mass market; 2  
DVDs

**Adjourn**

The next Regular Board Meeting will be held on February 24, 2022 at 6:30 pm in the Community Meeting Room.



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

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

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

**Adjustments to the Agenda:** Mr. Dillie asked that the approval of the permanent appropriation be postponed until the December meeting.

**Public Participation:** none

**Minutes:** Mr. Dillie noted that the new bank account approved in 21-10-01 was a savings account rather than checking. The minutes have been corrected. Ms. Birks moved to approve minutes of the October 28, 2021 Regular Board Meeting as presented. Ms. Repella seconded. Motion carried unanimously.

**Ongoing Business**

Mr. Dillie will provide updates on the following topics.

**Ohio Governor's Imagination Library Update:** the library has about 70% of eligible kids registered still more than any other library in Stark County. Mr. Dillie was a guest, along with the other county library directors, on podcast hosted by Brock Hutchison, the Louisville Library Director. The topic was the imagination library.

**Library Service During Pandemic Update:** the library has distributed over 2800 at-home COVID test kits so far, and received another 600 this week. Demand has remained steady since school started up again, and is increasing as the holidays approach. Ms. Birks asked when the library would start doing programs again. Mr. Dillie said that outside groups were using the meeting rooms now, but he wants to wait until late winter/early spring before hosting adult library programs again.

**Financial Report**

Ms. Ruff moved to **Accept** the October, 2021 financial documents. Ms. Birks seconded. Motion carried.

**Fiscal Officer's Report:** Ms. Davies reported that the library is well ahead on revenue for the year and she is up to date with all the accounts. She met with visiting Fiscal Officer Mary Ellen Gooding on Saturday and worked through a number of questions regarding UAN and the library's financial records. Ms. Gooding recommends a different type of audit, if the contract auditor will do it, that should be cheaper than the audit the library has traditionally received. She also recommended some changes to the required end-of-year reporting. She and Ms. Davies discussed setting up the new bank accounts; managing the restricted donations from one year to the next in UAN; and how to manage the repayment of the unused COVID relief funds. Ms. Davies said she learned some new things about UAN including that it is possible try out things in UAN training mode without effecting the actual library accounts. Mr. Dillie met with them briefly at the end of the day. All in all it was a productive day.

Mr. Rutledge moved to **Approve** the November Fiscal Officer's report. Ms. Ruff seconded. Motion carried.

**Additional Financial Information:**

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

**2021 General Revenue Net Operating Position**

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

**General Fund Expenses as Percentage of Appropriation on Sept. 30**

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

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

**Operating Expenses Only as Percentage of Operating Appropriation**

<u>2021 Appropriation</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$464,105	65%

## New Business

**Executive Session:** Dr. Beard moved to enter executive session at 6:50 for discussion of the performance reviews of the Director and Fiscal Officer. Ms. Ruff seconded.

Roll Call: Bartley aye\_\_Beard aye\_\_Birks aye\_\_Repella aye\_\_Ruff aye\_\_Rutledge aye\_\_.

Mr. Dillie and Ms. Davies were excused.

Ms. Repella moved to return to end the executive session and return to regular meeting at 7:20. Ms. Ruff seconded. Motion carried.

Ms. Birks moved to **approve Resolution 21-11-01** to approve the performance evaluation of the Library Director as presented. Dr. Beard seconded. Motion carried unanimously. A signed copy of the performance evaluation is kept in the Director's personnel file.

Ms. Ruff moved to approve **Resolution 21-11-02** to approve the performance evaluation of the Library Fiscal Officer as presented. Ms. Repella seconded. Motion carried unanimously. A signed copy of the performance evaluation is kept in the Fiscal Officer's personnel file.

**COVID Relief Funds:** last year, each the library received \$25,000 from State of Ohio as part of the distribution of Federal COVID relief funds. Those funds were to assist libraries with expenses related to the pandemic, and unused funds must be now returned by the end of this year. The library used its funds for the purchase acrylic sneeze guards at the service desks; sanitizing supplies and equipment, and replacing the faucets and flush mechanisms in the public restrooms with touchless fixtures. At the beginning of this year, the 2021 appropriation a bit more money in the expense account for that relief fund. That appropriation must be adjusted before the repayment is made. Amending the appropriation requires at least five "aye" votes.

Dr. Beard moved **to approve Resolution 21-11-03:** to amend the 2021 appropriation reducing the amount appropriated to fund account 1000-990-990-2020 from \$14,000 to \$13,664.06. Ms. Repella seconded. Motion carried unanimously.

Dr. Beard moved **to approve Resolution 21-11-04:** to authorize the Fiscal Officer to repay the unused relief funds to the Ohio Office of Budget and Management in an amount estimated at \$7450.55 from fund account 1000-990-990-2020. Ms. Ruff seconded. Motion carried unanimously.

**2022 Holiday Calendar:** Mr. Dillie reported that that the library currently closes for nine paid holidays. It does not close for Martin Luther King, Jr.'s Birthday, Juneteenth, Columbus Day, or Veteran's Day. Some libraries close for all federal holidays, some close for a selection of holidays, and some also provide floating holidays for the staff. Mr. Dillie would prefer not close the building to the public any more days than we already do, but would like to provide the staff with some additional paid time off. The floating holidays proposed would provide staff in effect with two additional paid vacation days a year. To make scheduling easier, one day would be used in the first half of the year, and the other in the second half; these days would not carryover. Mr. Dillie also suggested taking the opportunity to make a couple of small changes to the Holiday Leave and Closings policies to bring them up to date. Additions and changes are noted in *Attachment A*.

Ms. Repella moved **to approve Resolution 21-11-05:** to approve as presented the addition of floating holidays to the staff benefits effective January 2, 2022, and the other changes to Sections 702 and 703 of the Employee Handbook effective immediately. Ms. Birks seconded. Motion carried unanimously.

**2021 Open Hours Adjustment:** the library is open regular hours December 27-30, 2021. In the interest of ease of scheduling, because a number of staff have requested days off that week, Mr. Dillie asked during that week only the library drop the Monday and Thursday evening hours and open 10-5 each day.

Dr. Beard moved **to approve the temporary adjustment of library open hours** from December 27-30, 2021. Ms. Repella seconded. Motion carried unanimously.

**Contingency Fund:** as we discussed last month, Mr. Dillie recommends setting a contingency fund in the expense appropriation which would allow the library to have an appropriated cash reserve fund from which money could be transferred, with Board approval, to specific accounts as needed during the budget year. This fund would allow the administrators to supply extra money directly to fund accounts that unexpectedly run short; rather than the current practice which is to hunt for surplus funds in other accounts and hope not to need those funds later. Ms. Davies said that she discussed this option with the Visiting UAN Clerk and can set up the new fund account.

Mr. Rutledge moved to approve **Resolution 21-11-06:** to authorize the Fiscal Officer to create a Contingency Fund account beginning with the 2022 Permanent Appropriation. Dr. Beard seconded. Motion carried unanimously.

**New Wage Table:** as was detailed during the budget discussions, next year's budget assumes an increase in the wage scale for all classified positions. The

proposed increases were reviewed and discussed last month, and are included again in this month's Board packet. *Attachment B*

Ms. Repella moved **to approve Resolution 21-11-07**: to approve the new wage table for classified positions as presented to take effect December 27, 2021. Ms. Ruff seconded. Motion carried unanimously.

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

Ms. Repella moved **to approve Resolution 21-11-08**: to approve a 5% raise for all classified positions to take effect with the new pay year beginning on December 27, 2021. Dr. Beard seconded. Motion carried unanimously.

Mr. Dillie informed the Board that he had recently discovered that when the wage table was last increased, at the beginning of the 2020 pay year, he gave the Fiscal Officer the incorrect hourly rate for three employees. Instead of being at the base rate of \$9.52 an hour for Library Associate I, they were paid at \$9.25. One staff member was promoted to a higher paying position in 2020. For the other two, this year's raise was added to the incorrect base rate they were paid last year, and so their hourly rate this year was also short. The total cost for the short wages for the three employees is \$1,137.39. Each of these employees will receive a check for the shortfall with the last pay check of this year. The money will come from the fund account that pays this job classification and, like all the wage accounts, this fund is well under budget because staff were on shortened hours until August this year.

### **Correspondence**

A long-time library patron has written to each of the library Trustees expressing her appreciation for the library's continued service. *Attachment C*

### **Director's Report**

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

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

**Acknowledge Gifts**

**Restricted Individual Contributions to the General Fund**      \$    0.00

**Unrestricted Individual Contributions to the General Fund**      \$    19.60

**In-kind Gifts October**

Anonymous

7 hardcovers; 7 trade  
paperbacks

Ms. Repella moved to **Adjourn** meeting at 7:55. Ms. Ruff seconded.

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

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Board President

Date

**Minerva Public Library Board of Trustees**  
**Minutes of the December 21, 2021 Special Meeting**

**Call to Order** the meeting was called to order at 3:30 pm in the library's Community Meeting Room.

**Attendance:** Trustees Roger Bartley, Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge. Library Director Tom Dillie; Fiscal Officer Christina Davies attended via Zoom.

**Transfer Out:** the library had budgeted a \$200,000 transfer in its draft 2022 budget. However, since the money is on hand, and Mr. Dillie confirmed that transfers should really only be done at the end of the year, it's reasonable to amend the 2021 Appropriation and then move the money now. The library has a goal of maintaining carry over of four to five months of operating expenses and moving any excess unappropriated money into the Capital Fund.

Ms. Miller moved **to approve Resolution 21-12-01:** to amend the 2021 Appropriation to show an additional \$200,000 transfer out from the General Fund to the Capital Fund and then to transfer that \$200,000 to the Capital Fund. Ms. Repella seconded. Motion carried unanimously.

**2022 Permanent Appropriation:** an updated detailed revenue and expense budget for next year is included in the Board Packet, as well as an updated summary appropriation for the resolution. (*Attachments A and B*) A list of changes in the budget from the October draft is also included. (*Attachment C*) Mr. Dillie reviewed the changes to the 2022 final appropriation, the most significant of which is dropping the transfer out to Capital and doing that transfer now. In October the Board approved creating a Contingency Fund as part of the 2022, and that new fund is supplied at \$20,000. The various restricted contributions the library carries over from one year to the next are now shown as separate fund lines in particular fund accounts, the better to track expenditures. Mr. Bartley asked if the library would acknowledge support from those specific when they were used to support programs or events; Mr. Dillie said information would be included in publicity and at the events.

Ms. Miller moved **to approve Resolution 21-12-02:** to approve the 2022 Permanent Appropriation as presented. Mr. Rutledge seconded. Motion carried unanimously.

**Mr. Rutledge** moved **to adjourn** the meeting at 3:55 pm. Ms. Birks seconded.

The next regular Board meeting will take place on January 27, 2022 at 6:30 pm in the library's Community Meeting Room.

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Board President

Date

**Minerva Public Library Board of Trustees  
Personnel Committee  
Minutes of the Thursday, January 20, 2022 Meeting**

The Personnel Committee of the Board met in the Library Board Room at 5:30 pm. Attendance: Trustees Sarah Repella, Diane Ruff, Dick Rutledge; Library Director Tom Dillie

The Committee met to review the library's Employee Agreements with the Director and Fiscal Officer. Mr. Dillie explained that the form and language in these agreements were in place when he was hired in 2007 and serve the purpose of describing the terms of employment and separation where those conditions differ from general library policy. Only these executive positions have employment agreements.

The Committee had received copies of the agreements in advance and discussed some changes to language recommended by Mr. Dillie: a redundant paragraph in the Termination section was deleted; language stating that these executive positions were subject to the policies stated in the library's Employee Handbook unless otherwise stated; pay date information was deleted since it is general policy.

Mr. Rutledge pointed out that Ms. Davies was hired full-time at 60 hours in the pay period and then later volunteered to reduce her time to a 40 hour part-time pay period because that was all the time needed to get the work done. The library's personnel policy does not provide for a health insurance subsidy for part-time staff, but that subsidy is a benefit provided to the Fiscal Officer. Language is now added to the Fiscal Officer agreement to provide that benefit.

Benefit time awarded is controlled by personnel policy with the Director and Fiscal Officer receiving their paid leave in full at the beginning of the year. Mr. Dillie receives the maximum amount of five weeks of vacation because he has been credited with 20+ years of service; library policy includes employment at other libraries when calculating this benefit. Ms. Davies was awarded benefit time when she started at the library calculated from a 60 hour pay period, e.g. four weeks of vacation is 120 hours. The Fiscal Officer position receives four weeks of vacation, and sick leave using the standard accrual rate applied to all employees. Since her expected hours have been reduced to 40, the benefit time will also be reduced, but the benefit in hours will still be proportional to hours worked, e.g. four weeks of vacation is 80 hours. Ms. Repella suggested, and the Committee agreed to stepping down the benefit this year by half the expected reduction and then awarding the correct benefit for 2023.

The Committee asked Mr. Dillie to research contract language relating to separation for cause with the intent to include such language in the 2023 employment agreements for the Director and Fiscal Officer.

The meeting concluded at 6:15 pm.

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Dick Rutledge, Board Vice President

Date



# **Minerva Public Library**

## **November, 2021 Financial Reports**

### **Submitted for the January 2022 Board Meeting**

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

Minerva Public Library  
 Financials November 2021

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>	<u>Transfers</u>
<u>Receipts:</u>				
<i>Fines and Fees</i>	28.05			
Lost Item				
Columbiana County PLF	1,532.76			
Stark County PLF	48,727.06			
Carroll County PLF	12,960.85			
CD Interest	270.65			
Sales Tax	0.16			
Printer paper	128.30			
Copier	209.00			
Fax	41.29			
Unrestricted Donations	200.88			
Rental/Meeting Room				
Resale	2.34			
Refunds from Overpayment				
Returned Check				
<b>Transfer out 100,000.00</b>				
Total from *Revenue Ledger	<b>64,101.34</b>			

Expenditures:

<u>Salaries</u>	
Dept 1	6,795.28
Dept 2	3,167.22
Dept 3	14,533.04
Dept 4	151.41
Dept 5	982.40
OPERS-Board Share	3,449.53
Medicare	354.29
Life Insurance	31.97
Insurance-Board Share	3,095.65
Other Purchased and Contract Services	
Programming Supplies	277.01
Adult Books	1,285.07
Youth Books	1,824.26
Periodicals	354.00
Adult Audiovisual	47.61
Downloadable Content	5,637.37
Youth Audiovisual	350.10
Library Material Repair and Restoration	681.82
Other Library Material and Information	30.54
Other Supplies Catalog and Processing	304.31
Telephone	682.53
Dues/Fees	4,088.73
Min and Repair on Equipment	4,956.73
Other Property Maint/Repair and Security	2,626.50

AEP	1,674.05
Office Supplies	-159.48
Trash	112.00
Postage	
Natural Gas	363.04
Property Mtn/Repair Supplies and Parts	-57.12
Rentis/Leasing	853.30
LAN	
Water/Sewer	
Other Communications, Publicity	475.11
Other Purchased and Contract Services	12.95
Information: Tech	
Covid 19 Grant Expense	12,554.06
resale	
Meeting	61.12
Furniture/Equipment-Sweeper	
<b>Total General Expenses</b>	<b>71,606.40</b>

Capital:	
Transfer In	
Maintenance and Repair	-4,142.56
Land	725.50
Furniture	5,730.00
<b>Total Expenses</b>	<b>2,312.94</b>
	<b>73,919.34</b>

Ending Cash Balance:		
Checking/Cash on Hand	191,167.94	191,167.94
Savings (Chase)	147,084.33	147,084.33
Certificates of Deposit (CNP)	264.25	229,530.63
Certificates of Deposit (Chase)	103,284.75	103,284.75
Petty Cash/Registers	271.00	271.00
<b>Total</b>	<b>442,072.27</b>	<b>671,338.65</b>
	<b>229,667.08</b>	

Income	64,101.34
Expense	73,919.34
<b>Loss</b>	<b>9,818.00</b>

**Fiscal Year To Date as of 11/30/2021**

Income	719,904.19
Expense	690,593.12
<b>Profit</b>	<b>29,311.07</b>

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**

By Fund  
As Of 11/30/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$3.22	\$31.78	9.200%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$473,640.00	\$547,068.61	-\$73,428.61	115.503%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$145,514.03	-\$19,634.03	115.597%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$17,208.64	-\$2,108.64	113.965%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$328.92	-\$328.92	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$136.11	\$113.89	54.444%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$50.00	\$3.95	\$46.05	7.900%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,500.00	\$1,991.69	\$508.31	79.668%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,500.00	\$1,701.41	\$798.59	68.056%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$538.49	\$161.51	76.927%
1000-611-0000	Restricted Contributions - Individuals	\$3,612.50	\$3,000.00	\$612.50	83.045%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,000.00	\$1,675.00	-\$675.00	167.500%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$2,000.00	\$2,353.73	-\$353.73	117.687%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$179.03	-\$179.03	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$2,969.14	\$2,030.86	59.383%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$47.28	\$202.72	18.912%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$50.00	\$550.00	8.333%
1000-871-0000	Refunds for Overpayment	\$50.00	\$796.17	-\$746.17	1592.340%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,319.75	-\$2,219.75	2319.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$633,267.50	\$727,885.17	-\$94,617.67	114.941%

**Revenue Status**  
By Fund  
As Of 11/30/2021

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$180,000.00	\$180,000.00	\$0.00	100.0000%
Fund 4001 Sub-Total:		\$180,000.00	\$180,000.00	\$0.00	100.0000%
Report Total:		\$813,267.50	\$907,885.17	-\$94,617.67	111.634%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 11/30/2021

Fund: General  
Pooled Balance: \$212,140.94  
Non-Pooled Balance: \$229,530.63  
Total Cash Balance: \$441,671.57

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	\$0.00	\$0.00	\$0.00	\$0.00	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	\$88,966.00	\$0.00	\$67,412.38	\$21,553.62	75.773%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$41,953.00	\$0.00	\$32,200.86	\$9,752.14	76.755%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$196,491.02	\$0.00	\$141,931.88	\$54,559.14	72.233%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$6,323.98	\$0.00	\$3,805.53	\$2,518.45	60.176%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,892.00	\$0.00	\$9,839.95	\$3,052.05	76.326%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,252.52	\$0.00	\$35,450.26	\$11,802.26	75.023%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$3,386.45	\$1,639.63	67.378%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$5,936.85	\$28,435.15	\$0.00	82.728%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$33.33	\$351.67	\$0.00	91.343%
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	\$503.00	\$867.00	\$0.00	63.285%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,475.00	\$0.00	\$0.00	\$1,475.00	0.000%
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%
1000-110-390-0000	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	\$2,500.00	\$0.00	\$713.00	\$420.00	28.520%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$1,367.00	\$3,777.01	\$0.00	94.425%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$222.99	\$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	\$20,000.00	\$2,658.05	\$17,141.95	\$0.00	85.710%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$18,340.00	\$4,533.25	\$12,695.79	\$1,110.96	69.225%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$1,124.57	\$6,375.43	\$0.00	45.3559%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$9,000.00	\$205.08	\$4,100.35	\$4,694.57	45.559%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$5,400.33	\$20,599.67	\$0.00	79.230%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$160.00	\$16.28	\$143.72	\$0.00	89.825%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$5,000.00	\$2,586.70	\$2,413.30	\$0.00	48.266%
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.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 11/30/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$1,000.00	\$0.00	\$681.82	\$318.18	68.1822%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$0.00	\$678.44	\$321.56	67.8444%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,000.00	\$1,992.00	\$2,008.00	\$0.00	50.2000%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$8,000.00	\$475.22	\$7,524.78	\$501.37	94.0600%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,580.00	\$8,460.00	\$20,818.53	\$301.37	70.3811%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$0.00	\$1,344.00	\$0.00	100.0000%
1000-210-335-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,420.00	\$2,978.00	\$21,855.42	\$586.58	85.9777%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$7,998.20	\$14,000.80	\$0.00	63.6400%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$302.22	\$397.78	\$0.00	56.8262%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$3,395.43	\$5,104.57	\$0.00	60.0544%
1000-210-380-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$93.40	\$83.40	\$58.58	\$0.00	38.5454%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$2,730.88	\$2,269.12	\$0.00	45.3822%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-224-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-225-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	100.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$500.00	\$153.88	\$346.12	\$0.00	69.2244%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$145.79	\$79.21	\$0.00	35.2044%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.0000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$500.00	\$0.00	\$80.00	\$420.00	16.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$238.00	\$9,262.00	\$0.00	97.4954%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,766.02	\$714.67	\$5,007.12	\$46.23	86.8084%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$1,140.00	\$0.00	\$840.00	\$300.00	73.6844%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$0.00	\$2,492.70	\$0.00	81.7811%
1000-230-380-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,750.00	\$1,616.46	\$12,133.54	\$0.00	88.2444%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$976.50	\$2,023.50	\$0.00	67.4500%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$338.02	\$61.98	\$0.00	15.4954%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$19,377.00	\$2,442.69	\$16,934.31	\$0.00	87.3944%

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.615%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$1,500.00	\$200.00	\$1,300.00	\$0.00	86.667%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$3,000.00	\$22.76	\$2,977.24	\$0.00	99.241%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$13,664.06	\$0.00	\$13,664.06	\$0.00	100.000%
General Fund Total:		\$0.00	\$0.00	\$893,574.66	\$60,991.85	\$715,711.07	\$116,871.74	80.095%

Fund: Capital Projects  
 Pooled Balance: \$229,667.08  
 Non-Pooled Balance: \$0.00  
 Total Cash Balance: \$229,667.08

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$62,000.00	\$0.00	\$95,000.00	\$1,374.56	\$144,607.44	\$11,018.00	92.107%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$1,600.00	\$2,269.00	\$11,131.00	15.127%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$2,701.49	\$22,816.00	\$5,492.51	73.576%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$135,000.00	\$5,676.05	\$169,692.44	\$27,641.51	83.588%
Report Total:		\$68,010.00	\$0.00	\$1,028,574.66	\$66,667.90	\$885,403.51	\$144,513.25	80.742%



**Fund Status**  
As Of 11/30/2021

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	48.017%	\$441,671.57	\$229,530.63	\$212,140.94
4001	Capital Projects	51.983%	\$229,667.08	\$0.00	\$229,667.08
All Funds Total			<u>\$671,338.65</u>	<u>\$229,530.63</u>	<u>\$441,808.02</u>
Pooled Investments					\$250,369.08
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$191,167.94

Last reconciled to bank: 11/30/2021 – Total other adjusting factors: \$0.00

**Bank Reconciliation**

Reconciled Date 11/30/2021

Posted 12/2/2021 10:59:50 AM

Prior UAN Balance:		\$681,156.65
Receipts:	+	\$64,112.14
Payments:	-	\$73,919.34
Adjustments:	+	<u>-\$10.80</u>
Current UAN Balance as of 11/30/2021:		\$671,338.65
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 11/30/2021:		<u><u>\$671,338.65</u></u>
Entered Bank Balances as of 11/30/2021:		\$671,338.65
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 11/30/2021:		<u><u>\$671,338.65</u></u>

Balances Reconciled

Governing Board Signatures

\_\_\_\_\_

\_\_\_\_\_

There are no outstanding payments as of 11/30/2021.

There are no outstanding receipts as of 11/30/2021.

There are no outstanding adjustments as of 11/30/2021.

**Bank Balances**

Reconciled Date 11/30/2021

Posted 12/2/2021 10:59:50 AM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$201,256.59	\$191,167.94	\$191,167.94	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD Chase		\$103,284.75	\$103,284.75	\$103,284.75	\$0.00
Investment	CD012716		\$21,560.11	\$21,561.03	\$21,561.03	\$0.00
Investment	CD042517		\$21,571.13	\$21,580.29	\$21,580.29	\$0.00
Investment	CD050916		\$109,527.41	\$109,716.41	\$109,716.41	\$0.00
Investment	CD072716		\$21,477.28	\$21,478.19	\$21,478.19	\$0.00
Investment	CD080415		\$33,411.56	\$33,474.90	\$33,474.90	\$0.00
Investment	CD082817		\$21,718.89	\$21,719.81	\$21,719.81	\$0.00
Investment	CNB Saving		\$0.00	\$0.00	\$0.00	\$0.00
Investment	HNB Saving		\$0.00	\$0.00	\$0.00	\$0.00
Investment	SAVINGS		\$147,077.93	\$147,084.33	\$147,084.33	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$681,156.65</u>	<u>\$671,338.65</u>	<u>\$671,338.65</u>	<u>\$0.00</u>

**Cleared Payments**

Reconciled Date 11/30/2021

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	489-2021	11/04/2021	PAYCHEX	\$110.18
PRIMARY	Electronic	490-2021	11/04/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	491-2021	11/04/2021	FIRST COMMUNICATIONS	\$682.53
PRIMARY	Electronic	492-2021	11/04/2021	PAYCHEX	\$1,363.52
PRIMARY	Electronic	493-2021	11/04/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,988.67
PRIMARY	Electronic	494-2021	11/03/2021	PAYCHEX	\$9,531.43
PRIMARY	Electronic	495-2021	11/02/2021	BAKER & TAYLOR BOOKS	\$226.58
PRIMARY	Electronic	496-2021	11/02/2021	Kanopy Inc.	\$4.00
PRIMARY	Electronic	497-2021	11/02/2021	MIDWEST TAPE	\$1,419.26
PRIMARY	Electronic	498-2021	11/09/2021	J & D Cleaning Service	\$1,235.00
PRIMARY	Electronic	499-2021	11/11/2021	AMERICAN ELECTRIC POWER	\$1,674.05
PRIMARY	Electronic	500-2021	11/10/2021	TREASURER, STATE OF OHIO	\$3,764.48
PRIMARY	Electronic	501-2021	11/10/2021	BAKER & TAYLOR BOOKS	\$1,359.46
PRIMARY	Electronic	502-2021	11/10/2021	DAMON INDUSTRIES INC	\$84.64
PRIMARY	Electronic	503-2021	11/10/2021	OVERDRIVE	\$1,211.25
PRIMARY	Electronic	504-2021	11/10/2021	INDEPENDENT ELEVATOR CO., INC.	\$201.00
PRIMARY	Electronic	505-2021	11/10/2021	Office Furniture Solutions	\$2,154.00
PRIMARY	Electronic	506-2021	11/10/2021	TREASURER, STATE OF OHIO	\$334.25
PRIMARY	Electronic	507-2021	11/10/2021	BOOKPAGE	\$354.00
PRIMARY	Electronic	508-2021	11/10/2021	BOOK FARM	\$713.79
PRIMARY	Electronic	509-2021	11/10/2021	STANDARD PLUMBING AND HEATING CO	\$1,625.00
PRIMARY	Electronic	510-2021	11/10/2021	copeco	\$853.30
PRIMARY	Electronic	511-2021	11/10/2021	RENTWEAR, INC.	\$50.66
PRIMARY	Electronic	512-2021	11/10/2021	UNIQUE MANAGEMENT SERVICES, INC.	\$35.80
PRIMARY	Electronic	513-2021	11/10/2021	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$180.00
PRIMARY	Electronic	514-2021	11/10/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$46.79
PRIMARY	Electronic	515-2021	11/10/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	516-2021	11/11/2021	Johnson Controls Fire Protections LP	\$1,516.00
PRIMARY	Electronic	517-2021	11/13/2021	OVERDRIVE	\$1,500.00
PRIMARY	Electronic	518-2021	11/15/2021	DEMCO, INC.	\$111.83
PRIMARY	Electronic	519-2021	11/15/2021	BAKER & TAYLOR BOOKS	\$21.15
PRIMARY	Electronic	520-2021	11/15/2021	OVERDRIVE	\$1,502.86

**Cleared Payments**

Reconciled Date 11/30/2021

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	521-2021	11/17/2021	PAYCHEX	\$9,130.68
PRIMARY	Electronic	522-2021	11/17/2021	COLUMBIA GAS OF OHIO	\$363.04
PRIMARY	Electronic	523-2021	11/18/2021	PAYCHEX	\$101.47
PRIMARY	Electronic	524-2021	11/18/2021	PAYCHEX	\$1,321.05
PRIMARY	Electronic	525-2021	11/22/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	526-2021	11/22/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,924.82
PRIMARY	Electronic	527-2021	11/18/2021	Elm USA	\$3,576.00
PRIMARY	Electronic	528-2021	11/18/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$986.00
PRIMARY	Electronic	529-2021	11/18/2021	AMAZON	\$1,008.17
PRIMARY	Electronic	530-2021	11/24/2021	RAY ELECTRIC	\$1,907.17
PRIMARY	Electronic	531-2021	11/24/2021	BAKER & TAYLOR BOOKS	\$102.78
PRIMARY	Electronic	532-2021	11/18/2021	Mary Ellen Gooding	\$205.00
PRIMARY	Electronic	533-2021	11/18/2021	QUILL CORPORATION	\$294.64
PRIMARY	Electronic	534-2021	11/18/2021	House Cleaning Genie	\$754.00
PRIMARY	Electronic	535-2021	11/24/2021	BAKER & TAYLOR BOOKS	\$353.80
PRIMARY	Electronic	536-2021	11/24/2021	ALLIED INFOTECH	\$681.82
PRIMARY	Electronic	537-2021	11/24/2021	House Cleaning Genie	\$377.00
PRIMARY	Electronic	538-2021	11/24/2021	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	539-2021	11/24/2021	CHASE CARD SERVICES	\$340.04
PRIMARY	Electronic	540-2021	11/24/2021	Treasurer State of Ohio	\$7,450.55
					\$73,919.34

**Cleared Receipts**

Reconciled Date 11/30/2021

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Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		160-2021	11/02/2021	CHRISTINA L. DAVIES	\$40.35
PRIMARY	Standard		161-2021	11/09/2021	CHRISTINA L. DAVIES	\$244.88
PRIMARY	Standard		162-2021	11/10/2021	CHRISTINA L. DAVIES	\$9.20
PRIMARY	Standard		163-2021	11/11/2021	CARROLL COUNTY AUDITOR'S OFFICE	\$12,960.85
PRIMARY	Standard		164-2021	11/11/2021	STARK COUNTY AUDITOR'S OFFICE	\$48,727.06
PRIMARY	Standard		165-2021	11/11/2021	CHRISTINA L. DAVIES	\$3.85
PRIMARY	Standard		166-2021	11/15/2021	CHRISTINA L. DAVIES	\$37.75
PRIMARY	Standard		167-2021	11/18/2021	CHRISTINA L. DAVIES	\$53.99
PRIMARY	Standard		168-2021	11/18/2021	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,532.78
PRIMARY	Standard		169-2021	11/24/2021	CHRISTINA L. DAVIES	\$94.30
PRIMARY	Standard		171-2021	11/30/2021	CHRISTINA L. DAVIES	\$136.50
CD012716	Interest		177-2021	11/30/2021	CD012716	\$0.92
CD042517	Interest		175-2021	11/30/2021	CD042517	\$9.16
CD050916	Interest		176-2021	11/30/2021	CD050916	\$189.00
CD072716	Interest		173-2021	11/30/2021	CD072716	\$0.91
CD080415	Interest		174-2021	11/30/2021	CD080415	\$63.34
CD082817	Interest		178-2021	11/30/2021	CD082817	\$0.92
SAVINGS	Interest		172-2021	11/30/2021	SAVINGS	\$6.40
						\$64,112.14

**Cleared Adjustments**

Reconciled Date 11/30/2021

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<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Receipt Adj	161-2021	11/10/2021	CHRISTINA L. DAVIES	-\$10.00
PRIMARY	Receipt Adj	169-2021	11/30/2021	CHRISTINA L. DAVIES	-\$0.80
					<u>-\$10.80</u>

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Investment Listing**  
System Year 2021

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12 Months Jumbo 8/2/22	\$103,284.75	0.05%	\$52.33	\$3,284.75	08/02/2018	08/02/2022		
CD012716	CONSUMERS 0106638111 18 month CD 08/	\$21,561.03	0.05%	\$62.58	\$1,238.23	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,580.29	0.50%	\$104.09	\$1,055.83	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$109,716.41	2.03%	\$2,025.21	\$8,424.04	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03,	\$21,478.19	0.05%	\$9.83	\$1,300.45	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,474.90	2.23%	\$678.14	\$3,173.57	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/2/	\$21,719.81	0.05%	\$9.94	\$972.75	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$0.00	0.00%	\$0.00	\$0.00	11/29/2021	11/29/2099		
HNB Saving	HNB Savings	\$0.00	0.00%	\$0.00	\$0.00	11/29/2021	11/29/2099		
SAVINGS	CHASE BUSINESS SAVINGS	\$147,084.33	0.10%	\$27.02	\$28,112.14	08/24/2000	12/31/2099		
STAR OHIO	STATE TREASURY ASSET RESERVE OF O	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		



**End**

**Minerva Public Library**

**November, 2021 Financial  
Reports**

**Submitted for January  
2022 Board Meeting**

# **Minerva Public Library**

## **December, 2021 Financial Reports**

### **Submitted for the January 2022 Board Meeting**

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

Minerva Public Library  
 Financials December 2021

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>	<u>Transfers</u>
<b><u>Receipts:</u></b>				
<i>Fines and Fees</i>	18.00			
Lost Item				
Columbiana County PLF	1,601.78			
Stark County PLF	50,921.21			
Carroll County PLF	13,544.46			
CD Interest	262.35			
Sales Tax	1.67			
Printer paper	115.63			
Copier	159.25			
Fax	67.00			
Unrestricted Donations	632.67			
Rental/Meeting Room				
Resale				
Refunds from Overpayment	26.33			
Returned Check				
Total from *Revenue Ledger	<b>67,350.35</b>			

<u>Expenditures:</u>	
<b>Salaries</b>	
Dept 1	9,657.24
Dept 2	4,795.19
Dept 3	19,472.20
Dept 4	206.79
Dept 5	1,473.60
OPERS-Board Share	4,938.51
Medicare	513.50
Life Insurance	31.97
Insurance-Board Share	0
BWC	971.00
Other Purchased and Contract Services	19.91
Programming Supplies	0.00
Adult Books	2,043.95
Youth Books	2,346.81
Periodicals	46.86
Adult Audiovisual	210.00
Downloadable Content	1,336.15
Youth Audiovisual	815.03
Library Material Repair and Restoration	
Other Library Material and Information	400.48
Other Supplies Catalog and Processing	682.50
Telephone	
Dues/Fees	
Mtn and Repair on Equipment	1,436.00

Other Property Main/Repair and Security	1,677.20	
AEP	1,164.69	
Office Supplies	509.83	
Trash		
Postage	781.63	
Natural Gas	266.79	
Property Mtn/Repair Supplies and Parts	426.65	
Rentis/Leasing	762.00	
UAN	140.12	
Water/Sewer	120.00	
Other Communications, Publicity	381.71	
Other Purchased and Contract Services	12.95	
Information Tech		
Covid 19 Grant Expense		
resale	14.00	
Meeting		
Furniture/Equipment-Sweeper	270.00	
misc		
<b>Total General Expenses</b>	<b>57,925.26</b>	
Capital:		
Transfer In		1,600.00
Maintenance and Repair		373.00
Land		<b>1,973.00</b>
Furniture		
<b>Total Expenses</b>	<b>57,925.26</b>	<b>59,898.26</b>

<i>Ending Cash Balance:</i>		
Checking/Cash on Hand	198,357.68	Capital Reserve
Savings (Chase)	147,090.53	
Certificates of Deposit (CNB)	2,081.70	227,705.08
Certificates of Deposit (Chase)	103,284.75	
Petty Cash/Registers	271.00	
<b>Total</b>	<b>451,085.66</b>	<b>227,705.08</b>

Income	67,350.35	FYTD 2021
Expense	59,898.26	975,235.52
Income	<b>9,533.79</b>	763,075.95
		221693.36

Carry Over	451085.66
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**678,790.74**

**Revenue Status**

By Fund  
 As Of 12/31/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$4.89	\$30.11	13.971%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$473,640.00	\$597,989.82	-\$124,349.82	126.254%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$159,058.49	-\$33,178.49	126.357%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$18,810.42	-\$3,710.42	124.572%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$346.92	-\$346.92	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$136.11	\$113.89	54.444%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$50.00	\$3.95	\$46.05	7.900%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,500.00	\$2,150.94	\$349.06	86.038%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,500.00	\$1,817.04	\$682.96	72.682%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$605.49	\$94.51	86.499%
1000-611-0000	Restricted Contributions - Individuals	\$3,612.50	\$3,000.00	\$612.50	83.045%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,000.00	\$1,675.00	-\$675.00	167.500%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$2,000.00	\$2,975.40	-\$975.40	148.770%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$179.03	-\$179.03	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$3,231.49	\$1,768.51	64.630%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$73.61	\$176.39	29.444%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$50.00	\$550.00	8.333%
1000-871-0000	Refunds for Overpayment	\$50.00	\$796.17	-\$746.17	1592.340%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,319.75	-\$2,219.75	2319.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$633,267.50	\$795,224.52	-\$161,957.02	125.575%

**Revenue Status**

By Fund  
As Of 12/31/2021

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$11.00	-\$11.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$180,000.00	\$180,000.00	\$0.00	100.0000%
Fund 4001 Sub-Total:		\$180,000.00	\$180,011.00	-\$11.00	100.0006%
Report Total:		\$813,267.50	\$975,235.52	-\$161,968.02	119.916%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
Appropriation Status

By Fund  
As Of 12/31/2021

Fund: General  
Pooled Balance: \$171,198.88  
Non-Pooled Balance: \$279,886.78  
Total Cash Balance: \$451,085.66

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-100-590-2020	Other - Other{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$88,966.00	\$0.00	\$77,069.62	\$11,896.38	86.628%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$41,953.00	\$0.00	\$36,956.05	\$4,996.95	88.185%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$196,491.02	\$0.00	\$161,674.08	\$34,816.94	82.281%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$6,323.98	\$0.00	\$4,012.32	\$2,311.66	63.446%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$12,892.00	\$0.00	\$11,313.55	\$1,578.45	87.756%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$46,784.52	\$0.00	\$40,388.77	\$6,395.75	86.329%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$3,898.95	\$1,126.13	77.594%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$0.00	\$28,435.15	\$5,936.85	82.728%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$0.00	\$383.64	\$1.36	99.647%
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	\$1,838.00	\$0.00	\$1,838.00	\$0.00	100.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$1,475.00	\$0.00	\$0.00	\$1,475.00	0.000%
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	\$2,500.00	\$0.00	\$732.91	\$1,767.09	29.316%
1000-110-390-0391	Other - Purchased and Contracted Services{Grunder Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-450-0015	Supplies{PROGRAMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$0.00	\$3,777.01	\$222.99	94.425%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
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	\$20,900.00	\$0.00	\$19,185.90	\$1,714.10	91.799%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$17,940.00	\$0.00	\$15,042.60	\$2,897.40	83.849%
1000-120-411-2022	Books and Pamphlets{Eglie Adult Books Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$0.00	\$6,422.29	\$1,077.71	85.631%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**  
By Fund

As Of 12/31/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$8,144.29	\$0.00	\$4,310.35	\$3,833.94	52.925%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,355.71	\$0.00	\$21,935.82	\$4,419.89	83.230%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$160.00	\$0.00	\$143.72	\$16.28	89.825%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$3,228.33	\$1,771.67	64.567%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
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	\$1,000.00	\$0.00	\$681.82	\$318.18	68.182%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$0.00	\$678.44	\$321.56	67.844%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,000.00	\$0.00	\$2,408.48	\$1,591.52	60.212%
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	\$8,683.37	\$0.00	\$8,207.28	\$476.09	94.517%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,278.63	\$0.00	\$22,254.63	\$7,024.00	76.010%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$0.00	\$1,344.00	\$0.00	100.000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,038.00	\$0.00	\$23,532.62	\$1,505.38	93.988%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$0.00	\$15,165.49	\$6,834.51	68.934%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$0.00	\$537.90	\$162.10	76.843%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$0.00	\$5,886.20	\$2,613.80	69.249%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$151.98	\$0.00	\$109.24	\$42.74	71.878%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$0.00	\$2,535.91	\$2,464.09	50.718%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	100.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$500.00	\$0.00	\$360.12	\$139.88	72.024%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$0.00	\$79.21	\$145.79	35.204%
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	\$0.00	\$0.00	\$50.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$0.00	\$120.00	\$80.00	60.000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$500.00	\$0.00	\$80.00	\$420.00	16.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$0.00	\$9,262.00	\$238.00	97.495%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,768.02	\$0.00	\$5,433.77	\$334.25	94.205%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$940.00	\$0.00	\$840.00	\$0.00	100.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,348.00	\$0.00	\$3,254.70	\$93.30	97.213%

Report reflects selected information.



MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 12/31/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,750.00	\$0.00	\$12,464.59	\$1,285.41	90.652%
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	\$3,000.00	\$0.00	\$2,533.33	\$466.67	84.444%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$0.00	\$61.98	\$338.02	15.495%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$19,377.00	\$0.00	\$16,934.31	\$2,442.69	87.394%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$0.00	\$6.00	\$124.00	4.615%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,300.00	\$200.00	86.667%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$3,000.00	\$0.00	\$2,990.19	\$9.81	99.673%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$13,664.06	\$0.00	\$13,664.06	\$0.00	100.000%
General Fund Total:		\$0.00	\$0.00	\$893,574.66	\$0.00	\$773,636.33	\$119,938.33	86.578%

Fund: Capital Projects

Pooled Balance: \$227,705.08

Non-Pooled Balance: \$0.00

Total Cash Balance: \$227,705.08

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$62,000.00	\$0.00	\$95,000.00	\$0.00	\$144,607.44	\$12,392.56	92.107%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$3,869.00	\$11,131.00	25.793%
4001-760-720-2021	Land Improvement(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$1,996.00	\$23,189.00	\$5,825.00	74.779%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$135,000.00	\$1,996.00	\$171,665.44	\$29,348.56	84.560%
Report Total:		\$68,010.00	\$0.00	\$1,029,574.66	\$1,996.00	\$945,301.77	\$149,286.89	86.204%

Report reflects selected information.

**Bank Reconciliation Worksheet**

Reconciled Date 12/31/2021

Prior UAN Balance:		\$671,338.65
Receipts:	+	\$117,450.35
Payments:	-	\$110,078.26
Adjustments:	+	\$80.00
Current UAN Balance as of 12/31/2021:		<u>\$678,790.74</u>
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 12/31/2021:		<u>\$678,790.74</u>
Entered Bank Balances as of 12/31/2021:		\$678,790.74
Deposits in Transit:	+	\$50,100.00
Outstanding Payments:	-	\$50,100.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 12/31/2021:		<u>\$678,790.74</u>

Balances Reconciled

There are no outstanding adjustments as of 12/31/2021.

Please Note: If transactions have been posted since this batch bank reconciliation was saved, some calculations may have changed and will not be reflected on this report. If that is the case, simply update the reconciliation by editing and saving it in Accounting > Transactions > Bank Reconciliation (click [Edit & Post] and then [Save]), then recreate this report.

**Bank Balances**

Reconciled Date 12/31/2021

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$191,167.94	\$198,357.68	\$198,357.68	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD Chase		\$103,284.75	\$103,284.75	\$103,284.75	\$0.00
Investment	CD012716		\$21,561.03	\$21,561.92	\$21,561.92	\$0.00
Investment	CD042517		\$21,580.29	\$21,589.16	\$21,589.16	\$0.00
Investment	CD050916		\$109,716.41	\$109,899.62	\$109,899.62	\$0.00
Investment	CD072716		\$21,478.19	\$21,479.07	\$21,479.07	\$0.00
Investment	CD080415		\$33,474.90	\$33,536.31	\$33,536.31	\$0.00
Investment	CD082817		\$21,719.81	\$21,720.70	\$21,720.70	\$0.00
Investment	CNB Saving		\$0.00	\$0.00	\$0.00	\$0.00
Investment	HNB Saving		\$0.00	\$0.00	\$0.00	\$0.00
Investment	SAVINGS		\$147,084.33	\$147,090.53	\$147,090.53	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$671,338.65</u>	<u>\$678,790.74</u>	<u>\$678,790.74</u>	<u>\$0.00</u>

**Outstanding Payments**

Reconciled Date 12/31/2021

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6829	12/31/2021	Consumers National Bank	\$100.00
PRIMARY	Warrant	6830	12/31/2021	Huntington National Bank	\$50,000.00
					\$50,100.00

**Cleared Payments**

Reconciled Date 12/31/2021

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	541-2021	12/06/2021	FIRST COMMUNICATIONS	\$682.50
PRIMARY	Electronic	542-2021	12/06/2021	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	543-2021	12/03/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,887.60
PRIMARY	Electronic	544-2021	12/02/2021	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$190.43
PRIMARY	Electronic	545-2021	12/02/2021	BAKER & TAYLOR BOOKS	\$339.58
PRIMARY	Electronic	546-2021	12/02/2021	Sentimental Productions	\$210.00
PRIMARY	Electronic	547-2021	12/02/2021	WATER AND SEWER DEPT.	\$140.12
PRIMARY	Electronic	548-2021	12/02/2021	House Cleaning Genie	\$226.20
PRIMARY	Electronic	549-2021	12/02/2021	MIDWEST TAPE	\$1,315.15
PRIMARY	Electronic	550-2021	12/02/2021	Ted Fellows	\$85.00
PRIMARY	Electronic	551-2021	12/02/2021	PAYCHEX	\$107.27
PRIMARY	Electronic	552-2021	12/02/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	553-2021	12/02/2021	OHIO BUREAU OF WORKERS' COMPENSATION	\$971.00
PRIMARY	Electronic	554-2021	12/02/2021	PAYCHEX	\$1,377.92
PRIMARY	Electronic	555-2021	12/01/2021	PAYCHEX	\$9,523.40
PRIMARY	Electronic	557-2021	12/06/2021	Office Furniture Solutions	\$373.00
PRIMARY	Electronic	558-2021	12/06/2021	Mike's Tree and Landscape LLC	\$1,600.00
PRIMARY	Electronic	559-2021	12/06/2021	copeco	\$426.65
PRIMARY	Electronic	560-2021	12/06/2021	QUILL CORPORATION	\$17.69
PRIMARY	Electronic	561-2021	12/06/2021	QUILL CORPORATION	\$149.80
PRIMARY	Electronic	562-2021	12/06/2021	INDEPENDENT ELEVATOR CO., INC.	\$201.00
PRIMARY	Electronic	563-2021	12/06/2021	BAKER & TAYLOR BOOKS	\$465.53
PRIMARY	Electronic	564-2021	12/06/2021	BAKER & TAYLOR BOOKS	\$101.24
PRIMARY	Electronic	565-2021	12/17/2021	BAKER & TAYLOR BOOKS	\$1,008.51
PRIMARY	Electronic	566-2021	12/21/2021	BAKER & TAYLOR BOOKS	\$5.49
PRIMARY	Electronic	567-2021	12/21/2021	BAKER & TAYLOR BOOKS	\$75.11
PRIMARY	Electronic	568-2021	12/21/2021	BAKER & TAYLOR BOOKS	\$161.15
PRIMARY	Electronic	569-2021	12/21/2021	DEMCO, INC.	\$284.19
PRIMARY	Electronic	570-2021	12/21/2021	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	571-2021	12/21/2021	PAYCHEX	\$98.56
PRIMARY	Electronic	572-2021	12/16/2021	PAYCHEX	\$1,132.55
PRIMARY	Electronic	573-2021	12/16/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,525.40
PRIMARY	Electronic	574-2021	12/15/2021	CENTER POINT LARGE PRINT	\$320.06

**Cleared Payments**

Reconciled Date 12/31/2021

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	575-2021	12/14/2021	House Cleaning Genie	\$377.00
PRIMARY	Electronic	576-2021	12/13/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$475.00
PRIMARY	Electronic	577-2021	12/15/2021	COLUMBIA GAS OF OHIO	\$781.63
PRIMARY	Electronic	578-2021	12/15/2021	AMERICAN ELECTRIC POWER	\$1,164.69
PRIMARY	Electronic	579-2021	12/15/2021	PAYCHEX	\$7,843.91
PRIMARY	Electronic	580-2021	12/14/2021	BAKER & TAYLOR BOOKS	\$75.32
PRIMARY	Electronic	581-2021	12/14/2021	Kanopy Inc.	\$21.00
PRIMARY	Electronic	582-2021	12/14/2021	MINERVA AREA CHAMBER OF COMMERCE	\$200.00
PRIMARY	Electronic	583-2021	12/14/2021	BOOK FARM	\$22.95
PRIMARY	Electronic	584-2021	12/14/2021	BAYSCAN TECHNOLOGIES	\$116.29
PRIMARY	Electronic	585-2021	12/14/2021	CENTER POINT LARGE PRINT	\$24.02
PRIMARY	Electronic	586-2021	12/14/2021	RENTWEAR, INC.	\$50.66
PRIMARY	Electronic	587-2021	12/14/2021	UNIQUE MANAGEMENT SERVICES, INC.	\$17.90
PRIMARY	Electronic	588-2021	12/14/2021	House Cleaning Genie	\$377.00
PRIMARY	Electronic	589-2021	12/21/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$270.00
PRIMARY	Electronic	590-2021	12/21/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$70.19
PRIMARY	Electronic	591-2021	12/21/2021	BOOK FARM	\$1,038.40
PRIMARY	Electronic	592-2021	12/21/2021	QUILL CORPORATION	\$149.98
PRIMARY	Electronic	593-2021	12/21/2021	Arcadia Publishing	\$388.88
PRIMARY	Electronic	594-2021	12/21/2021	AMAZON	\$1,043.39
PRIMARY	Electronic	595-2021	12/21/2021	Scholastic Inc	\$5.99
PRIMARY	Electronic	596-2021	12/23/2021	CHASE CARD SERVICES	\$357.67
PRIMARY	Electronic	597-2021	12/23/2021	BAKER & TAYLOR BOOKS	\$131.82
PRIMARY	Electronic	598-2021	12/23/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$312.00
PRIMARY	Electronic	599-2021	12/23/2021	J & D Cleaning Service	\$1,235.00
PRIMARY	Electronic	600-2021	12/23/2021	BAKER & TAYLOR BOOKS	\$193.55
PRIMARY	Electronic	601-2021	12/29/2021	PAYCHEX	\$9,655.51
PRIMARY	Electronic	602-2021	12/30/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,053.03
PRIMARY	Electronic	603-2021	12/30/2021	PAYCHEX	\$1,324.06
PRIMARY	Electronic	604-2021	12/30/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	605-2021	12/30/2021	PAYCHEX	\$107.32

**Cleared Payments**

Reconciled Date 12/31/2021

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	607-2021	12/31/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$180.00
					<hr/>
					\$59,978.26

**Outstanding Receipts**

Reconciled Date 12/31/2021

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
CNB Saving	Inv Transfer			12/31/2021	Consumers National Bank	\$100.00
HNB Saving	Inv Transfer			12/31/2021	Huntington National Bank	\$50,000.00
						<u>\$50,100.00</u>



**Cleared Receipts**

Reconciled Date 12/31/2021

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		179-2021	12/13/2021	CHRISTINA L. DAVIES	\$538.45
PRIMARY	Standard		180-2021	12/14/2021	CARROLL COUNTY AUDITOR'S OFFICE	\$13,544.46
PRIMARY	Standard		181-2021	12/14/2021	STARK COUNTY AUDITOR'S OFFICE	\$50,921.21
PRIMARY	Standard		182-2021	12/14/2021	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,601.78
PRIMARY	Standard		183-2021	12/23/2021	CHRISTINA L. DAVIES	\$353.10
PRIMARY	Standard		184-2021	12/31/2021	CHRISTINA L. DAVIES	\$129.00
CD012716	Interest		189-2021	12/31/2021	CD012716	\$0.89
CD042517	Interest		187-2021	12/31/2021	CD042517	\$8.87
CD050916	Interest		188-2021	12/31/2021	CD050916	\$183.21
CD072716	Interest		185-2021	12/31/2021	CD072716	\$0.88
CD080415	Interest		186-2021	12/31/2021	CD080415	\$61.41
CD082817	Interest		190-2021	12/31/2021	CD082817	\$0.89
SAVINGS	Interest		191-2021	12/31/2021	SAVINGS	\$6.20
						\$67,350.35

**Cleared Adjustments**

Reconciled Date 12/31/2021

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Payment Adj	582-2021	12/21/2021	MINERVA AREA CHAMBER OF COMMERCE	\$80.00
					<hr/>
					\$80.00
					<hr/>

**Fund Status**

As Of 12/31/2021

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	49.287%	\$451,085.66	\$229,786.78	\$221,298.88
4001	Capital Projects	50.713%	\$227,705.08	\$0.00	\$227,705.08
<b>All Funds Total</b>			<b>\$678,790.74</b>	<b>\$229,786.78</b>	<b>\$449,003.96</b>
Pooled Investments					\$250,375.28
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$198,357.68

Last reconciled to bank: 11/30/2021 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Investment Listing**  
 System Year 2021

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12 Months Jumbo 8/2/22	\$103,284.75	0.05%	\$52.33	\$3,284.75	08/02/2018	08/02/2022		
CD012716	CONSUMERS 0106638111 18 month CD 08/	\$21,561.92	0.05%	\$63.47	\$1,239.12	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,589.16	0.50%	\$112.96	\$1,064.70	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$109,899.62	2.03%	\$2,208.42	\$8,607.25	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03/	\$21,479.07	0.05%	\$10.71	\$1,301.33	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,536.31	2.23%	\$739.55	\$3,234.98	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/2/	\$21,720.70	0.05%	\$10.83	\$973.64	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$100.00	0.00%	\$0.00	\$0.00	01/14/2022	11/29/2099		
HNB Saving	HNB Savings	\$50,000.00	0.00%	\$0.00	\$0.00	11/29/2021	11/29/2099		
SAVINGS	CHASE BUSINESS SAVINGS	\$147,090.53	0.10%	\$33.22	\$28,118.34	08/24/2000	12/31/2099		
STAR OHIO	STATE TREASURY ASSET RESERVE OF O	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		

**End**

**Minerva Public Library**

**December, 2021 Financial  
Reports**

**Submitted for January  
2022 Board Meeting**

**Permanent 2022 Appropriation Resolution December 21, 2021**

<b>2022 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2021		250,000.00
	Prior Year Encumbrances	-
	UNENCUMBERED BALANCE 01/01/18	<b>250,000.00</b>
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	<b>TOTAL REVENUES</b>	<b>750,883.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,000,883.00</b>

Capital Projects Fund: Carryover 12/31/2021 unrestricted		403,545.00
	Carryover 12/31/2021 restricted	21,455.00
	<b>Total Capital Projects</b>	<b>425,000.00</b>
	<b>TOTAL REVENUES</b>	<b>1,425,883.00</b>

<b>2022 Operating Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	361,046.00
1000-100-200-0000	Employee Benefits	90,368.00
1000-100-300-0000	Purchased & Contracted Services	158,869.00
1000-100-400-1000	Library Materials and Information	85,100.00
1000-100-450-0000	Supplies	15,100.00
1000-100-500-0000	Other Objects	27,331.10
1000-700-700-0000	Capital Outlay	2,000.00
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>739,814.10</b>
1000-990-910-0000	Transfers - Out	0.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>739,814.10</b>

4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>55,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>55,000.00</b>

ALL FUNDS -	<b>TOTAL PERMANENT APPROPRIATIONS</b>	<b>794,814.10</b>
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**Permanent 2022 Appropriation Resolution Amended January 27, 2022**

<b>2022 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2021		451,000.00
	Prior Year Encumbrances	-
	<b>UNENCUMBERED BALANCE 01/01/18</b>	<b>451,000.00</b>
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	<b>TOTAL REVENUES</b>	<b>750,883.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,201,883.00</b>
Capital Projects Fund: Carryover 12/31/2021 unrestricted		203,545.00
	Carryover 12/31/2021 restricted	21,455.00
	<b>Total Capital Projects</b>	<b>225,000.00</b>
	<b>TOTAL REVENUES</b>	<b>1,426,883.00</b>
<b>2022 Operating Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	361,046.00
1000-100-200-0000	Employee Benefits	90,368.00
1000-100-300-0000	Purchased & Contracted Services	158,869.00
1000-100-400-1000	Library Materials and Information	85,100.00
1000-100-450-0000	Supplies	15,100.00
1000-100-500-0000	Other Objects	27,331.10
1000-700-700-0000	Capital Outlay	2,000.00
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>739,814.10</b>
1000-990-910-0000	Transfers - Out	200,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>200,000.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>939,814.10</b>
4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>55,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>55,000.00</b>
<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS</b>	<b>994,814.10</b>

**710 - Vacation Leave (revised 12/16/2021)**

1. Vacation leave is accrued each pay period and prorated on the basis of hours paid, excluding overtime. For example, a regular full-time employee accruing vacation at the rate of 2 weeks per year who has 60 paid hours in one biweekly pay period would accrue 3/4 of the vacation that an 80-hour employee accrued, rounded to the nearest hundredth of an hour.
2. Eligible employees accrue vacation leave based upon their length of public service in the state of Ohio. Upon proper documentation, an employee's length of service will be adjusted to include prior public service with the state of Ohio or any political subdivision of the state solely for purposes of calculating his vacation accrual rate. Vacation credit may be used at the employee's discretion in accordance with the Library's policies and procedures.

**For the following years of service:**

**Employees will accrue:**

Years one (1) through five (5) -	80 hours (2 weeks).
Years six (6) through ten (10) -	120 hours (3 weeks).
Years eleven (11) through fifteen (15) -	160 hours (4 weeks).
Year sixteen (16) -	168 hours (4 weeks + 1 day).
Year seventeen (17)-	176 hours (4 weeks + 2 days).
Year eighteen (18) -	184 hours (4 weeks + 3 days).
Year nineteen (19) -	192 hours (4 weeks + 4 days).
Year twenty (20) -	200 hours (5 weeks).

3. Vacation accrual is credited at the end of each biweekly pay period at the following rates per 80 hours paid:
  - 3.1 hours each biweekly period for those entitled to 80 hours per year.
  - 4.6 hours each biweekly period for those entitled to 120 hours per year.
  - 6.2 hours each biweekly period for those entitled to 160 hours per year.
  - 6.4 hours each biweekly period for those entitled to 168 hours per year.
  - 6.7 hours each biweekly period for those entitled to 176 hours per year.
  - 7.0 hours each biweekly period for those entitled to 184 hours per year.
  - 7.4 hours each biweekly period for those entitled to 192 hours per year.
  - 7.7 hours each biweekly period for those entitled to 200 hours per year.
4. One year of service shall be computed on the basis of twenty-six (26) biweekly pay periods.
5. Vacation accrual rate will be changed at the beginning of the pay period containing the anniversary date in which the employee is entitled to additional vacation credit due to length of service.
6. ~~During the month of December, employees may designate their vacation preference for the balance of the next year. Vacation preference shall be indicated in writing on a form furnished by the Library for this purpose. Employees may designate up to three vacation period preferences on this form. If a dispute arises due to vacation scheduling, seniority shall be the governing factor used in resolving the dispute. Vacation days not scheduled on this form will be approved on a first submitted/approved basis; seniority will not govern these requests. The final right to approve vacation scheduling is reserved by the Director.~~



7. Vacation credit may be accumulated up to a maximum of 220 hours for regular full-time employees and 110 hours for regular part-time employees. Credit in excess of this maximum will be eliminated from the employee's vacation balance.
8. In the event of death of a member of the employee's family (i.e., those listed in the Library's Compassionate Leave policy) during an employee's vacation, the employee may elect to change his time off from vacation to compassionate leave for the number of days he is eligible for compassionate leave. He may also request to extend his vacation if scheduling permits.
9. ~~When an employee is terminated,~~ **Upon separation from library employment, employees who accrue vacation every pay period shall receive vacation pay for be paid at the employee's current hourly rate for any accrued but unused vacation leave. An employee who is credited for their entire vacation leave at the beginning of the pay year, will have their vacation leave payout calculated as if the current year vacation leave had been accrued pay period to pay period as described in Sections 1-3 above from the beginning of the pay year until the separation date. That amount will be added to any vacation carried over the previous year. From that sum is subtracted any vacation used in the current year. The remaining unused vacation hours will be paid at the employee's current hourly rate.**
10. Vacation will not be approved to extend an employee's length of service (except in emergencies as approved by an employee's supervisor and the Library Director). The employee who turns in his resignation notice and requests the use of vacation during the notice period generally will be denied vacation and be required to work as scheduled during the notice period.
11. In the event of an employee's death the unused vacation leave shall be paid to his estate and/or in accordance with the Ohio Revised Code.
12. ~~The Clerk-Treasurer will provide eligible employees with annual printouts of their benefit leave accruals and use. Certain~~ **Vacation leave benefit and use** totals are also provided on the employee's paycheck stub. Each employee is responsible for the review of his own leave report and paycheck information and for advising the Clerk-Treasurer immediately of any error.

## **Director's Report—December, 2021**

**Building and Grounds**—Mike's Tree Service was here November 24 to thin and shape up the willow, the two oaks, and the ornamental maple at the front of the building. The willow was hanging over the condenser fence and the roof, and the oaks were very much overgrown. The trees look much better now, and the taller oak is surely in better health with some of the weight taken out of the top. The new cleaning service is doing a good job, but has had some problems with its younger cleaners showing up on time; COVID also has kept some workers at home.

**Programs**—the library held a jigsaw puzzle swap on Saturday, December 4. Although not as well attended as past events, it was appreciated by those who showed up. We ended up with as many or more puzzles than we started with. Staff have suggested putting up a free puzzle table over the holidays and we'll do that once school is out. The December Adult take-and-make craft had 29 takers; these crafts continue to be popular with a group of patrons.

**Staffing**—Nicole will be back to work on the 16<sup>th</sup>. While she is eager to get out of the house, I don't expect her to work eight-hour shifts every day for a while yet. We'll see how things go.

## **Director's Report—January, 2022**

**Building and Grounds**—the heat throughout the building seems more consistent that it has in past winters. The new controllers are likely helping. One boiler is still acting up, but the other is working well. I have signed off on the quote to fix the troubled boiler. I bought an electric snow blower for the library after the big snow on the 17<sup>th</sup>. We don't often need one, but it certainly would be useful when digging out on Tuesday morning.

**Programs**—the library has put out jigsaw puzzles to giveaway starting the week before Christmas, and we have now given away all the puzzles that had been stored in the meeting room. Over December 29-30, the library handed out around 1000 COVID rapid tests. Although I reordered immediately, we did not receive any more until January 19<sup>th</sup>. This batch of 1000 has taken about a week to distribute, and that is the rate that we were handing them out last fall. The adult services staff passed out 40 take-and-make kits this month, and provided another 27 to Youth Services for distribution.

**Meetings**—I attended four Ohio Library Council Board-related meetings via Zoom; the Chamber of Commerce Board meeting on the 19<sup>th</sup>; an Imagination Library fundraising Committee meeting via Zoom; and an area library Directors' meeting via Zoom.

**Weather:** I decided the evening of Sunday, the 16<sup>th</sup>, to close the library on Monday, the 17<sup>th</sup>, due to the heavy snow predicted for overnight on Sunday. That was the right call.

## December 2021 Youth Services Report

Elves descended upon the library youth department and hosted a Junior ELF school on December 1. As each child turned into an elf, courtesy of a Snapchat filter, he or she earned a hat and a certificate from Santa. The Elf theme continued into the Small Town Wonderland where children made ornaments and will end with another ELF school for elementary age children on December 18.

Adults and teens made tea cup candles during two sessions December 6. Sarah started programming after school a few days a week and the students made candles with the leftover supplies one of the days. Classes are scheduled at 2:30 during part of the week, but more middle school students are in the youth department playing on the computers and hanging out until the elementary school day ends, so Sarah began a few days of crafts or games each week. One week they did some prep work for the Elementary ELF School by painting pine cones and stars.

The Christmas tree in the Youth department displays wood cut ornaments. Seventy-five high school art students painted the majority. Patrons took home the remaining 75 wood cuts and a few returned them to us for display.

### Statistics for November 2021:

Side Door Count: 727

MES: 35 visits /727

Study Rooms Use: 24

Reference Questions: 815

Teacher collections: 22 requests /577 books

Story Time: 3/73

After School Programs: 4/20

Dinovember Camp Out: 16

Interactive movie: 9

Trick and Treat bags: 11

Virtual Book talk: 1/ 21 views including 104 students

Outreach to MES: 7/156

Computer Use: 167

Other Questions: 34

Sensory SPOT: 129

Autumn Reading Bingo: 56

Marvel Trivia : 24

Woodcut Ornaments: 150

Kathy Heller  
Youth Services Manager  
12/09/2021

## January 2022 Youth Services Report

January begins with yet another variant extending the pandemic. After the unprecedented 2020 slope of declining library usage, the Youth Services department stepped up to meet the challenges in 2021 by starting the year with successful virtual programming, take home activities, individualized story times, and sensory spot visits. Moving into Summer Reading, programs changed from virtual to outdoor story times, outdoor book clubs, outdoor story walks, and a select few indoor programs such as Animal Reading Friends (ARF). The fall season brought a few more class visits, return to in-person story time, and a mixture of take home activities and in-person programming to finish the year. In all, thirty-seven virtual programs reached 4191 viewers and 140 other programs attracted 1323 additional patrons. One hundred of these were scheduled story times, mostly hosted by Laken. Forty-three more Summer Reading Programs involved 1875 people. These numbers do NOT include regular story times, afterschool programs, classroom visits, or the sensory SPOT visits.

Looking forward, the Youth Department plans to continue with more in-person programming, striving to entertain and educate the Minerva Community. January plans include a Penguin Party, a Bear Hunt, two in-person story time options per week, after school programming, break in bags with two different levels to reach a larger audience, and reading buddies for younger children to take home.

### Statistics for December 2021:

Side Door Count: 455

MES: 19 visits / 455

Study Rooms Use: 16

Reference Questions: 383

Teacher collections: 12 requests / 353 books

Story Time: 1 / 27

After School Programs: 6 / 35

Winter Wonderland (parade): 62

Take Home Ornaments: 71

ELF school: Junior: 44 Elementary: 34

Outreach to MES: 6 / 140

Computer Use: 142

Other Questions: 31

Sensory SPOT: 78

Interactive movie: 12

Teacup Candles: 20

Scavenger Hunt: 23 Tree: 9

Kathy Heller

Youth Services Manager

1/20/2022