

**Minerva Public Library
Board of Trustees**

July, 2021

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
July, 2021 Regular Meeting
July 22, 6:30 pm in the library Board Room**

**Call to Order
Approve Agenda
Public Participation**

Minutes: Approve minutes of the June 22, 2021 Regular Board Meeting. Accept minutes of the June 29, 2021 Finance Committee Meeting.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update:

Library Service During Pandemic Update:

Ohio Biennial Budget:

Fiscal Officer's Report

PLF Distribution: The July 2021 PLF receipts are \$78,370, 22% more than the \$64,025 received in June, 2020. The Stark County Auditor's Office issued a new PLF distribution estimate for 2021 following the new revision of the Ohio Dept. of Taxation estimate for this year and including the actual receipts for the January through June. Minerva's new 2021 estimate for PLF receipts for Stark County is \$582,613, a 23% increase over the \$473,640 original estimate that was used for this year's budget.

2021 General Revenue Net Operating Position

June Revenue = \$	Total Year-to-Date Revenue = \$
June Expenses = \$	Total Year-to-Date Expenses = \$
Difference -\$	\$

Operating Expenses as Percentage of Appropriation

2021 Appropriation*	Current 2021 Expenses*	As Percentage
\$813,910	\$	

*includes \$180,000 transfer out to Capital

Visiting UAN Clerk Update:

New Business

Landscaping Project: Discussion about what to do with the fountain. A photo and price quote from Down to Earth Landscaping are included in the Board Packet.

Library Staffing Update:

Chase Bank Account: Chase Bank will closed its Minerva branch in October. The library will need to move its accounts to another local bank.

Correspondence

None this month.

Director's Report

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

Library Statistics: Since the library building was closed last year until June 16, comparing 2020 to 2021 would not be useful. In comparison to June, 2019, last month's door count was 58%, a much better percentage than we have seen for months. In-house circ was 77% of 2019's, and total circ was 76%—very consistent with the trend so far this year.

Accept Gifts

Restricted Individual Contributions to the General Fund

Unrestricted Individual Contributions to the General Fund

Total Restricted and Unrestricted	\$
-----------------------------------	----

In-kind Gifts June

Anonymous	4 trade paperbacks; 2 mass market paper backs
-----------	---

Adjourn

The next Regular Board Meeting will be held on August 26, 2021 at 6:30 pm in the library Board Room.

**Minerva Public Library Board of Trustees
Minutes of the June 24, 2021 Regular Meeting
June 24, 6:30 pm in the library Board Room**

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

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

Note: the regular May Board meeting was cancelled.

Ms. Birks moved to Approve **Minutes** of the April 22, 2021 Board Meeting as presented. Ms Miller seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 198 out of 294 eligible children in the library's service area were signed up with the Imagination Library. Ms. Davies reported that the \$1300 donation from the library to Stark Library in support of the program had been received by Stark Library.

Library Service During Pandemic Update: Mr. Dillie reported that once the state-wide mask mandate was lifted at the beginning of June, the library eased back into most regular services. All the furniture that was stored in the meeting room is back on the floor; all public internet computers are available again; returned materials are not quarantined, although staff is checking in just once a day in order to better manage the workflow. Meeting rooms are open for public reservation; however demand is usually low in the summer. The library will continue to use acrylic sneeze guards at the service desks, and will continue to wipe down the public computer keyboards and mice between patrons. Hand sanitizer is available throughout the building. The library will use some of the COVID relief money from last year to replace the flush valves on the toilets and urinals with touchless valves. Library door counts continue at 33-40% of normal, and staff continue to work with a 20% reduction in hours. Mr. Dillie intends to return to full staffing hours in August before school starts.

Fiscal Officer's Report

Ms. Birks moved to **Accept** the monthly financial reports for April. Ms. Repella seconded. Motion carried. Ms. Davies reported that the April financials were complete but were out of balance for one payment and so the month could not yet be closed. May, in turn, was still open.

PLF Distribution: The May 2021 PLF receipts are \$65,604, 44% more than the \$45,457 received in May, 2020. The June, 2021 PLF receipts are a startling \$84,843, 61% increase over the 52,239 receive in June, 2020. The June receipts reflect the delay in income tax filings until May this year. At the state level, the total PLF receipts remain substantially ahead of both the July and December estimates from the Ohio Dept. of Taxation.

2021 General Revenue Net Operating Position

April Revenue = \$50,070	Total Year-to-Date Revenue = \$236,313
April Expenses = \$52,342	Total Year-to-Date Expenses = \$180,743
Difference - \$ 2,272	\$ 55,570

Ms. Davies reported that operating deficit in April was the result of the annual property and liability insurance bill payment of just over \$9000. As indicated by the year-to-date revenue vs. expenses total, the library is far ahead on operating revenue.

Operating Expenses as Percentage of Appropriation (April 30, 2021)

2021 Appropriation*	Total 2021 Expenses*	As Percentage
\$813,910	\$280,743	34%

*includes \$100,000 transfer out to Capital

New Business

Executive Session: Dr. Beard moved at 6:55 pm that the Board enter Executive session to review the workplace performance of an employee. Ms. Miller seconded. Ms. Davies was excused from the meeting.

Roll Call

Mr. Bartley__yes__; Dr. Beard__yes__; Ms. Birks__yes__; Ms. Miller__yes__; Ms. Repella yes__; Mr. Rutledge__yes.

Ms. Miller moved to return to regular session at 7:30; Ms. Repella seconded. The Board returned to regular session and invited Ms. Davies to return to the meeting via Zoom.

Mr. Dillie has met via phone calls with two Fiscal Officers from the UAN Visiting Clerk list and suggested the Finance Committee could meet with one via Zoom before July 1 to discuss contract services that might be useful to the library. There was general agreement among the Trustees that this was a good idea and Mr. Dillie will set-up a meeting early in the coming week. If the Finance Committee is happy with their conversation with the visiting Clerk, the library will hire her as a contractor.

Ms. Repella moved to **approve the library entering into a contract** with a UAN Visiting Clerk to provide assistance with the Fiscal Officer duties as needed during the remainder of 2021. Ms. Miller seconded. Motion carried unanimously.

State Budget Update: At the time of the Board meeting, the budget was in conference committee. The senate has reset the PLF rate to 1.7% of General Revenue as it has been in the current budget. There is no news as yet on extending the provision to hold virtual public meetings. The Ohio Dept. of Taxation has revised its tax estimates for the current, and next two fiscal years, showing an increase in revenue which will increase the PLF estimates accordingly. The new budget does need to be passed by both houses and then signed by the Governor before July 1, and is on track to do so.

Statewide Delivery Service: Beginning July 1 statewide library delivery will be provided by a new contractor, STAT Courier, which has large library system delivery contracts in several other states. The hope is that with that experience, they will do a better job than Priority Dispatch, the current contractor has done, especially lately. The new contract is for two years, and there is a several hundred dollar increase over the old price. However, the State Library Ohio has decided to use some of its Federal COVID relief money to partially fund the contract in the first year, June, 2021-July, 2022, providing a 30% discount to all libraries delivery customers. Even with the increase, the shipping cost per item for Minerva is still under 10 cents a piece.

Ms. Birks moved to **Accept the delivery contact** with the State Library of Ohio for July, 2021-June, 2022 in the amount of \$8,872.50. With the one-time 30% discount the actual billed amount is \$6,210.75. Dr. Beard seconded. Motion carried unanimously.

HVAC Replacement: The condenser unit that provides air conditioning to the library is failing, and in fact the air conditioning has been out all week at the time of this Board meeting. Two the six compressors have died, and the remaining compressors are not adequate to provide full cooling. According to Standard Plumbing and Heating, the library's HVAC contractor, the life expectancy of a condenser unit is 15 years; the library's equipment was installed in 2002-2003. Mr. Dillie asked for a price for just replacing the two compressors, (Attachment A) and that's \$21,500; while those compressors would be new, the replacement would not prolong the life of the other original equipment, and requires the use of refrigerant which, while available, is no longer manufactured and much more expensive. If any one or more of the remaining original compressors failed, the same replacement process would be repeated for them. Piecemeal replacement of failing components would be on ongoing and unpredictable expense.

Replacing the entire condenser unit will cost \$80,000 (Attachment A) and it should then have a service life of 15 years without requiring major repair. Mr.

Dillie pointed out that the library has the capital projects money now and also has a large amount of carryover in the general fund already this year. Complete replacement is expensive, but it is a prudent decision rather than replacing some parts and thus committing to replacing aging equipment one piece at a time. Standard has said that installation will require the AC to be out for a week. If we can hold on until fall and cooler weather, the library could stay open during the work. Standard has also said that supply chain problems are causing delays in manufacturing this equipment; they would order it as soon as we sign on, in hopes of having the condenser unit ready if the AC fails. However, it will take longer than usual to acquire hardware. The cost of the replacement is over the \$50,000 threshold that would require the project to be bid. However, Mr. Dillie suggested the Board invoke the "urgent necessity" provision permitted under ORC 3345.7 in order to get the replacement process started as soon as possible. The AC fails during the summer and can't be restarted, the library will have to reduce hours open dramatically because the building will be too hot to work in on hot days.

There was a general discussion about the two replacement. Trustees agreed that it was not sensible to spend \$21,000 to replace two compressors, with no certainty that two more compressors wouldn't then fail soon after. The bidding process would likely require waiting to make a decision until the end of July which makes for a further delay in ordering equipment.

Mr. Rutledge moved to **Approve Resolution 21-06-01** to declare an urgent necessity as per ORC 3345.7 to forego normal competitive bidding and procurement procedures and contract with Standard Plumbing and Heating to replace the air conditioning condenser at a quoted amount of \$79,958.00 with the understanding that the Library Director may authorize additional associated expenses if necessary. Ms. Repella seconded. Motion carried unanimously.

Amend 2021 Appropriation: in order to cover the cost of the replacement, the library will need additional money appropriated to capital projects. To do so, the Board will amend the current appropriation and transfer money from the General Fund to the Capital Projects Fund. A majority of five is required to amend the appropriation.

Mr. Rutledge moved to **Approve Resolution 21-06-02** to amend the 2021 Appropriation and transfer \$80,000 from the General Fund to Capital Projects-- Maintenance and Repair 4001-760-331-0000. Ms. Repella seconded. Motion carried unanimously.

Health Insurance Update: the Stark Council of Governments insurance group has approved a 3% increase in insurance rates for the July, 2021—June, 2022 insurance year with two premium holiday months. The new monthly rate is \$826.13 for single coverage and \$2006.86 for family coverage. The library provides a monthly subsidy for the purchase of health insurance. Information

about that rate and a proposed change is included in the Board packet. SCOG has authorized two premium holiday months for the coming insurance year; the library should set those months. As described in the included information, the library's subsidy rate for single is below the average rate for a number of sampled libraries in Ohio. Minerva is only library that uses a flat dollar amount rather than a percentage of the premium, which in turn pushes the annual cost of the rate increases onto the employee. However, the library's membership in the SCOG insurance group provides for some premium holiday months each year which then offset the cost of that year's rate increase, even though the accumulation of the annual increases do result in gradual increases in the employee share.

Ms. Miller moved to **Accept** the new SCOG insurance rates as presented. Dr. Beard seconded. Motion carried unanimously.

In the accompanying document, Mr. Dillie recommended that the Board approve a one-time adjustment in the monthly health insurance subsidy, resetting the value at the equivalent of 75% of single coverage and 65% of family coverage.

Ms. Miller moved to **Approve Resolution 21-06-02**: to increase the library's health insurance subsidy for employees from \$521 a month for single coverage and \$951 a month for family coverage to \$619 and \$1304 a month respectively effective July 1, 2021. Dr. Beard seconded. Motion carried unanimously.

The library sets the premium holiday months for months with three payrolls since the amount saved by paying no premiums covers part of the cost of the third pay. SCOG is providing two holiday months in the coming insurance year.

Ms. Miller moved to **Approve Resolution 21-06-03**: to set the health insurance premium holiday months as July and December, 2021. Dr. Beard seconded. Motion carried unanimously.

Tax Budget: the library, as a public agency, is required to file a tax budget each year with the County Auditors. Since we have no certified estimate for 2022 revenue, and are not even half way through the current fiscal year, this exercise is not all precise. A draft budget is included in the Board packet for review. Mr. Dillie explained that the revenue in this budget is calculated from the December, 2020 PLF estimate, while expenditures use the current budget with small increases. The Dept. of Taxation has just released new estimates for the total PLF in this fiscal year, and for the next biennium. These estimates are all greater than the previous ones. The draft budget assumes that the library will do one more transfer from General Revenue to Capital before the end of this year in order to bring the carryover down to \$250,000.

Ms. Birks moved to **Approve Resolution 21-06-04** to approve 2022 Tax Budget as presented. Mr. Rutledge seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

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

Library Statistics: Since the library was closed completely in the first part of May last year, and then open only for drive-up service the rest of the month, comparing 2020 to 2021 would not be useful. In comparison to May, 2019, last month's door count was 34%, very consistent with what we have seen for months now. In-house circ was 65% of 2019's, and total circ was 68%. Again, very consistent with the trend.

Acknowledge Gifts

Total Summer Reading Contributions as of 04/21/21	\$1,500.00
--	-------------------

In-kind Gifts March-May

Anonymous

17 hardcovers; 29 trade paperbacks; 12 mass market paperbacks; 48 DVDs ; 10 videogames

Adjourn: Mr. Rutledge moved to adjourn the meeting at 8:10. Ms. Birks seconded.

The next Regular Board Meeting will be held on July 22 at 6:30 pm in the library Board Room.

Board President

Date

**Minerva Public Library Finance Committee
Meeting Minutes
June 29, 2021 via Zoom**

Call to order: Mr. Bartley called the meeting to order at 7:00 pm

Attendance: Trustees Roger Bartley, Sarah Repella, and Dick Rutledge. Library Director Tom Dillie. Guest Mary Ellen Gooding (joined meeting at 7:05)

At its Regular meeting last week, the Board approved hiring a UAN Visiting Clerk to assist the Fiscal Officer as needed. Mr. Dillie had spoken with two Fiscal Officers from the Visiting Clerk list and suggested the Finance Committee meet with Mary Ellen Gooding, Fiscal Officer for Warren Township in Tuscarawas County and discuss her experience and services. Ms. Gooding then joined the Committee meeting via Zoom. She has been a Fiscal Officer for 22 years, and has worked as a Visiting Clerk since 2003; since 2012 she also has helped staff the UAN help line which provides phone assistance to UAN Fiscal Officers across Ohio. She has been contracted as a visiting Clerk by villages, townships, and both the Gnadenhutten and Louisville Public Libraries. She can work remotely or in-person and is flexible on scheduling. Ms. Gooding and the Committee members had a general discussion about how she has interacted with her agency and Fiscal Officer customers and what level of support she has provided. Ms. Gooding emphasized that she would be at the service of the library and Fiscal Officer, and that was confident that she could help Ms. Davies get up to date without much trouble at all. She also said that she could provide training or assistance to Mr. Dillie to enable him to use UAN and handle basic Fiscal Officer functions if necessary. Ms. Gooding then left the meeting at 7:20. The Finance Committee agreed that Ms. Gooding's experience and temperament made her well-suited for the needs of the library and told Mr. Dillie he should go ahead and contract with her for Visiting Clerk services.

The Committee meeting adjourned at 7:25 pm.

July 22, 2021

Minerva Public Library

Fiscal Officers Report

Fiscal Officer received the note from the Finance Committee and has been working to catch up after the error in April. The April error and adjustment to correct was made today. The data entry will be done next week to enter the accounts payable for May and June. That is the reason the financials are not in your packet.

1. The letter dated 6/24/2021 all items have been addressed. I still have boxed files at home to bring in. A letter from my primary care physician is in the mailbox of the library director.
2. Mary Ellen Gooding, UAN clerk, contract service, I had a phone call this am from 9-11 am. We fixed the mistake and discussed a list of things that will need to be updated in August. She stated she is writing a full report to Mr. Dillie
3. Christina moved back to the library July 12, 2021

Financials

All bills are paid to date. Chase has our checking, savings and a CD = \$493,907.09. Consumers has \$228,473.32 in CD's as of today. (Copy of bank statements enclosed).

All taxes were paid for Sales and Use Tax, PR taxes etc. The library had received a notice the Department of Taxation had not received the sales tax for 7/1/20-12/31/20. They billed us \$2987.78 and we owed only \$2.39. I appealed the claim with the proof of documentation and won. The Sales and Use Tax for 1/1/21-06/30/21 has been submitted and processed.

Shared Work, I have had no issues with the last 3 weeks submitting. I have heard no complaints from the staff.

The Bureau of Workman's Comp fell out of the prime premium rate, it was my error I missed putting in the Annual Payroll number for 2020. This has been fixed, our new Comp Management is Sedgwick Claims Management Center. We have a cheaper rate.

The 80,000.00 transfer from last months meeting was added to the budget, transferred into capital and the PO's were issued. The amended appropriation was sent to our three counties.

New Business:

Chase Bank our local bank is closing the Minerva Branch this fall. I will be closing our PO Box next week. I have reached out to Dick, Roger and Tom about moving the funds to Consumers National Bank. I will bring the recommendation to the board next month.

Based upon review with Mary Ellen Gooding today, we will be working together again in August. I have a list to work on but my main priority is to get the data put in, balanced and closed May-July before I begin the process.

Personal:

I am sorry I am not with you, I thought yesterday was Thursday and made a commitment to keep my granddaughter tonight thru Sunday.

Respectfully

Christina



3 stone kit
Stone sizes are 20", 27" and 35"



10744 Beech St NE Alliance, OH 44601
 (330) 418-2602 down2earth10@yahoo.com

Landscape Estimate	
Customer:	Minerva Public Library
Billing address:	677 Lynwood Dr Minerva, OH 44657
Property address:	Same
Date of Estimate:	7/5/2021

LABOR	AMOUNT
Remove existing pond and waterfall. Install 3 piece polished top basalts bubbler fountain in place of existing pond.	\$2,000.00

QTY	MATERIAL	PRICE	AMOUNT
	3 piece polished top basalts bubbler fountain kit		\$1,550.00
1 ton	1's & 2's gravel	\$35.00/ton	\$35.00
2 yd	Dyed brown mulch	\$28.00/yd	\$56.00
	Grass seed, fertilizer and straw		\$75.00

QTY	EQUIPMENT & DELIVERY	PRICE	AMOUNT
	Bobcat		\$175.00

QTY	PLANT MATERIAL	SIZE	PRICE	TOTAL

*Plants available to be under warranty

	TOTAL
TOTAL LABOR	\$2,000.00
TOTAL MATERIAL	\$1,716.00
TOTAL EQUIPMENT & DELIVERY	\$175.00
TOTAL PLANT MATERIAL	\$0.00
ESTIMATE TOTAL	\$3,891.00

All prices are subject to tax
 Estimate is good for 30 days from the date of estimate
 Estimated total will be adjusted on the final invoice to reflect exact labor and material expenses.



1 Year Plant Warranty

Plant Warranty Details:

Down to Earth Lawn & Landscaping, LLC will warranty plant material that is marked above with an asterisk for 1 year from the date of invoice, providing payment has been received according to the terms and conditions listed on the contract. The warranty is good for one replacement of each original plant. The warranty does not include annuals, perennials, groundcover, bulbs, seed, sod, plants in above ground containers or customer's plants that have been transplanted. The warranty is not valid due to losses such as vandalism, theft, chemical or fertilizer injury, animal or pest damage, homeowner neglect, or acts of God such as weather extremes.

Payment terms and conditions:

An invoice will be sent to the client at the completion of the services listed above. Payment is due within 30 days from the date of the invoice. If payment is not received within the 30 day period, a 3% fee will be applied and the invoice will be resent. Estimates include only contracted services. Any additional services rendered on request of the client will be reflected in final invoice charges. The contractor cannot be held responsible for any acts of God that may occur, such as but not limited to, floods, high winds, tornadoes, or abnormally cold weather. If there are any questions or concerns regarding the bid/contract, please contact (330)418-2602 at your earliest convenience.

All estimates that are \$1,500.00 or greater will require a 50% down payment.

Estimate Total: \$3,891.00

Down Payment: \$1,945.50

I HAVE READ THE ABOVE CONTRACT AND AGREE TO THE LISTED PRICES, SPECIFICATIONS, TERMS AND CONDITIONS.

PLEASE SIGN AND RETURN LOWER SECTION TO:

**Down to Earth Lawn & Landscaping, LLC
10744 Beech St NE
Alliance, OH 44601**

Please sign and return bottom portion with along with down payment.

Client Name (print)

Client Signature

Date

All estimates that are \$1,500.00 or greater will require a 50% down payment.

Estimate Total: \$3,891.00

Down Payment: \$1,945.50

COMMENTS:

Director's Report—July, 2021

Building and Grounds—I've asked Down to Earth Landscaping to add the library to their monthly landscape bed cleanup roster. The beds are weedy and the easiest way to manage that problem is to have the landscaping company do the work. We'll add that weeding service to the budget for 2021. The air conditioning has been working well since the last service call on June 29. The adjustments Standard made to the humidity controls have also kept the building drier and more comfortable.

Technology—Jennifer has installed all the new public internet computers, catalog terminals, and service desk computers. She is working on the individual staff office computers now, and that will be that. I will recycle the old PCs with Alliance Computing. Enough of the old computers were having problems over the past year that I don't want to donate them to Goodwill to be refurbished.

Staffing-- I will bring the current staff back to regular hours for the pay period beginning August 23. The library will withdraw from the SharedWork program then. The library has three open part-time positions but with the very low traffic, there is no need to try to hire anyone yet. What would be helpful is to hire two more substitutes who could work during the day.

Programs—the adult take and make crafts have been very popular with patrons. We have been limiting the distribution to 18-20 kits a month, but will increase the number of kits per craft in September. The library is getting some queries from outside groups using the meeting rooms, but there's not much interest yet.

Meetings—I attended an OLC Board meeting via Zoom on 07/16 and a Chamber Board meeting in person on 07/21.

July 2021 Youth Services Report

Nurses Lori and Nancy from the Aultman WOW (Wellness On Wheels) program opened the July Story Time with a Teddy Bear Clinic. They explained the different tools used in the hospital, gave each child's bear (or monkey) a check-up, and rewarded them with a certificate of good health. The weather outside was beautiful for this program, however, the following week rain threats and high humidity chased the program inside for dragon stories and songs and parachute play.

Minerva Elementary Summer School classes visit the library as part of their curriculum. Each week, students hear a story and choose a book to take back to school and enjoy.

The Tweens and Teens joined Sarah in house with a special Book Nook program. Using a tissue box, paper, fiberfill, and a set of battery lights, each student created a scene to decorate a shelf at home. Creative ideas included *War of the Worlds*, *The Hunger Games*, *Chronicles of Narnia*, and more! A select group of Tweens/teens took home Lit Loot boxes. Lit Loot mimics the popular subscription boxes and includes a library book and monthly themed treats. Students must register online and complete a survey to stay in this free program.

COSI partnered with Ohio libraries and gave 50 Learning Lunchboxes to Minerva. Each box contains educational projects aligned with Ohio Learning standards for students in Kindergarten through 8th grade. The theme is Space. COSI offers others topics for purchase.

July programming continues with *Dog Man* Club for all ages, *Paw Patrol* STEAM activity kits, another interactive movie, Story Time and Sensory SPOT.

Statistics for June 2021:

Side Door Count: 43

MES: 5 visits/ 43

Study Rooms Use: 21

Reference Questions: 471

Teacher collections: 2 requests /119 books

Story Time 4/162

Owl Diaries Club: 12

Break-In Bags: 40

Sensory SPOT: 81

Art Canvases: 150

Take home bags Preschool: 200

Elementary: 137 Tween/teen:106

Interactive Movie kits: 45

Computer Use: 52

Other Questions: 104

ARF: 12

Stark Parks Visit: 36

Lit Loot: 10

Kathy Heller

Youth Services Manager

7/15/2021

**Minerva Public Library Board of Trustees
July, 2021 Regular Meeting
July 22, 6:30 pm in the library Board Room**

**Call to Order
Approve Agenda
Public Participation**

Minutes: Approve minutes of the June 22, 2021 Regular Board Meeting. Accept minutes of the June 29, 2021 Finance Committee Meeting.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update:

Library Service During Pandemic Update:

Ohio Biennial Budget:

Fiscal Officer's Report

PLF Distribution: The July 2021 PLF receipts are \$78,370, 22% more than the \$64,025 received in June, 2020. The Stark County Auditor's Office issued a new PLF distribution estimate for 2021 following the new revision of the Ohio Dept. of Taxation estimate for this year and including the actual receipts for the January through June. Minerva's new 2021 estimate for PLF receipts for Stark County is \$582,613, a 23% increase over the \$473,640 original estimate that was used for this year's budget.

2021 General Revenue Net Operating Position

June Revenue = \$	Total Year-to-Date Revenue = \$
June Expenses = \$	Total Year-to-Date Expenses = \$
Difference - \$	\$

Operating Expenses as Percentage of Appropriation

<u>2021 Appropriation*</u>	<u>Current 2021 Expenses*</u>	<u>As Percentage</u>
\$813,910	\$	

*includes \$180,000 transfer out to Capital

Visiting UAN Clerk Update:

New Business

Landscaping Project: Discussion about what to do with the fountain. A photo and price quote from Down to Earth Landscaping are included in the Board Packet.

Library Staffing Update:

Chase Bank Account: Chase Bank will closed its Minerva branch in October. The library will need to move its accounts to another local bank.

Correspondence

None this month.

Director's Report

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

Library Statistics: Since the library building was closed last year until June 16, comparing 2020 to 2021 would not be useful. In comparison to June, 2019, last month's door count was 58%, a much better percentage than we have seen for months. In-house circ was 77% of 2019's, and total circ was 76%--very consistent with the trend so far this year.

Accept Gifts

Restricted Individual Contributions to the General Fund

Unrestricted Individual Contributions to the General Fund

Total Restricted and Unrestricted \$

In-kind Gifts June

Anonymous 4 trade paperbacks; 2 mass
market paper backs

Adjourn

The next Regular Board Meeting will be held on August 26, 2021 at 6:30 pm in the library Board Room.