

**Minerva Public Library
Board of Trustees**

January, 2021

**Organization Meeting and
Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
2021 Annual Organization Meeting
January, 2021 Regular Meeting
January 28, 6:30 pm in the Library Board Room**

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

Annual Organization Meeting Business

Election of Officers for calendar year 2021. 2020 Officers are listed in parenthesis.

President (Roger Bartley) _____

Vice President (Dick Rutledge) _____

Secretary (Virginia Birks) _____

Appointment of Library Committee Members for organizational year 2021 (2020 members in parenthesis)

Building & Grounds (Birks, Ruff, Rutledge) _____

Finance & Audit (Bartley, Repella, Rutledge) _____

Personnel (Birks, Ruff, Rutledge) _____

Policy Committee (Repella, Miller, Beard) _____

Development Chair (Bartley) _____

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

Accept: Monthly regular Board meeting calendar for 2021. Meetings will be held at 6:30 p.m. on the 4th Thursday of each month (except for the months of November and December when the meeting will be held the 3rd Thursday of the month) or otherwise as may later be scheduled by the Board. The 2021 regular meeting schedule is:

January 28	May 27	September 23
February 25	June 24	October 28
March 25	July 22	November 18
April 22	August 26	December 16

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

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2021, resolutions are numbered 21-01-01, 21-01-02, 21-01-03, etc.

Administering oath of Office to Fiscal Officer

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

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

Enact enabling resolutions:

Approve Resolution: 21-01-01: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2021 and continuing through to the 2022 Organization Meeting.

Approve Resolution: 21-01-02: that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2021 and continuing through to the 2022 Organization Meeting, as long as said expenditures fall within the 2021 or 2022 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 21-01-03: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2021 and continuing through to the 2022 Organization Meeting, as long as said expenditures fall within the 2021 or 2022 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 21-01-04: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2021 and continuing through to the 2022 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 21-01-05: that the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2021 and continuing through to the 2022 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the “Donation” book cart or otherwise. All individual “in-kind” gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 21-01-06: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2021 and continuing until the 2022 organizational meeting, as long as said bills fall within the 2021 or 2022 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2021 and continuing through to the 2022 Organization Meeting as approved by the Board.

Approve Resolution: 21-01-07: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2020 and continues through to the 2022 Organization Meeting.

Approve Resolution 21-01-08: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2021 and continuing through to the 2022 Organization Meeting.

Approve Resolution 21-01-09: to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2021 and through to the 2022 Organization Meeting.

Regular Meeting Business

Minutes: Approve minutes of the December 17, 2020 Board Meeting.

Ongoing Business

Ohio Governor’s Imagination Library Update

Library Service During Pandemic Update

HVAC Update

Fiscal Officer’s Report

Accept: Monthly financial reports for December, 2020.

PLF Distribution: The January 2021 PLF receipts are \$58,255, 6% more than the \$54,954 received in January, 2020. In December, the Ohio Dept. of Taxation substantially increased its 2021 PLF estimate from what it had certified in July. Minerva’s 2021 certified estimate, received from the County Auditors’ Offices last fall is \$614,620. The December, 2020 ODT estimate shows PLF revenue of \$695,684 an increase of \$81,064 over the July estimate. Once we receive new certificates of resources from the County Auditor’s Offices, we should amend the appropriation on the revenue side to reflect this increase, as well as show the unspent CARES Act that the library now will be able to send this year.

2020 General Revenue Net Operating Position

Dec. Revenue =	\$60,937	Total Annual Revenue =	\$727,283
Dec. Expenses =	\$46,096	Total Annual Expenses =	\$664,938
Difference	\$14,841	Difference	\$ 62,345*

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

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Total 2020 Expenses</u>	<u>As Percentage</u>
\$842,172	\$664,938	78%

Carryover: As of December 31, the General Fund balance was \$429,497, a bit more than the \$400,000 carryover approved in the permanent appropriation.

Unique Management: Unique Management’s invoice was \$35.80 for 4 placements.

New Business

Replacing bonds with insurance: in the past, the library has purchased surety bonds as required by law for both the Fiscal Officer and Deputy Fiscal Officer to insure against loss from fraud or dishonesty. House Bill 291, which became effective in 2019, authorized the use of insurance coverage for public officials and employees who were previously required to be covered by bonds, if the public entity chooses to do so. There is a small cost savings from moving from bonds to the library's liability insurance, and an associated reduction in paper. This change requires a Board resolution.

Approve Resolution 21-01-10: in accordance with the provisions of ORC 3.061, effective February 1, 2021, the Minerva Public Library will purchase and use an "employee dishonesty and faithful performance of duty policy" through Ohio Plan Risk Management instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.

Extension of FFCRA sick leave: under the FFCRA, the Temporary Emergency Paid Sick Leave Act (PSLA) required many employers, including the library, to provide two weeks of paid sick leave to employees who needed to miss work because of various COVID-19 related events. This leave was in addition to any other leave the employee might accrue, and it expired on December 21, 2020. The Board is requested to extend that leave.

Approve Resolution 21-01-11: to make available two weeks of paid sick leave to all regular employees under the same terms and conditions as provided by the 2020 Temporary Emergency Paid Sick Leave Act (PSLA). This leave is in addition to, and separate from, an employees' regular accrued sick leave. This leave may be used only for the reasons described by the PSLA, and will be paid at the specific full or partial hourly rates described by the PSLA. This leave will be available until December 31, 2021, or until the State of Ohio declares an end to the current health emergency, whichever event occurs first. This leave does not accrue or carryover.

Correspondence

None this month.

Director's Report

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

Annual Library Statistics: Door count for 2020 was 43,199, 44% of the 98,569 count for 2019. Total in-house circulation (physical checkouts plus renewals) was 66% that of 2019. Total circulation, which includes loans to other libraries and

downloadable content was 212,470, 74% that of 2019. Downloadable content saw another record year at 20,352 checkouts or 9% of total circulation. However, the increase from 2019 to 2020 is in line with year-to-year increases in previous years.

Accept Gifts

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 144.35

Total Restricted and Unrestricted

\$ 144.35*

Includes \$100.00 from Ann Myers for audiobooks

In-kind Gifts

Anonymous

10 hardcovers; 16 trade
paperbacks; 2 DVDs

Adjourn

The next Regular Board Meeting will be held on February 25, 2021 at 6:30 pm via Zoom.

**Minerva Public Library Board of Trustees
December 17 , 2020 Regular Meeting Minutes
Via Zoom**

Call to Order: Mr. Bartley called the meeting to order at 6:30.

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

Adjustments to the Agenda: Ms. Birks requested that new business be moved to the front of the agenda because she would be able to stay for the whole meeting. There was general agreement to the change.

Ms. Birks **moved to approve minutes** of the November 12, 2020 Special Board Meeting, and the November 19, 2020 Regular Board Meeting. Ms. Repella seconded. Motion carried.

New Business

2021 Permanent Appropriation: the Board met in special session on November 12 to review the proposed budget. Updated documents are included in the Board packet for discussion. Mr. Dillie reviewed the updated revenue and expenditure appropriation. On the revenue side, restricted carried over contributions to the operating fund now show in their correct fund account, while the McConnell fund is listed separately as a restricted capital fund account. Carryover is now estimated at \$415,000.00 given the library's continued very positive revenue to expenditure ratio. On the expense side, money has been allocated to pay for a full audit in 2021 at the request of Fiscal Officer Davies. A separate account line has been added to refunding any unspent CARES Act money. The Ohio Dept. of Taxation had just released new estimates for the 2021 PLF showing much more revenue than the July estimate used for this appropriation. Mr. Dillie recommended approving the Appropriation as presented now, with the understanding that the Board would likely need to amend the revenue side early next year once the official revised county-level PLF estimates have been distributed. Ms. Davies mentioned that the Board will also likely want to amend the expenditure side to show another transfer out to Capital once we ascertain whether the estimated increase in revenue will arrive.

2021 Wages: the approved 2021 appropriation includes a 4% raise for all employees. Raises are calculated as a percentage of the pay range midpoint for all classified positions. The wage proposal was reviewed at the November special meeting and is reflected in the Permanent Appropriation

Mr. Rutledge moved to **Approve Resolution 20-12-01** to approve the 2021 Permanent Appropriation as presented and to approve **Resolution 20-12-02** to provide a 4% pay raise effective December 28 for all employees who have been in their current positions for at least six months, and to provide the same raise to newer employees once they reach their six month anniversaries in their current positions. And to provide special skills payments as appropriate. Dr. Beard seconded. Motion carried unanimously.

2021 Service Award: in acknowledgement of the difficult working conditions of 2020, the Board is awarding a one-time payment to each employee. This proposal was discussed at the November Special Meeting and is reflected in the appropriation.

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

Staff Hours of Work: the staff have all worked under a percentage reduction in hours since June 1, 2020. While the Permanent Appropriation includes wages at full hours of work for 2021, Mr. Dillie reluctantly recommends continuing the 20% hours reduction into the new year. Door counts continue to run at 1/3 of normal, and traffic shows no sign of increasing. Returning to normal hours of work would add 64 public service staff hours a week to the schedule. Since much of this library's work is based on interacting with patrons, and so few of them are in the building, it does not seem appropriate to restore hours now.

Ms. Repella moved to **Approve Resolution 20-12-03:** to continue the 20% reduction in hours of work for all library staff, and to review the status of this plan at each Board meeting. Dr. Beard seconded. Motion carried unanimously.

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

Ms. Birks moved to **Approve Resolution 20-12-04:** to hire Tom Dillie as Library Director from December 28, 2020 through the January 2022 Organization Meeting under the terms and conditions described in the employment agreement. Ms. Miller seconded. Motion carried unanimously.

Ms. Repella moved to **Approve Resolution 20-12-05:** to hire Christina Davies as Library Fiscal Officer from December 28, 2020 through the January 2022

Organization Meeting under the terms and conditions described in the employment agreement. Ms. Miller seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: as of the end of November, 162 (55%) of the 294 eligible children in the Minerva service area are registered with OGIL. This is the largest percentage registration for any service area in Stark County. For the county overall, 6,025 (29%) out of 20,878 kids are registered.

Library Service During Pandemic Update: as noted in the statistics report, traffic continues to be very slow at the library. Stark County going into condition purple for two weeks, and the usual slowdown during the holidays have likely decreased business even more. Some college students were in library early in the month finishing up classes or taking finals. The library did not change any practices when the County went purple: we have good cleaning procedures in place, there are few people coming in, the furniture arrangement enforces social distancing, and only a few visitors come in and stay a while.

HVAC Update: Standard Plumbing started work on the controller replacement on Wednesday, 12/9 and finished up pretty much the following Wednesday. As one might expect, the techs did discover some additional problems, described in the Director's Report, but nothing that impeded the work. There is a problem with the control panel for the air conditioning condenser, but that can wait to be fixed in 2021 since we are well into the heating season.

Fiscal Officer's Report

Accept: Monthly financial reports for November, 2020.

PLF Distribution: the December distribution was \$60,099 a slight increase from the \$58,482 received last December. At the state level, the PLF was 3% above December 2019. Minerva's total PLF receipt for the year is \$680,105, 1.2% less than the appropriation of \$688,479. For 2020, the state PLF total was only 1.25% below estimate and was only .2% less than the total 2019 distribution. The Dept. of Taxation has just issued a new PLF estimate for 2021, but has not released official certified estimates for each county. The preliminary revision shows much more PLF revenue for next year than estimate issued in July, 2020.

2020 General Revenue Net Operating Position

November Revenue = \$59,974	Total To-date Revenue = \$666,346
<u>November Expenses = \$44,751</u>	<u>Total To-date Expenses = \$618,842</u>
Difference = \$15,223	Difference \$ 47,504*

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

Operating Expenses as Percentage of Appropriation

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

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

Unique Management: \$26.85 for 3 placements.

Correspondence

None

Director's Report

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

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

Gifts

November Restricted Individual Contributions to the General Fund

\$0.00

November Unrestricted Individual Contributions to the General Fund

\$75.50

In-kind Gifts

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

Richard and Ann Myers 2 hardcovers

Ms. Miller moved to **Adjourn the meeting** at 7:20 pm. Ms. Repella seconded.

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

Minerva Public Library

December 2020 Financial Reports

Submitted for the January 2021 Board Meeting

Fiscal Officer Summary

Revenue Status

Appropriation Status

Payment Listing

Fund Status

Investment Listing

Bank Reconciliation Summary

Property Min/Repair Supplies and Parts			
Lease Copier	409.95		
UAN	762.00		
Other Communications			
Other Purchased and Contract Services	326.63		
Information Tech			
Audit			
Furniture/Equipment: Sweeper	112.00		
Trash	<u>46,095.73</u>		
Capital:			
Transfer In			
Maintenance and Repair			
Land			
Furniture	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Ending Cash Balance:</i>			
Checking/Cash on Hand	272,032.22	24,623.20	296,655.42
Savings (Chase)	22,057.31		22,057.31
Certificates of Deposit (CNB)	226,640.84		226,640.84
Certificates of Deposit (Chase)	7,870.52	95,361.90	103,232.42
Petty Cash/Registers	271.00		271.00
Transfer In			
Total	<u>528,871.89</u>	<u>119,985.10</u>	<u>648,856.99</u>

Revenue Status

By Fund
As Of 12/31/2020

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$4.29	\$30.71	12.257%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$25,000.00	\$25,000.00	\$0.00	100.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$529,377.00	\$477,888.35	\$51,488.65	90.274%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$140,282.26	\$1,787.74	98.742%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$61,934.34	-\$44,902.34	363.635%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$855.37	-\$855.37	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$160.14	\$89.86	64.056%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$4.00	\$71.00	5.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$4,000.00	\$1,459.48	\$2,540.52	36.487%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$50.00	\$0.00	\$50.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$500.00	\$1,409.82	-\$909.82	281.964%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$524.00	\$176.00	74.857%
1000-611-0000	Restricted Contributions - Individuals	\$750.00	\$0.00	\$750.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,250.00	\$850.00	\$400.00	68.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$1,440.06	\$2,059.94	41.145%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$5,470.54	-\$470.54	109.411%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$60.21	\$189.79	24.084%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$1,300.00	\$300.00	\$1,000.00	23.077%
1000-871-0000	Refunds for Overpayment	\$75.00	\$8,214.57	-\$8,139.57	10952.760%
1000-872-0000	Insurance Reimbursements	\$100.00	\$1,352.16	-\$1,252.16	1352.160%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$73.04	-\$73.04	0.000%
Fund 1000 Sub-Total:		\$731,314.00	\$727,282.63	\$4,031.37	99.449%

Revenue Status

By Fund
As Of 12/31/2020

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	\$0.00	\$100,000.00	-\$100,000.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$100,000.00	-\$100,000.00	0.000%
Report Total:		\$731,314.00	\$827,282.63	-\$95,968.63	113.123%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 12/31/2020

Fund: General
Pooled Balance: \$202,856.03
Non-Pooled Balance: \$226,640.84
Total Cash Balance: \$429,497.47

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-590-2020	Other - Other(Covid 19 Grant Expense)	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.000%
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$86,515.00	\$0.00	\$76,963.92	\$9,551.08	88.960%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$39,795.00	\$0.00	\$35,079.05	\$4,715.95	88.149%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$205,500.00	\$0.00	\$169,479.02	\$36,020.98	82.472%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$3,720.82	\$1,279.18	74.416%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,290.00	\$0.00	\$10,841.61	\$1,448.39	88.215%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$39,318.98	\$8,470.02	82.276%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$4,160.34	\$901.61	82.188%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$12,641.76	\$23,768.24	\$0.00	65.279%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$34.48	\$350.52	\$0.00	91.044%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$657.00	\$713.00	\$0.00	52.044%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	0.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$1,836.43	\$1,663.57	\$0.00	47.531%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$22,950.00	\$339.84	\$17,708.55	\$4,901.61	77.161%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$21,555.00	\$1,200.96	\$14,289.65	\$6,064.39	66.294%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,995.00	\$607.60	\$7,381.84	\$5.56	92.331%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,000.00	\$337.11	\$4,187.15	\$7,475.74	34.893%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$21,000.00	\$493.00	\$15,619.79	\$4,887.21	74.380%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$96.32	\$1,502.00	\$4,401.68	25.033%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
By Fund

As Of 12/31/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$239.51	\$260.49	47.902%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,500.00	\$3,227.86	\$1,272.14	\$0.00	28.270%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,900.00	\$16.60	\$7,883.40	\$0.00	99.790%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,474.00	\$3,861.59	\$20,292.12	\$4,320.29	71.265%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$58.00	\$1,192.00	\$0.00	95.360%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,487.45	\$6,251.52	\$19,235.93	\$0.00	75.473%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$11,340.54	\$16,159.46	\$0.00	58.762%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$195.66	\$504.34	\$0.00	72.049%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,386.00	\$0.66	\$8,385.34	\$0.00	99.992%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$888.18	\$4,111.82	\$0.00	82.236%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$425.00	\$0.00	\$425.00	\$0.00	100.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00	100.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$87.40	\$137.60	\$0.00	61.156%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$291.35	\$100.00	\$191.35	\$0.00	65.677%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$40.00	\$440.00	\$20.00	88.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$125.00	\$8,875.00	\$0.00	98.611%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,567.55	\$186.27	\$5,381.28	\$0.00	96.654%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,919.05	\$0.00	\$3,919.05	\$0.00	85.735%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$814.00	\$2,286.00	\$0.00	73.742%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$15,104.17	\$862.01	\$14,242.16	\$0.00	94.293%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$2,112.86	\$1,387.14	\$0.00	39.633%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$284.37	\$115.63	\$0.00	28.908%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$427.60	\$18,508.40	\$0.00	97.742%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 12/31/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$126.78	\$2.94	\$123.84	\$0.00	97.681%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$214.05	\$35.95	\$0.00	14.380%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$2,778.65	\$13.55	\$1,515.13	\$1,249.97	54.528%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$1,097.02	\$902.98	54.851%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	100.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:								76.955%
				\$842,171.95	\$52,413.16	\$664,937.61	\$124,821.18	

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

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$72,000.00	\$62,000.00	\$3,521.00	\$6,479.00	4.890%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$16,800.00	\$219.90	\$3,950.84	\$12,629.26	23.517%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$13,200.00	\$6,107.08	\$7,017.09	\$75.83	53.160%
Capital Projects Fund Total:								14.205%
				\$102,000.00	\$68,326.98	\$14,488.93	\$19,184.09	
Report Total:				\$944,171.95	\$120,740.14	\$679,426.54	\$144,005.27	71.960%

Payment Listing

December 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
430-2020	11/24/2020	12/09/2020	CH	QUILL CORPORATION	\$44.85 *	V
430-2020	12/09/2020	12/09/2020	CH	QUILL CORPORATION	-\$44.85	V
437-2020	12/09/2020	12/09/2020	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$190.43	C
438-2020	12/09/2020	12/09/2020	CH	OHIO BUREAU OF WORKERS' COMPENSA	\$480.00	C
439-2020	12/04/2020	12/09/2020	CH	FIRST COMMUNICATIONS	\$671.57	C
440-2020	12/03/2020	12/09/2020	CH	PAYCHEX	\$102.02	C
441-2020	12/03/2020	12/09/2020	CH	PAYCHEX	\$1,089.09	C
442-2020	12/02/2020	12/09/2020	CH	PAYCHEX	\$8,222.74	C
443-2020	12/11/2020	12/11/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
444-2020	12/15/2020	12/15/2020	CH	COLUMBIA GAS OF OHIO	\$820.97	C
445-2020	12/15/2020	12/15/2020	CH	AMERICAN ELECTRIC POWER	\$1,423.66	C
446-2020	12/15/2020	12/15/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,367.73	C
447-2020	12/18/2020	12/22/2020	CH	TREASURER, STATE OF OHIO	\$762.00	C
448-2020	12/18/2020	12/22/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,361.45	C
449-2020	12/17/2020	12/22/2020	CH	PAYCHEX	\$97.00	C
450-2020	12/17/2020	12/22/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
451-2020	12/17/2020	12/22/2020	CH	PAYCHEX	\$1,029.65	C
452-2020	12/16/2020	12/22/2020	CH	PAYCHEX	\$7,483.08	C
453-2020	12/22/2020	01/14/2021	CH	LOVELESS EXTERMINATING	\$120.00	C
454-2020	12/22/2020	01/14/2021	CH	Ted Fellows	\$85.00	C
455-2020	12/22/2020	01/14/2021	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$35.80	C
456-2020	12/22/2020	01/14/2021	CH	J & D Cleaning Service	\$1,185.60	C
457-2020	12/22/2020	01/14/2021	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
458-2020	12/22/2020	01/14/2021	CH	copeco	\$409.95	C
459-2020	12/22/2020	01/14/2021	CH	WATER AND SEWER DEPT.	\$145.73	C
460-2020	12/22/2020	01/14/2021	CH	BOOK FARM	\$2,455.60	C
461-2020	12/22/2020	01/14/2021	CH	MIDWEST TAPE	\$987.56	C
462-2020	12/22/2020	01/14/2021	CH	STANDARD PLUMBING AND HEATING CO	\$315.00	C
463-2020	12/22/2020	01/14/2021	CH	Solid Waste And Recycling	\$112.00	C
464-2020	12/21/2020	01/14/2021	CH	CENTER POINT LARGE PRINT	\$360.95	C
465-2020	12/22/2020	01/14/2021	CH	GALE	\$77.57	C
466-2020	12/21/2020	01/14/2021	CH	AMAZON	\$1,498.77	C
467-2020	12/21/2020	01/14/2021	CH	AMAZON	\$29.13	C
468-2020	12/22/2020	01/14/2021	CH	BAKER & TAYLOR BOOKS	\$562.86	C
469-2020	12/22/2020	01/14/2021	CH	BAKER & TAYLOR BOOKS	\$192.69	C
470-2020	12/22/2020	01/16/2021	CH	BAKER & TAYLOR BOOKS	\$522.32	C
471-2020	12/21/2020	01/16/2021	CH	BAKER & TAYLOR BOOKS	\$171.44	C
472-2020	12/30/2020	01/16/2021	CH	PAYCHEX	\$7,537.99	C
473-2020	12/31/2020	01/16/2021	CH	PAYCHEX	\$1,028.26	C
474-2020	12/31/2020	01/16/2021	CH	PAYCHEX	\$91.81	C
6820	12/11/2020	12/11/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.16	C
6821	12/11/2020	12/11/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$270.00	C
6822	12/21/2020	12/21/2020	AW	PETTY CASH	\$28.00	C
Total Payments:					\$46,095.73	
Total Conversion Vouchers:					\$0.00	

Payment Listing

December 2020

Total Less Conversion Vouchers: \$46,095.73

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

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

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

Fund Status

As Of 12/31/2020

<u>Fund Number</u>	<u>Fund Name</u>	<u>% of Total Pooled</u>	<u>Fund Balance</u>	<u>Investments (Non-Pooled)</u>	<u>Checking & Pooled Investments (Pooled)</u>
1000	General	48.046%	\$429,497.47	\$226,640.84	\$202,856.63
4001	Capital Projects	51.954%	\$219,359.52	\$0.00	\$219,359.52
All Funds Total			<u>\$648,856.99</u>	<u>\$226,640.84</u>	<u>\$422,216.15</u>
Pooled Investments					\$125,289.73
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$296,655.42

Last reconciled to bank: 12/31/2020 – Total other adjusting factors: \$0.00

Investment Listing

System Year 2020

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo 8/2/20	\$103,232.42	1.30%	\$1,346.59	\$3,232.42	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,498.45	1.50%	\$318.81	\$1,175.65	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,476.20	1.05%	\$244.80	\$951.74	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$107,691.20	2.05%	\$2,169.91	\$6,398.83	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03.	\$21,468.36	1.50%	\$318.38	\$1,290.62	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,796.76	2.25%	\$725.22	\$2,495.43	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2	\$21,709.87	1.50%	\$321.93	\$962.81	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,057.31	0.10%	\$24.90	\$28,085.12	08/24/2000	12/31/2099		

Bank Reconciliation

Reconciled Date 12/31/2020

Posted 1/16/2021 2:50:06 AM

Prior UAN Balance:		\$634,016.10
Receipts:	+	\$60,992.62
Payments:	-	\$46,151.73
Adjustments:	+	\$0.00
Current UAN Balance as of 12/31/2020:		\$648,856.99
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 12/31/2020:		<u>\$648,856.99</u>
Entered Bank Balances as of 12/31/2020:		\$648,856.99
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 12/31/2020:		<u>\$648,856.99</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 12/31/2020.

There are no outstanding receipts as of 12/31/2020.

There are no outstanding adjustments as of 12/31/2020.

End

Minerva Public Library

**December 2020 Financial
Reports**

**Submitted for January
2021 Board Meeting**

January 2021 Youth Services Report

The Youth Department continues to evolve during COVID restrictions and works to involve more patrons and families both virtually and in person. Laken found a Christmas poem book and was inspired to record a countdown to Christmas which brought a tremendous amount of views on Facebook. She has more ideas for quick and engaging posts to record.

Families continue to schedule individual Story Times. The Sensory SPOT opened up with a few modifications to activities, along with timed visits for individual families and specific cleaning measures. The Youth department strives to make the environment safe and friendly.

Sarah created a script and props for a new interactive movie that family members can view and play along with at home. "Finding Nemo" packs with enough supplies for four members will be available beginning January 25. Single sets of supplies are also available.

Looking forward, the youth department will join area libraries in February for the 2021 One Book One Community event celebrating Kindness. Patrons may pick up a special page and create their own artwork to share with a neighbor or an area business. All ages are invited to make a shrink art cardigan key chain while supplies last. A special virtual story time and take home activity featuring a kindness theme rounds out our involvement.

When Nurse Lori was here from the Aultman Wellness on Wheels (WOW) partnership, she asked if they could use the "Germ Busters" video filmed here. We gave permission and Laken was shocked to see in the Facebook stats that that video has reached 2258 views. WOW!

Statistics for December 2020:

Side Door Count: 291

MES: 15 visits/ 291

Outreach to MES: 2 visits/ 50

Study Rooms Use: 14

Computer Use: 46

Reference Questions: 352

Other Questions: 6

Teacher collections: 10 requests / 302 books

Programs: Virtual Story Time 3/175 views, Virtual Book Bites and other recorded messages 3/ 16 views, Teen Totes (3 crafts/5), Teen Totes How to video (49 views), Scheduled Story Time 8/23 patrons, Sensory SPOT 2, Elf Drive Up Window 18, Teen Read 2/1081, Ornament crafts 181, Christmas Poem Countdown 788.

Donations in December: 7 hard covers, 15 paperbacks, 2 DVD's

Kathy Heller
Youth Services Manager
1/19/2021

Director's Report—January, 2021

Building and Grounds—Standard Plumbing and its IT contractor were back in the building at the beginning of the month to complete the online access to the new HVAC control system. Jennifer had to work with the firewall vendor and the HVAC contractors to figure out how to let Standard Plumbing have remote access to the system. She was able to get help from SEO staff as well. It was a wrangle but we and Standard do have online access to the controls. The building certainly seems more evenly heated now that the new system is up and running; I hope that cooling will also be even throughout the library this summer.

Payroll: For some reason, staff have not received any of their weekly SharedWorkOhio payments this month. Christina is in contact with ODJFS which acknowledges a problem, but which hasn't fixed it. On the other hand, staff on SharedWork report receiving this week the first of the \$300 a week payments included in the most recent federal relief bill.

Projects: I finished the complete weeding of adult fiction, which project I had started in 2018. This is my third complete pass through the fiction section in the 12 years I've been here.

Meetings: OLC Board meeting via 01/15. I am now Vice-Chair of the OLC Board, and will be Chair in 2022. Chamber Board meeting via Zoom on 01/20. Meeting of Stark County library directors via Zoom to meet the new County Prosecutor and the new head of the Civil Division. OLC Personnel Committee meeting via Zoom on 01/26.