

**Minerva Public Library
Board of Trustees**

October, 2021

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
October , 2021 Regular Meeting
October 28, 6:30 pm in the Community Meeting Room**

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

Minutes: Approve minutes of the September 23, 2021 Regular Board Meeting.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update:

Library Service During Pandemic Update:

Air Conditioning Update: Standard Plumbing finished the air conditioner installation on October 14, with some final work completed the following week.

Financial Report

Accept: the September, 2021 financial documents.

Approve: the October Fiscal Officer's report.

Additional Financial Information:

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

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

2021 General Revenue Net Operating Position

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

General Fund Expenses as Percentage of Appropriation on Sept. 30

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

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

Operating Expenses Only as Percentage of Operating Appropriation

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

New Business

Executive Session: the Board will enter Executive Session to discuss the job performance of a library employee.

Motion: Second: Time:

Roll Call: ___Bartley ___Beard ___Birks ___Miller ___Repella ___Ruff ___Rutledge

Motion to return to meeting: Second: Time:

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

Approve Resolution 21-10-01: to hire Home Cleaning Genie to clean the library restrooms beginning November 1, 2021, at a rate of \$377 a week.

Administrator Performance Reviews: the Board's Personnel Committee will wish to meet prior to the November Board meeting to review the job performance of the Library Director and Fiscal Officer.

Draft 2022 Budget Review: Documents outlining a preliminary budget for next year are included in the Board Packet for discussion.

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: September's door count was 3799, 29% higher than September last year. But 62% less than September, 2019. August checkouts were 4% above last year's, and renewals were up 4% as well. In-house circ was up 4,2% and total circ was down 2.3%. Most of the latter decline is likely due to the continuing problems with the delivery service, although the service certainly has improved since the summer.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund \$3000.00

Given in memory of Gaye Powell by her daughters

Unrestricted Individual Contributions to the General Fund \$ 178.95

In-kind Gifts September

Anonymous

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

Adjourn

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

Board President

Date

Minerva Public Library Board of Trustees
Minutes of the September 23 , 2021 Regular Meeting
September 23, 6:30 pm in the Community Meeting Room

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

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

Adjustments to the Agenda: none

Public Participation: none

Minutes: Ms. Birks **moved to Approve** the minutes of the August 26, 2021 Regular Board Meeting. Ms. Ruff seconded. Motion carried unanimously.

Ongoing Business

Mr. Dillie provided updates on the following topics.

Ohio Governor's Imagination Library Update: new registrations from the Minerva service area have stalled over the summer and total registration is just under 68% of eligible kids in our area. That's still well ahead of the other library districts in the county. The county-wide registration total is just under 38% of eligible children.

Library Service During Pandemic Update: traffic continues to be very slow at the library. There has been a big surge in demand for rapid COVID tests. The library has distributed these test kits since the spring, but in the past few weeks demand has taken off. At the time of this meeting, the library has distributed over 700 kits, most of that in the last few weeks. Mr. Dillie has ordered another 1000 kits from the Ohio Dept. of Health. These kits are provided free by the State to public libraries for distribution.

Air Conditioning Update: Standard Plumbing has the condenser units on hand and planned to start installation this week. However, the rain the past two days seems to have delayed their work.

Fiscal Officer's Report

Accept Financial Documents: Mr. Rutledge moved to accept the August finance reports. Ms. Ruff seconded. Motion carried unanimously.

In the absence of the Fiscal Officer and with no submitted report, the Trustees did not move to accept a Fiscal Officer Report for September.

Mr. Dillie reported on the PLF distribution.

PLF Distribution: The September 2021 PLF receipts are \$67,783, 4% more than the \$64,956 received in September, 2020. PLF Receipts for the first three quarters of this year total \$582,848 which is 94% of the December 2020 estimate of \$614,629 for this year's PLF. The Ohio Department of Taxation issued a revised 2021 PLF estimate in July, taking into account the first six months of actual distribution and making a new estimate for July-August 2021. Under this new estimate, the library's total receipts for 2021 will be \$760,952.

2022 PLF Distribution: The Depart of Taxation has issued its first estimate for 2022. Minerva's PLF is estimated at \$737,953. The Carroll County Budget Commission has issued the library a certificate of resources for next year that is 15% of the county's PLF estimate, as expected. The Dept. of Taxation will issue a revised 2022 estimate in December. However, the County Auditors' offices will certify the library's 2022 distribution based on this July's estimate, and that is the revenue estimate the library will use for budgeting.

2021 General Revenue Net Operating Position

August Revenue =	\$58,743	Total Year-to-Date Revenue =	\$527,642
August Expenses =	\$47,023	Total Year-to-Date Expenses =	\$553,299**
Difference	\$22,720		-\$ 25,657

General Fund Expenses as Percentage of Appropriation on August 31

<u>2021 Appropriation**</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$893,911	\$553,300	61%

**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	\$373,300	52%

Chase Bank Account: the local Chase Bank branch will remain open until December.

New Business

Executive Session: At 7:00 pm Ms. Birks moved to enter Executive Session to discuss the job performance of the Fiscal Officer. Mr. Rutledge seconded. Mr. Dillie called the roll.

Roll Call: Mr. Bartley yes__Ms. Birks yes__Ms Ruff yes __ Mr. Rutledge yes __

At 7:40 pm Mr. Rutledge moved to return to regular session. Ms. Ruff seconded.

Trustee Terms Ending: the seven-year Board terms of Mr. Bartley and Mr. Rutledge end on December 31. Both Trustees said that they were not sure about another seven term. There was a general discussion among the Trustees and Mr. Dillie about a need for continuity on the Board for the next year or two. Mr. Bartley and Mr. Rutledge were both willing to request another term on the Board with understanding that neither of them would likely serve a full seven years.

Resolution 21-09-01: Ms. Ruff **moved to request** the Minerva Local Schools Board of Education reappoint Mr. Bartley and Mr. Rutledge to new terms as library Trustees to commence at the January, 2022 Library Board Meeting. Ms. Birks seconded. Motion carried unanimously .

Mr. Dillie will send a letter to Mr. Chaddock, the school superintendent requesting that the re-appointment be added to a School Board agenda in the next month.

Cash in Lieu of Health Insurance: In June, 2019, following a suggestion from library staff, the Board approved providing monthly cash payment in lieu of the health insurance subsidy for eligible employees. Since the library increased the health insurance subsidy at the June, 2021, it is appropriate to revisit the rate for the cash-in-lieu-of payment. Mr. Dillie reminded the Trustees that the payment was set at \$250 a month and library's health insurance subsidy for single coverage was \$519. Since the subsidy rate has been raised to \$619, Mr. Dillie recommended raising the monthly cash-in-lieu payment to \$300.

Resolution 21-09-02: Ms. Birks **moved to raise** the cash-in-lieu of health insurance monthly payment from \$250 and month to \$300 a month effective with the October payment. Ms. Ruff seconded. Motion carried unanimously.

Records Commission Meeting: the Board will plan to meet as the Records Commission immediately prior to the October Regular Meeting.

Correspondence

None this month.

Director's Report

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

Library Statistics: August door count was 3197, 23% higher than August last year. But 52% less than August, 2019. August checkouts were 10% above last year's,

but renewals were down 9%. In-house circ was down less than 1%, and total circ was down 6.5%. Most of the latter decline is likely due to the problems with the delivery service which resulted in far fewer items than usual loaned to other libraries in August.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund \$ 00.00

Unrestricted Individual Contributions to the General Fund \$ 259.57

Includes \$128.95 from JDZ Sales for online sale of discards

In-kind Gifts August

Anonymous

2 hardcovers; 4 trade
paperbacks; 4 mass market
paper backs; 30 DVDs; 1
videogame

Mr. Dillie mentioned that the daughters of the late Gaye Powell, who was an active library patron, have donated \$3000 in memory of their mother. Mr. Dillie has set that money aside to use in support of library programs for adults and families since Gaye was a regular attendee of library programs while she was able to do so. Since this donation was received in September, it will appear in the gift list on the Agenda for the October Meeting.

Adjourn: Ms. Ruff moved to adjourn the meeting at 7:50 pm. Ms. Birks seconded.

The next Regular Board Meeting will be held on October 28, 2021 at 6:30 pm in the library Board Room. The Board will meet as the Records Commission immediately before the Regular Board Meeting.

Minerva Public Library

September, 2021 Financial Reports

Submitted for the October 2021 Board Meeting

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

Minerva Public Library
 Financials September 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>	2.35			
Lost Item	1.00			
Columbiana County PLF	1,643.38			
Stark County PLF	52,243.54			
Carroll County PLF	13,896.19			
CD Interest	269.35			
Sales Tax	1.45			
Printer paper	235.60			
Copier	282.30			
Fax	75.00			
Unrestricted Donations	3,178.95			
Rental/Meeting Room				
Resale	21.05			
Refunds from Overpayment				
Returned Check				
Transfer out 100,000.00				
Total from *Revenue Ledger	71,850.16			

Expenditures:

Salaries	6,827.22
Dept 1	3,296.79
Dept 2	13,861.88
Dept 3	84.33
Dept 4	982.40
Dept 5	3,439.54
OPERS	328.34
Medicare	31.97
Life Insurance	3,095.65
Insurance-Board Share	483.00
Other Purchased and Contract Services	370.30
Programming Supplies	1,643.50
Adult Books	1,192.33
Youth Books	25.00
Periodicals	203.09
Adult Audiovisual	1,335.96
Downloadable Content	131.71
Youth Audiovisual	271.10
Other Library Material and Information	253.21
Other Supplies Catalog and Processing	686.30
Telephone	
Dues/Fees	1,146.00
Mtn and Repair on Equipment	1,667.32
Other Property Maint/Repair and Security	2,188.08
AEP	

Office Supplies	99.72
Postage	6.38
Natural Gas	182.21
Property Mtn/Repair Supplies and Parts	329.68
Rents/Leasing	426.65
UAN	762.00
Water/Sewer	
Other Communications, Publicity	307.20
Other Purchased and Contract Services	62.91
Information Tech	
Taxes-property	61.98
resale	
Educational	
Furniture/Equipment-Sweeper	
Total General Expenses	<u>45,783.75</u>

Capital:	
Transfer In	39,979.00
Maintenance and Repair	<u>986.50</u>
Land	
Furniture	
Total Expenses	<u>40,965.50</u>

86,749.25

<i>Ending Cash Balance:</i>	
Checking/Cash on Hand	220,601.29
Savings (Chase)	147,072.13
Certificates of Deposit (CMB)	263.35
Certificates of Deposit (Chase)	61,566.76
Petty Cash/Registers	271.00
Total	<u>429,774.53</u>

Capital Reserve

	220,601.29
	147,072.13
	229,011.09
	103,284.75
	271.00
	<u>700,240.26</u>

270,465.73

Income	<u>71,850.16</u>
Expense	<u>86,749.25</u>
Loss	<u>14,899.09</u>

Fiscal Year To Date as of 09/30/2021

Income	594,515.02
Expense	535,782.00
Profit	<u>58,733.02</u>

Revenue Status

By Fund
 As Of 9/30/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$3.06	\$31.94	8.743%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$473,640.00	\$449,227.82	\$24,412.18	94.846%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$119,489.49	\$6,390.51	94.923%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$14,130.95	\$969.05	93.582%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$290.58	-\$290.58	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	\$1,616.99	\$883.01	64.680%
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	\$1,500.86	\$999.14	60.034%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$456.70	\$243.30	65.243%
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	\$2,312.28	-\$312.28	115.614%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$2,437.40	\$2,562.60	48.748%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$44.94	\$205.06	17.976%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$50.00	\$550.00	8.333%
1000-871-0000	Refunds for Overpayment	\$50.00	\$796.17	-\$746.17	1592.340%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,319.75	-\$2,219.75	2319.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$633,267.50	\$599,492.05	\$33,775.45	94.666%

Revenue Status

By Fund
As Of 9/30/2021

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	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$180,000.00	\$180,000.00	\$0.00	100.000%
Fund 4001 Sub-Total:		\$180,000.00	\$180,000.00	\$0.00	100.000%
Report Total:		\$813,267.50	\$779,492.05	\$33,775.45	95.847%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 9/30/2021

Fund: General
Pooled Balance: \$200,895.15
Non-Pooled Balance: \$229,011.09
Total Cash Balance: \$429,906.24

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
1000-110-590-2020	Other - Other(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$88,966.00	\$0.00	\$53,787.55	\$35,178.45	60.4599%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$41,953.00	\$0.00	\$25,807.27	\$16,145.73	61.5159%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$196,491.02	\$0.00	\$113,425.83	\$83,065.19	57.7266%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$6,323.98	\$0.00	\$3,384.19	\$2,939.79	53.5144%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,892.00	\$0.00	\$7,875.15	\$5,016.85	61.0866%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,252.52	\$0.00	\$28,578.93	\$18,673.59	60.4811%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$2,689.44	\$2,336.64	53.5109%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$12,128.15	\$22,243.85	\$0.00	64.7159%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$97.27	\$287.73	\$0.00	74.7359%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$503.00	\$867.00	\$0.00	63.2859%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,475.00	\$0.00	\$0.00	\$1,475.00	0.0000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$1,367.00	\$713.00	\$920.00	23.7679%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$9.42	\$3,490.58	\$0.00	99.7319%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$20,000.00	\$5,553.83	\$14,446.17	\$0.00	72.2311%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$18,340.00	\$3,261.85	\$8,667.19	\$6,410.96	47.2589%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$1,499.78	\$6,000.22	\$0.00	80.0033%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$9,000.00	\$1,557.78	\$3,716.17	\$3,726.05	41.2911%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$12,675.82	\$13,324.18	\$0.00	51.2477%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$160.00	\$16.28	\$143.72	\$0.00	89.8259%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$5,000.00	\$3,396.12	\$1,603.88	\$0.00	32.0789%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 9/30/2021

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	\$0.00	\$1,000.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$316.58	\$361.86	\$321.56	36.1866%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,000.00	\$2,296.31	\$1,703.69	\$0.00	42.5922%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$8,000.00	\$1,845.44	\$6,154.56	\$0.00	76.9322%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,580.00	\$12,159.43	\$15,212.03	\$2,206.54	51.4277%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$560.00	\$784.00	\$0.00	58.3333%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,420.00	\$5,434.82	\$18,975.18	\$1,010.00	74.6477%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$11,295.47	\$10,704.53	\$0.00	48.6577%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$302.22	\$397.78	\$0.00	56.8266%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$3,938.06	\$4,561.94	\$0.00	53.6709%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$3,490.27	\$1,509.73	\$0.00	30.1955%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	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	\$410.00	\$90.00	\$0.00	18.0000%
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	97.4955%
1000-230-349-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$1,046.18	\$4,153.82	\$0.00	79.8811%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$1,360.00	\$0.00	\$840.00	\$520.00	61.7655%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$555.30	\$2,492.70	\$0.00	81.7811%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,750.00	\$2,299.45	\$11,450.55	\$0.00	83.2777%
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	\$1,057.25	\$1,942.75	\$0.00	64.7588%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$338.02	\$61.98	\$0.00	15.4955%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$19,377.00	\$6,541.42	\$12,835.58	\$0.00	66.2414%

Report reflects selected information.

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	\$48.66	\$2,951.34	\$0.00	98.378%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$14,000.00	\$1,110.00	\$0.00	\$12,890.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$893,910.60	\$86,068.97	\$599,063.28	\$196,756.35	67.018%

Fund: Capital Projects
 Pooled Balance: \$270,334.02
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$270,334.02

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$62,000.00	\$0.00	\$65,000.00	\$40,021.00	\$110,396.00	\$6,583.00	70.316%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$725.50	\$1,543.50	\$12,731.00	10.290%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$4,523.00	\$17,086.00	\$9,401.00	55.098%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$135,000.00	\$45,269.50	\$129,025.50	\$28,715.00	63.556%
Report Total:		\$68,010.00	\$0.00	\$1,028,910.60	\$143,338.47	\$728,108.78	\$225,473.35	66.378%

Fund Status

As Of 9/30/2021

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	42.632%	\$429,906.24	\$229,011.09	\$200,895.15
4001	Capital Projects	57.368%	\$270,334.02	\$0.00	\$270,334.02
All Funds Total			\$700,240.26	\$229,011.09	\$471,229.17
Pooled Investments					\$250,356.88
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$220,601.29

Last reconciled to bank: 09/30/2021 – Total other adjusting factors: \$0.00

Bank Reconciliation

Reconciled Date 9/30/2021

Posted 10/4/2021 1:51:54 PM

Prior UAN Balance:		\$715,139.35
Receipts:	+	\$71,911.48
Payments:	-	\$86,809.97
Adjustments:	+	<u>-\$0.60</u>
Current UAN Balance as of 09/30/2021:		\$700,240.26
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 09/30/2021:		<u>\$700,240.26</u>
Entered Bank Balances as of 09/30/2021:		\$700,240.26
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 09/30/2021:		<u>\$700,240.26</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 09/30/2021.

There are no outstanding receipts as of 09/30/2021.

There are no outstanding adjustments as of 09/30/2021.

Bank Balances

UAN v2021.3

Reconciled Date 9/30/2021

Posted 10/4/2021 1:51:54 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$235,769.73	\$220,601.29	\$220,601.29	\$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		\$21,558.30	\$21,559.22	\$21,559.22	\$0.00
Investment	CD042517		\$21,553.12	\$21,562.27	\$21,562.27	\$0.00
Investment	CD050916		\$109,156.47	\$109,344.82	\$109,344.82	\$0.00
Investment	CD072716		\$21,475.49	\$21,476.40	\$21,476.40	\$0.00
Investment	CD080415		\$33,287.28	\$33,350.38	\$33,350.38	\$0.00
Investment	CD082817		\$21,717.08	\$21,718.00	\$21,718.00	\$0.00
Investment	SAVINGS		\$147,066.13	\$147,072.13	\$147,072.13	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$715,139.35</u>	<u>\$700,240.26</u>	<u>\$700,240.26</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 9/30/2021

Posted 10/4/2021 1:51:54 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	394-2021	09/02/2021	MIDWEST TAPE	\$1,329.96
PRIMARY	Electronic	395-2021	09/02/2021	Kanopy Inc.	\$6.00
PRIMARY	Electronic	396-2021	09/02/2021	RENTWEAR, INC.	\$50.66
PRIMARY	Electronic	397-2021	09/02/2021	STANDARD PLUMBING AND HEATING CO	\$39,979.00
PRIMARY	Electronic	398-2021	09/03/2021	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$190.43
PRIMARY	Electronic	399-2021	09/07/2021	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	400-2021	09/07/2021	FIRST COMMUNICATIONS	\$686.30
PRIMARY	Electronic	401-2021	09/07/2021	J & D Cleaning Service	\$1,235.00
PRIMARY	Electronic	402-2021	09/07/2021	BAKER & TAYLOR BOOKS	\$222.32
PRIMARY	Electronic	403-2021	09/07/2021	INDEPENDENT ELEVATOR CO., INC.	\$201.00
PRIMARY	Electronic	404-2021	09/07/2021	copeco	\$426.65
PRIMARY	Electronic	405-2021	09/08/2021	PAYCHEX	\$9,353.84
PRIMARY	Electronic	406-2021	09/09/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,965.64
PRIMARY	Electronic	407-2021	09/09/2021	PAYCHEX	\$1,343.87
PRIMARY	Electronic	408-2021	09/09/2021	PAYCHEX	\$110.18
PRIMARY	Electronic	409-2021	09/09/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	410-2021	09/09/2021	UNIQUE MANAGEMENT SERVICES, INC.	\$98.45
PRIMARY	Electronic	411-2021	09/09/2021	DEMCO, INC.	\$133.33
PRIMARY	Electronic	412-2021	09/09/2021	SHOWCASES	\$119.88
PRIMARY	Electronic	413-2021	09/09/2021	Swank Movie Licensing USA	\$483.00
PRIMARY	Electronic	414-2021	09/09/2021	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$180.00
PRIMARY	Electronic	415-2021	09/09/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	416-2021	09/09/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$46.79
PRIMARY	Electronic	417-2021	09/09/2021	MINERVA TRUE VALUE HARDWARE	\$10.05
PRIMARY	Electronic	418-2021	09/13/2021	CENTER POINT LARGE PRINT	\$337.58
PRIMARY	Electronic	419-2021	09/14/2021	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	420-2021	09/14/2021	Johnson Controls Fire Protections LP	\$420.00
PRIMARY	Electronic	421-2021	09/14/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$126.00
PRIMARY	Electronic	422-2021	09/15/2021	AMERICAN ELECTRIC POWER	\$2,188.08
PRIMARY	Electronic	423-2021	09/15/2021	COLUMBIA GAS OF OHIO	\$182.21
PRIMARY	Electronic	424-2021	09/17/2021	BAKER & TAYLOR BOOKS	\$828.24

Cleared Payments

UAN v2021.3

Reconciled Date 9/30/2021

Posted 10/4/2021 1:51:54 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	425-2021	09/17/2021	CENTER POINT LARGE PRINT	\$25.32
PRIMARY	Electronic	426-2021	09/17/2021	RENTWEAR, INC.	\$50.66
PRIMARY	Electronic	427-2021	09/17/2021	Ted Fellows	\$85.00
PRIMARY	Electronic	428-2021	09/20/2021	BAKER & TAYLOR BOOKS	\$613.36
PRIMARY	Electronic	429-2021	09/20/2021	BAKER & TAYLOR BOOKS	\$117.19
PRIMARY	Electronic	430-2021	09/20/2021	AMAZON	\$1,310.51
PRIMARY	Electronic	431-2021	09/16/2021	PAYCHEX	\$98.57
PRIMARY	Electronic	432-2021	09/23/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,931.23
PRIMARY	Electronic	433-2021	09/22/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	434-2021	09/22/2021	PAYCHEX	\$8,768.28
PRIMARY	Electronic	435-2021	09/23/2021	PAYCHEX	\$1,294.21
PRIMARY	Electronic	436-2021	09/27/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$986.50
PRIMARY	Electronic	437-2021	09/27/2021	CENTER POINT LARGE PRINT	\$50.64
PRIMARY	Electronic	438-2021	09/27/2021	BAKER & TAYLOR BOOKS	\$59.98
PRIMARY	Electronic	439-2021	09/27/2021	CHASE CARD SERVICES	\$487.66
PRIMARY	Electronic	440-2021	09/30/2021	BAKER & TAYLOR BOOKS	\$196.14
PRIMARY	Electronic	441-2021	09/30/2021	STANDARD PLUMBING AND HEATING CO	\$525.00
PRIMARY	Electronic	442-2021	09/30/2021	Carrol County Messenger	\$25.00
PRIMARY	Electronic	443-2021	09/30/2021	Scholastic Inc	\$82.45
PRIMARY	Warrant	6828	09/13/2021	PETTY CASH	\$30.66
PRIMARY	Chk Transfer		09/13/2021	Transfer-PRIMARY to PETTYCASH2	\$30.66
PETTYCASH2	Chk Transfer		09/13/2021	Transfer-PETTYCASH2 to PRIMARY	\$30.66
					\$86,809.97

Cleared Receipts

UAN v2021.3

Reconciled Date 9/30/2021

Posted 10/4/2021 1:51:54 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		122-2021	09/02/2021	CHRISTINA L. DAVIES	\$214.45
PRIMARY	Standard		123-2021	09/07/2021	CHRISTINA L. DAVIES	\$38.50
PRIMARY	Standard		124-2021	09/09/2021	CHRISTINA L. DAVIES	\$3,000.00
PRIMARY	Standard		125-2021	09/09/2021	CHRISTINA L. DAVIES	\$59.35
PRIMARY	Standard		126-2021	09/13/2021	CHRISTINA L. DAVIES	\$52.90
PRIMARY	Standard		127-2021	09/14/2021	STARK COUNTY AUDITOR'S OFFICE	\$52,243.54
PRIMARY	Standard		128-2021	09/14/2021	CHRISTINA L. DAVIES	\$43.20
PRIMARY	Standard		129-2021	09/16/2021	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,643.38
PRIMARY	Standard		130-2021	09/17/2021	CHRISTINA L. DAVIES	\$59.80
PRIMARY	Standard		131-2021	09/20/2021	CARROLL COUNTY AUDITOR'S OFFICE	\$13,896.19
PRIMARY	Standard		132-2021	09/20/2021	CHRISTINA L. DAVIES	\$29.55
PRIMARY	Standard		133-2021	09/27/2021	CHRISTINA L. DAVIES	\$83.05
PRIMARY	Standard		134-2021	09/30/2021	CHRISTINA L. DAVIES	\$216.90
PRIMARY	Chk Transfer			09/13/2021	Transfer-PETTYCASH2 to PRIMARY	\$30.66
PETTYCASH2	Chk Transfer			09/13/2021	Transfer-PRIMARY to PETTYCASH2	\$30.66
CD012716	Interest		139-2021	09/30/2021	CD012716	\$0.92
CD042517	Interest		137-2021	09/30/2021	CD042517	\$9.15
CD050916	Interest		138-2021	09/30/2021	CD050916	\$188.35
CD072716	Interest		135-2021	09/30/2021	CD072716	\$0.91
CD080415	Interest		136-2021	09/30/2021	CD080415	\$63.10
CD082817	Interest		140-2021	09/30/2021	CD082817	\$0.92
SAVINGS	Interest		141-2021	09/30/2021	SAVINGS	\$6.00
						\$71,911.48

Cleared Adjustments

Reconciled Date 9/30/2021

Posted 10/4/2021 1:51:54 PM

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Payment Adj	429-2021	09/20/2021	BAKER & TAYLOR BOOKS	-\$0.60
					-\$0.60

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Journal

10/12/2021 1:09:05 PM
 UAN v2021.3

September 2021

Post Date	Transaction Date	Account Name	Investment Detail	Interest Receipts	Other Receipts / Expenditures	Investment Debit	Investment Credit	System Investment Balance
09/01/2021			Beginning Balance					\$479,098.62
09/02/2021	09/02/2021	SAVINGS	Interest Receipt	\$2.49		\$2.49		\$479,101.11
09/02/2021	09/02/2021	SAVINGS	Void Receipt for SAVINGS	-\$2.49			\$2.49	\$479,098.62
09/30/2021	10/01/2021	CD072716	Interest Receipt	\$0.91		\$0.91		\$479,099.53
09/30/2021	10/01/2021	CD080415	Interest Receipt	\$63.10		\$63.10		\$479,162.63
09/30/2021	10/01/2021	CD042517	Interest Receipt	\$9.15		\$9.15		\$479,171.78
09/30/2021	10/01/2021	CD050916	Interest Receipt	\$188.35		\$188.35		\$479,360.13
09/30/2021	10/01/2021	CD012716	Interest Receipt	\$0.92		\$0.92		\$479,361.05
09/30/2021	10/01/2021	CD082817	Interest Receipt	\$0.92		\$0.92		\$479,361.97
09/30/2021	10/04/2021	SAVINGS	Interest Receipt	\$6.00		\$6.00		\$479,367.97
Total:				\$269.35	\$0.00	\$271.84	\$2.49	

End

Minerva Public Library

**September, 2021 Financial
Reports**

**Submitted for October
2021 Board Meeting**

2021 Budget Notes

Revenue

The current PLF estimate for next year is \$737,953. The revised estimate for this year is \$760,552 and it seems likely that we will see that amount. These are the highest PLF numbers since 2008. The library has a few other sources of income to add to the PLF. The reduced traffic has also meant less patron printing and copying. Investment revenue has fallen off this year from the good returns in 2019 and 2020. It seems likely that carryover will be even larger than the \$429,000 carried over from 2020. That large carryover combined with the large PLF estimate means we will have no trouble covering operating expenses as well as a significant transfer out from general revenue to capital in 2022.

Expenditures

Wages: The library revised its wage table in 2019 for the 2020 budget, raising the wage ranges for all classified jobs. At the time, we intended for this wage schedule to last five years and be reviewed in 2024. The dramatic increase in starting wages at many different businesses over the last 18 months suggested a review of the library's wage table now. NEO-RLS conducted a state-wide library wage survey this spring and made the results this summer. I was thus able to compare the library's current base wage for various positions with those of other libraries with a similar budget or number of employees. MPL's current wages were in the lower half of the averaged range, with some jobs near or above the median, and some near or below the 25th percentile. Other than the positions that require a professional degree, the library does not compete with other libraries when trying to hire employees, but rather with businesses. The library's base wages are not competitive with those of other retail, food service, or light industrial employers; nor are the wages of most other libraries.

The library cannot compete on hourly wage with other kinds of employers, but there is room to raise the wage table again and bring base wages more toward the median rate for other libraries of comparable size. Thereby making current staff pay more in line with their library peers. The proposed schedule is approximately a 10% increase for the base rate of each job classification, which then moves the top end up commensurately. Raises are calculated by taking a percentage of the midpoint of the range for the employee's job classification. The combination of wage, benefits, and working conditions should make the library a more attractive employment option for thoughtful job seekers.

Benefits: in the past few months the Board has approved raising both the monthly health insurance subsidy rate and the cash-in-lieu of health insurance payment. Those raises took effect immediately. There are no changes proposed for

benefit rates for 2022. All staff taking the health insurance are currently enrolled for single coverage.

Library Materials: we have underspent the AV budget this year in large part because there have been so few new movies released on DVD. The reduced circulation in 2020 has not recovered much in 2021, and raises the question of whether the library should continue to purchase materials at the same rate. However, for now, we'll use the same materials budget for next year as was used this year.

Maintenance and Repair: this budget is pretty much the same. I hope that we see fewer service calls for the HVAC system now the updates are complete, which would reduce the expenditures from this area.

Other Maintenance: this area requires more money to cover the cost of the new cleaning service, Home Cleaning Genie, which is more expensive than J&D Cleaning.

Utilities: I think we are seeing the benefits of the LED with the reduction in the electric bill. And the reduction in hours open have also reduced electrical usage. As of 09/30 we had spent only 50% of the appropriation for this year. Spending on natural gas was only 54% of the appropriation for the same period.

Other Contracts: the delivery contract runs July-June, so the current discount on the contract applies for the first half of next year, saving a bit on the whole cost.

Institutional Dues and Membership: SEO, NEO, and OLC renewal costs are pretty much unchanged.

Operating Expenses vs. Revenue: Total Operating Expenses before transfer out are budgeted at \$719,043 vs. budgeted revenue of \$750,883 leaving an operating surplus of \$31,840.

Transfer Out: The anticipated carryover into 2022 is at least \$450,000. Our goal is hold four to five months' worth of unallocated cash which amounts to around \$250,000. Therefore, we can budget a transfer out of \$200,000 from general revenue to capital for next year. The transfer will be made in at least and maybe three parts--\$100,000 in the first quarter of the year, and the remainder in the second half of the year after we see how the PLF revenue comes in.

Capital Projects: there are no big projects planned for next year, so only a small amount is budgeted for each of the three capital projects funds.

Wage Table 2012 Implemented 2013 Pay Year

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

2013 Wage Table with Librarian Position Added 04-15

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

Wage Table Effective for Pay Year 2020

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

Wage Table Effective for Pay Year 2022 10%

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

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

Revenue	Operations	Account Code	Account Name	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Appropriation	2022 Appropriation
		1000-190-0000	Other - Local Taxes	\$13.06	\$24.00	\$21.60	\$4.29	\$35.00	\$30.00
		1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	\$25,000.00	\$13,664.00	\$0.00
		1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$4,999.00	\$0.00	\$0.00	\$0.00
		1000-240-0011	Public Library Fund - State(STARK CO.)	\$494,666.76	\$512,735.00	\$529,641.82	\$523,031.00	\$473,640.00	\$568,295.00
		1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$172,939.26	\$134,914.00	\$142,074.81	\$140,282.00	\$125,880.00	\$151,555.00
		1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$15,589.37	\$16,149.00	\$15,329.81	\$16,792.00	\$15,100.00	\$18,103.00
		1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$5,201.45	\$2,714.00	\$3,069.92	\$855.00	\$750.00	\$350.00
		1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$165.63	\$286.00	\$303.37	\$160.00	\$250.00	\$200.00
		1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$143.70	\$62.00	\$40.00	\$4.00	\$50.00	\$0.00
		1000-340-0000	Patron Copier Income	\$2,117.20	\$3,041.00	\$4,411.16	\$1,459.00	\$2,500.00	\$1,500.00
		1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		1000-399-0000	Other - Patron Fines and Fees	\$237.00	\$164.00	\$16.60	\$0.00	\$0.00	\$0.00
		1000-399-0397	Other - Patron Fines and Fees(patron printing)	\$2,476.42	\$1,811.00	\$579.99	\$1,410.00	\$2,500.00	\$1,750.00
		1000-399-0398	Other - Patron Fines and Fees(FAX FEE)	\$900.85	\$730.00	\$711.35	\$524.00	\$700.00	\$500.00
		1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$600.00	\$1,000.00	\$0.00	\$0.00	\$0.00
		1000-612-0000	Restricted Contributions - Businesses	\$1,375.00	\$2,200.00	\$1,000.00	\$0.00	\$0.00	\$0.00
		1000-612-2018	Restricted Contributions - Businesses(YOUTH SUMMER READING)	\$0.00	\$0.00	\$0.00	\$850.00	\$1,000.00	\$1,500.00
		1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		1000-651-0000	Unrestricted Contributions - Individuals	\$3,879.66	\$3,952.00	\$2,674.55	\$1,440.00	\$2,000.00	\$3,000.00
		1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		1000-701-0000	Interest or Dividends on Investments	\$1,681.00	\$2,989.00	\$6,092.46	\$5,471.00	\$5,000.00	\$3,000.00
		1000-820-0000	Sale of Supplies for Resale	\$213.19	\$243.00	\$305.42	\$60.00	\$250.00	\$100.00
		1000-831-2017	Rental of Meeting Rooms(RESTRI DOLLY PARTON LIBRARY)	\$0.00	\$0.00	\$1,875.00	\$300.00	\$600.00	\$0.00
		1000-871-0000	Refunds for Overpayment	\$857.25	\$58.00	\$52.69	\$8,215.00	\$50.00	\$0.00
		1000-872-0000	Insurance Reimbursements	\$3,776.59	\$657.00	\$794.32	\$1,352.00	\$100.00	\$1,000.00
		1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$196.00	\$797.14	\$73.00	\$0.00	\$0.00
			Total Current Year Income	\$706,703.39	\$683,525.00	\$716,137.81	\$727,262.29	\$644,069.00	\$750,883.00
			General Revenue Fund Carryover as of January 1	\$330,153.00	\$344,405.00	\$339,914.00	\$367,152.00	\$415,000.00	\$450,000.00
			Enumbrance for prior year	-\$8,531.00	-\$1,849.00	\$0.00	-\$346.71	\$0.00	\$0.00
			Total Current Year Operating Revenue(Income + Carryover)	\$1,028,325.39	\$1,026,081.00	\$1,056,051.81	\$1,094,087.58	\$1,059,069.00	\$1,200,883.00
			Capital Projects Fund as of January 1 unrestricted	\$174,723.00	\$172,850.00	\$131,192.00	\$133,848.00	\$147,803.00	\$203,545.00
			Capital Projects Fund as of January 1 restricted	\$496,345.00	\$515,406.00	\$471,106.00	\$500,653.29	\$584,258.00	\$675,000.00
			Total Cash on Hand January 1 (Carryover + Capital)	\$1,203,048.39	\$1,198,931.00	\$1,187,243.81	\$1,227,935.58	\$1,228,327.00	\$1,425,883.00

2022 Budget Expenses--Permanent Appropriation

(updated)

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
	Total Wage and Leave	\$328,108.07	\$349,100.00	\$296,085.00	\$346,626.00	\$361,046.00
1000-110-110-0001	Salaries(ADMINISTRATIVE SALARIES) service award	\$72,954.73	\$85,515.00	\$76,964.00	\$88,756.00	\$88,755.00
1000-110-110-0002	Salaries(MANAGERS) service award	\$37,243.93	\$39,795.00	\$35,079.00	\$41,553.00	\$43,972.00
1000-110-110-0003	Salaries(NON-PROFESSIONALS) part-time staff as subs	\$195,495.59	\$190,000.00	\$169,479.00	\$189,438.00	\$201,947.00
	retirement max payout sick leave + max payout vacation	\$0.00	\$8,750.00	\$0.00	\$0.00	\$2,500.00
	Cash-in-lieu of insurance (12 x 6000); service award; skills stipend	\$0.00	\$6,750.00	\$0.00	\$8,377.00	\$7,950.00
1000-110-110-0004	Salaries(SUBSTITUTES)	\$3,781.14	\$5,000.00	\$3,721.00	\$2,500.00	\$2,500.00
1000-110-110-0005	Salaries(SERVICE WORKERS) service award	\$18,632.68	\$12,290.00	\$10,842.00	\$12,771.00	\$13,422.00
	Total Indirect Benefit	\$93,085.09	\$91,025.95	\$68,311.00	\$88,405.60	\$90,368.60
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$45,399.56	\$47,789.00	\$39,319.00	\$47,252.52	\$49,433.44
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,639.74	\$5,061.95	\$4,160.00	\$5,026.08	\$5,120.16
1000-110-221-0000	Medical / Hospitalization Insurance	\$42,002.18	\$36,410.00	\$23,768.00	\$34,372.00	\$34,045.00
1000-110-222-0000	Life Insurance	\$362.61	\$385.00	\$351.00	\$385.00	\$400.00
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-225-0000	Workers' Compensation	\$781.00	\$1,370.00	\$713.00	\$1,370.00	\$1,370.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$110.00	\$1,875.00	\$0.00	\$1,475.00	\$0.00
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-380-0000	Library Material Control Services	\$1,345.82	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$2,535.80	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$3,147.40	\$3,500.00	\$1,664.00	\$3,500.00	\$4,500.00
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total	\$73,984.20	\$92,500.00	\$60,927.00	\$88,000.00	\$83,100.00
1000-120-411-1000	Library Materials	\$20,749.15	\$23,000.00	\$17,709.00	\$20,000.00	\$20,000.00
1000-120-411-2000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$19,262.25	\$22,000.00	\$14,290.00	\$19,000.00	\$19,000.00
1000-120-412-0000	Periodicals	\$6,994.01	\$7,500.00	\$7,382.00	\$7,500.00	\$5,500.00
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$7,051.52	\$12,000.00	\$4,184.00	\$9,000.00	\$8,000.00
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$13,574.51	\$21,000.00	\$15,620.00	\$26,000.00	\$25,000.00
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$5,377.24	\$6,000.00	\$1,502.00	\$5,000.00	\$4,000.00
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$500.00	\$0.00	\$1,000.00	\$400.00
1000-120-419-0000	Other - Library Materials and Information	\$176.42	\$500.00	\$240.00	\$500.00	\$1,000.00
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$3,085.54	\$4,500.00	\$1,272.00	\$4,000.00	\$3,600.00
1000-210-321-0000	Telephone	\$7,751.49	\$7,750.00	\$7,883.00	\$8,000.00	\$8,500.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$19,726.27	\$28,910.00	\$20,292.00	\$29,580.00	\$29,420.00
	Elevator Maintenance and Repair (190 x 12 +1000) +300		\$3,210.00	\$3,580.00	\$3,580.00	\$2,800.00
	Fire Alarm and Supression (Johnson Controls)		\$5,200.00	\$5,500.00	\$5,500.00	\$6,120.00

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

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$7,494.88	\$25,855.00	\$19,236.00	\$25,420.00	\$30,129.00
	Snow Removal		\$2,500.00		\$2,500.00	\$2,500.00
	Mowing and Landscape Maintenance		\$4,500.00		\$4,000.00	\$5,500.00
	Pest Control (4 x 120)		\$480.00		\$480.00	\$480.00
	Cleaning Service (377x52)		\$14,820.00		\$14,820.00	\$19,604.00
	Walk Off Rug Service		\$535.00		\$600.00	\$625.00
	Window Washing		\$1,020.00		\$1,020.00	\$1,020.00
	Carpet Cleaning		\$2,000.00		\$0.00	\$200.00
	Miscellaneous maintenance services				\$2,000.00	\$200.00
1000-210-361-0000	Electricity	\$22,995.46	\$27,500.00	\$16,159.00	\$22,000.00	\$16,000.00
1000-210-362-0000	Water and Sewage	\$665.83	\$700.00	\$504.00	\$700.00	\$600.00
1000-210-363-0000	Natural Gas	\$8,547.70	\$8,100.00	\$8,385.00	\$8,500.00	\$7,500.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,565.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$5,000.00	\$4,112.00	\$5,000.00	\$4,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits(professional memberships)	\$447.00	\$500.00	\$425.00	\$500.00	\$500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$965.63	\$1,500.00	\$550.00	\$500.00	\$500.00
1000-230-322-0000	Postage	\$150.76	\$225.00	\$138.00	\$225.00	\$200.00
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$100.00	\$191.00	\$200.00	\$200.00
1000-230-329-0000	Other - Communications,Printing and Publicity (Roxy+promotions)	\$0.00	\$500.00	\$440.00	\$500.00	\$500.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$9,000.00	\$8,875.00	\$9,500.00	\$9,500.00
1000-230-343-0000	Fidelity Bond Premiums	\$242.00	\$250.00	\$242.00	\$0.00	\$250.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
1000-230-351-0000	Rents and Leases	\$2,318.00	\$5,200.00	\$5,381.00	\$5,200.00	\$5,250.00
	Copier Lease and Maintenance (409.95 x 12)		\$4,920.00		\$4,920.00	\$5,150.00
	Safe Deposit Box		\$180.00		\$180.00	\$0.00
	Microfilm Storage		\$100.00		\$100.00	\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$5,000.00	\$3,360.00	\$4,200.00	\$5,600.00
1000-230-372-0000	Uniform Accounting Network Fees	\$3,048.00	\$3,100.00	\$2,286.00	\$3,048.00	\$3,048.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$10,548.04	\$13,000.00	\$14,242.00	\$12,750.00	\$11,700.00
	Payroll Services (paychex)		\$3,500.00		\$3,500.00	\$3,500.00
	Statewide Delivery Contract		\$8,500.00		\$8,500.00	\$7,600.00
	Debt Collection Services (Unique Management)		\$1,000.00		\$750.00	\$600.00
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$1,164.34	\$0.00	\$0.00	\$0.00	\$0.00
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$3,652.56	\$3,500.00	\$1,387.00	\$3,000.00	\$3,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$370.02	\$400.00	\$116.00	\$400.00	\$300.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,936.00	\$18,508.00	\$18,957.00	\$21,207.00
	SEO Consortium membership + cataloging + notice service		\$15,445.00		\$15,450.00	\$16,450.00
	NEO-Regional Library System membership		\$1,507.00		\$1,507.00	\$1,507.00
	OLC Institutional membership		\$1,859.00		\$1,875.00	\$2,000.00
	Chamber of Commerce		\$125.00		\$125.00	\$1,250.00
1000-230-520-0000	Taxes and Assessments	\$72.42	\$95.00	\$154.00	\$130.00	\$130.00
1000-230-550-0000	Refunds and Reimbursements	\$209.99	\$250.00	\$36.00	\$200.00	\$200.00
1000-230-590-0511	Information Technology (new account for miscellaneous IT expense)	\$0.00	\$3,000.00	\$1,515.00	\$3,000.00	\$4,000.00
1000-760-750-0000	Furniture and Equipment	\$900.00	\$2,000.00	\$1,097.00	\$2,000.00	\$2,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$200,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds			\$0.00	\$0.00	\$7,745.00
	Operating Expenses Total	\$688,900.07	\$817,171.95	\$664,965.00	\$799,910.60	\$919,043.60
	Current Year Income	\$716,137.81	\$706,314.00	\$727,282.00	\$630,155.00	\$750,833.00
	Difference Current Year Income v. Expenses	\$27,237.74	(\$110,857.95)	\$62,317.00	(\$169,755.60)	(\$168,210.60)
	Capital Projects					
4001-760-331-0000	Maintenance and Repair on Facilities	\$37,688.87	\$72,000.00	\$65,521.00	\$15,000	15000
4001-760-720-0000	Land Improvement	\$9,017.00	\$20,000.00	\$3,951.00	\$15,000	15000
4001-760-750-0000	Furniture and Equipment	\$658.00	\$10,000.00	\$7,017.00	\$25,000	15000
	Capital Projects Total	\$47,363.87	\$102,000.00	\$76,489.00	\$55,000.00	\$45,000.00
	Total Expenditure/Appropriation	\$736,263.94	\$919,171.95	\$741,454.00	\$854,910.60	\$964,043.60

October 2021 Youth Services Report

The Minerva Public Library Youth Department began more “in person” programming for the fall. Twenty came out for Family Book BINGO Night. Only a few participated in “Hack that Painting”, but a steady stream of children of all ages joined Sarah at the community Oktoberfest and made a candy-filled pumpkin craft. Fans of the books OR the movies will celebrate the “Diary of a Wimpy Kid” series on Friday, October 22. Sarah also plans a Marvel trivia day and a DINOvember sleep over. Only dinosaurs will sleep over at the library, not the children.

Laken decided to combine Story Time and Book Beginnings into one class because the Wednesday morning visitors are so young! Out of the 12 or so children attending regularly only two are old enough for the 3-5 year old story time. The evening story time has varied attendance. The next evening session will start in January.

Classroom visits from the elementary school continue to grow at a very slow pace. Two new Kindergarten classes just joined regular schedule. The eighth grade students from Minerva Middle School plan to visit one time per grading period, and the seventh grade teachers are talking about the same plan, although they have not yet scheduled.

Statistics for September 2021:

Side Door Count: 587

MES: 29 visits/587

Study Rooms Use: 26

Reference Questions: 701

Teacher collections: 15 requests /471 books

Story Time: 8/91

Interactive Movie kits: 8

Family Bingo Night: 20

Computer Use: 90

Other Questions: 42

Sensory SPOT: 69

Kathy Heller

Youth Services Manager

10/20/2021

October 2021—Director's Report

Building and Grounds—Standard has finished up with the AC replacement; it took about two weeks. Unfortunately these were two unseasonably warm weeks, and I closed the library early on October 7, 8, and 11 because the temperature was so hot upstairs. Three weeks into October it's unlikely that there will be a chance to test the cooling power of the new AC for several months. It has been on and seems to work well; certainly the compressors are much quieter than the old units. Catlett's installed touchless flush valves on the two staff restrooms; that project will be paid for with some of the COVID relief money from last year. Ray Electric was here to rewire the outside security light fixtures around the perimeter of the building to take LED bulbs rather than the metal halide bulbs the fixtures were designed for. These lights are on the same timer as the parking lot lights and lampposts, and new bulbs are brighter and will last longer than the halide bulbs. I ordered replacement task chairs for all the staff desks since the chairs we have are all 20 years old. All the chairs were backordered. Half have now arrived.

Staffing—A full-time staff member will be out on medical leave from the middle of October to the middle of November, and then will return on light duty for several weeks. We can manage the staffing, but there may not be time to do anything other than daily operations.

Meetings—I attended the OLC Annual Convention from October 13-15 in Columbus. Attended the Chamber Board meeting on October 20.

Projects—I've made a good start on revising the library's Personnel Policies, and plan have a draft to send to the Prosecutor's Office for review early next year.