

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

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

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

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

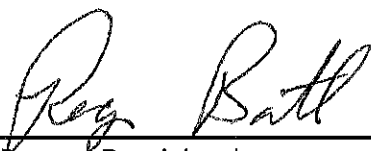
Ms. Miller moved **to approve Resolution 21-12-01:** to amend the 2021 Appropriation to show an additional \$200,000 transfer out from the General Fund to the Capital Fund and then to transfer that \$200,000 to the Capital Fund. Ms. Repella seconded. Motion carried unanimously.

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

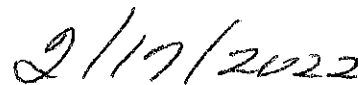
Ms. Miller moved **to approve Resolution 21-12-02:** to approve the 2022 Permanent Appropriation as presented. Mr. Rutledge seconded. Motion carried unanimously.

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

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



Board President



Date

Attachment A Minutes of the December 21, 2021 Special Board Meeting  
 2022 Budget Revenue--Permanent Appropriation  
 MINERVA PUBLIC LIBRARY

Revenue Operations		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	\$668,295,00
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$172,939,26	\$134,914,00	\$142,074,81	\$140,282,00	\$125,890,00	\$151,555,00
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$15,559,37	\$16,149,00	\$15,329,61	\$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	\$679,99	\$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	\$60,00	\$1,000,00	\$0,00	\$0,00	\$0,00
1000-612-0000	Restricted Contributions - Businesses	\$1,375,00	\$2,200,00	\$1,00,00	\$0,00	\$0,00	\$0,00
1000-612-2018	Restricted Contributions - Business(YOUTH SUMMER READING)	\$0,00	\$0,00	\$1,250,00	\$850,00	\$1,000,00	\$1,500,00
1000-613-0000	Unrestricted 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	\$2,671,55	\$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(RESTRIC 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	\$1,00,00	\$1,000,00
1000-892-0000	Other - Miscellaneous Non-Operating	\$0,00	\$196,00	\$797,14	\$73,00	\$0,00	\$0,00
	<b>Total Current Year Income</b>	<b>\$706,703.39</b>	<b>\$683,525.00</b>	<b>\$716,137.81</b>	<b>\$727,282.29</b>	<b>\$644,069.00</b>	<b>\$750,883.00</b>
	<b>General Revenue Fund Carryover as of January 1</b>	<b>\$330,153.00</b>	<b>\$344,405.00</b>	<b>\$339,914.00</b>	<b>\$367,152.00</b>	<b>\$415,000.00</b>	<b>\$451,000.00</b>
	<b>Enunbrance for prior year</b>	<b>-\$8,531.00</b>	<b>-\$1,649.00</b>	<b>\$0.00</b>	<b>-\$346.71</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Current Year Operating Revenue(Income + Carryover)</b>	<b>\$1,028,325.39</b>	<b>\$1,026,081.00</b>	<b>\$1,056,051.81</b>	<b>\$1,094,087.58</b>	<b>\$1,059,069.00</b>	<b>\$1,201,883.00</b>
	<b>Capital Projects Fund as of January 1 unrestricted</b>	<b>\$174,723.00</b>	<b>\$172,850.00</b>	<b>\$131,192.00</b>	<b>\$133,848.00</b>	<b>\$147,803.00</b>	<b>\$203,545.00</b>
	<b>Capital Projects Fund as of January 1 restricted (McConnell)</b>	<b>\$496,345.00</b>	<b>\$515,406.00</b>	<b>\$471,106.00</b>	<b>\$500,653.29</b>	<b>\$584,258.00</b>	<b>\$676,000.00</b>
	<b>Total Revenue (Annual Revenue + Carryover + Capital)</b>	<b>\$1,203,048.39</b>	<b>\$1,198,931.00</b>	<b>\$1,187,243.81</b>	<b>\$1,227,935.58</b>	<b>\$1,228,327.00</b>	<b>\$1,426,883.00</b>

Attachment A Minutes of the December 21, 2021 Special Meeting  
 2022 Budget Expenses--Permanent Appropriation

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2021 Actual	2022 Appropriation
1000-110-110-0001	Total Wage and Leave	\$328,108.07	\$349,100.00	\$296,085.00	\$346,626.00	\$291,066.00	\$361,046.00
1000-110-110-0001	Salaries(ADMINISTRATIVE SALARIES)	\$72,964.73	\$85,515.00	\$76,964.00	\$88,756.00	\$77,070.00	\$88,755.00
1000-110-110-0002	Service award	\$0.00	\$1,000.00		\$210.00	\$0.00	\$0.00
1000-110-110-0002	Salaries(MANAGERS)	\$37,243.93	\$39,795.00	\$35,079.00	\$41,553.00	\$36,996.00	\$43,972.00
1000-110-110-0003	Service award				\$400.00	\$0.00	\$0.00
1000-110-110-0003	Salaries(NON-PROFESSIONALS)	\$195,495.59	\$190,000.00	\$169,479.00	\$189,438.00	\$161,674.00	\$201,947.00
	part-time staff as subs	\$0.00	\$8,750.00		\$2,500.00	\$0.00	\$7,500.00
	retirement max payout sick leave + max payout vacation	\$0.00	\$6,750.00		\$0.00	\$0.00	\$0.00
	Cash-in-lieu of insurance (12 x 600): service award , skills stipend	\$0.00	\$6,750.00	\$3,721.00	\$8,377.00	\$0.00	\$7,950.00
1000-110-110-0004	Salaries(SUBSTITUTES)	\$3,781.14	\$5,000.00	\$3,721.00	\$2,500.00	\$4,012.00	\$2,500.00
1000-110-110-0005	Salaries(SERVICE WORKERS)	\$18,682.68	\$12,290.00	\$10,842.00	\$12,771.00	\$11,314.00	\$13,422.00
	service award				\$121.00	\$0.00	\$0.00
	Total Indirect Benefit	\$93,085.09	\$91,025.95	\$68,311.00	\$88,405.60	\$74,946.00	\$90,368.60
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$45,289.56	\$47,789.00	\$39,319.00	\$47,252.52	\$40,389.00	\$49,433.44
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,539.74	\$5,061.95	\$4,160.00	\$5,026.08	\$3,900.00	\$7,120.16
1000-110-221-0000	Medical / Hospitalization Insurance	\$42,002.18	\$36,410.00	\$23,768.00	\$34,372.00	\$28,435.00	\$34,045.00
1000-110-222-0000	Life Insurance	\$862.61	\$385.00	\$351.00	\$385.00	\$384.00	\$400.00
1000-110-223-0000	Dental Insurance	\$0.00	\$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	\$0.00
1000-110-225-0000	Workers' Compensation	\$781.00	\$1,370.00	\$713.00	\$1,370.00	\$1,838.00	\$1,370.00
1000-110-281-0000	Unemployment Benefits	\$0.00	\$10.00	\$0.00	\$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	\$0.00
1000-110-300-2019	Purchased and Contracted Services(Mental Health VA grant pr)	\$5,000.00	\$0.00	\$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	\$0.00
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$2,535.80	\$3,000.00	\$0.00	\$3,000.00	\$734.00	\$500.00
	Grander Fund					\$0.00	\$2,165.50
	Powell Fund					\$0.00	\$3,000.00
1000-110-460-0015	Supplies(PROGRAMMING SUPPLIES)	\$3,147.40	\$3,500.00	\$1,664.00	\$3,500.00	\$3,777.00	\$4,500.00
1000-110-461-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2021 Actual	2022 Appropriation
1000-120-411-1000	Library Materials	\$73,984.20	\$92,500.00	\$60,977.00	\$88,000.00	\$71,630.00	\$85,100.00
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$20,749.15	\$23,000.00	\$17,709.00	\$20,000.00	\$19,186.00	\$20,000.00
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$19,262.25	\$22,000.00	\$14,290.00	\$19,000.00	\$15,043.00	\$19,000.00
1000-120-412-0000	Periodicals	\$6,994.01	\$7,500.00	\$7,382.00	\$7,500.00	\$6,422.00	\$6,000.00
1000-120-413-1006	Audiovisual Materials(ADULT DEPT)	\$7,051.52	\$12,000.00	\$4,184.00	\$9,000.00	\$4,311.00	\$8,000.00
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$13,674.51	\$21,000.00	\$15,620.00	\$26,000.00	\$21,936.00	\$26,000.00
1000-120-413-2004	Audiovisual Materials(YOUTH CDS)	\$0.00	\$0.00	\$0.00	\$0.00	\$144.00	\$200.00
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$5,377.24	\$6,000.00	\$1,502.00	\$5,000.00	\$3,228.00	\$4,000.00
1000-120-414-0000	Computer Services and Information	\$0.00	\$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	\$0.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$500.00	\$0.00	\$1,000.00	\$682.00	\$400.00
1000-120-419-0000	Other - Library Materials and Information	\$176.42	\$500.00	\$240.00	\$500.00	\$678.00	\$1,000.00
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$3,065.54	\$4,500.00	\$1,272.00	\$4,000.00	\$2,408.00	\$3,600.00
1000-210-321-0000	Telephone	\$7,751.48	\$7,750.00	\$7,883.00	\$8,000.00	\$8,207.00	\$8,500.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$19,726.27	\$28,910.00	\$20,292.00	\$29,580.00	\$22,255.00	\$29,420.00
	Elevator Maintenance and Repair (190 x 12 +1000) +300		\$3,210.00		\$3,580.00		\$7,800.00
	Fire Alarm and Suppression (Johnson Controls)		\$5,200.00		\$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

(updated)

(as of January, 2021)



Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 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	\$23,533.00	\$33,729.00
	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 (377x32)		\$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		\$2,000.00
	Miscellaneous maintenance services				\$2,000.00		\$2,000.00
1000-210-361-0000	Electricity	\$22,995.46	\$27,500.00	\$16,159.00	\$22,000.00	\$15,165.00	\$16,000.00
1000-210-362-0000	Water and Sewage	\$685.83	\$700.00	\$504.00	\$700.00	\$538.00	\$600.00
1000-210-363-0000	Natural Gas	\$8,547.70	\$8,100.00	\$8,385.00	\$8,500.00	\$5,886.00	\$8,500.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,985.00	\$0.00	\$0.00	\$0.00	\$109.00	\$0.00
1000-210-482-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$5,000.00	\$4,112.00	\$5,000.00	\$2,536.00	\$4,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits( professional memberships)	\$447.00	\$500.00	\$425.00	\$500.00	\$0.00	\$500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$125.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$985.63	\$1,500.00	\$550.00	\$500.00	\$360.00	\$500.00
1000-230-322-0000	Postage	\$150.76	\$225.00	\$138.00	\$225.00	\$79.00	\$200.00
1000-230-324-0000	Printing	\$0.00	\$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	\$0.00	\$50.00
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$100.00	\$191.00	\$200.00	\$120.00	\$200.00
1000-230-329-0000	Other - Communications(Printing and Publicity (Roxxy+promotions))	\$0.00	\$500.00	\$440.00	\$500.00	\$80.00	\$750.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$9,000.00	\$8,875.00	\$9,500.00	\$9,267.00	\$9,500.00
1000-230-343-0000	Fidelity Bond Premiums	\$242.00	\$250.00	\$242.00	\$0.00	\$0.00	\$250.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2021 Actual	2022 Appropriation
1000-230-351-0000	Rents and Leases	\$2,318.00	\$5,200.00	\$5,381.00	\$5,200.00	\$5,433.00	\$5,250.00
	Copy Lease and Maintenance (408.95 x 12)		\$4,920.00		\$4,920.00	\$4,920.00	\$5,150.00
	Safe Deposit Box		\$180.00		\$180.00	\$180.00	\$100.00
	Microfilm Storage		\$100.00		\$100.00		\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$5,000.00	\$3,380.00	\$4,200.00	\$940.00	\$3,600.00
1000-230-372-0000	Uniform Accounting Network Fees	\$3,048.00	\$3,100.00	\$2,286.00	\$3,048.00	\$3,255.00	\$3,048.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$10,548.04	\$13,000.00	\$14,242.00	\$12,750.00	\$12,465.00	\$11,700.00
	Payroll Services (paychex)		\$3,500.00		\$3,500.00	\$3,500.00	\$3,500.00
	Statewide Delivery Contract		\$8,500.00		\$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	\$2,533.00	\$3,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$370.02	\$400.00	\$116.00	\$400.00	\$62.00	\$300.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,936.00	\$18,508.00	\$18,957.00	\$16,934.00	\$21,207.00
	NEO-Regional membership + cataloging + notice service		\$15,445.00		\$15,450.00	\$15,450.00	\$16,450.00
	NEO-Regional Library System membership		\$1,507.00		\$1,507.00	\$1,507.00	\$1,507.00
	OIC Institutional membership		\$1,859.00		\$1,875.00	\$2,000.00	\$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	\$6.00	\$130.00
1000-230-550-0000	Refunds and Reimbursements	\$209.99	\$250.00	\$36.00	\$200.00	\$1,300.00	\$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	\$2,990.00	\$5,000.00
1000-760-750-0000	Furniture and Equipment	\$900.00	\$2,000.00	\$1,097.00	\$2,000.00		\$2,000.00
	Contingency Fund						\$20,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$180,000.00	\$0.00
1000-990-990-2020	Return of unused 2020 CARES Act funds			\$0.00	\$0.00	\$13,564.00	\$0.00
	Operating Expenses Total	\$688,900.07	\$817,171.95	\$664,965.00	\$799,910.60	\$773,637.00	\$739,814.10
	Current Year Income	\$716,137.81	\$706,314.00	\$727,282.00	\$630,155.00	\$795,225.00	\$750,833.00
	Difference Current Year Income v. Expenses	\$27,237.74	(\$110,837.95)	\$62,317.00	(\$169,755.60)	\$21,588.00	\$11,018.90
	Capital Projects						
4001-760-331-0000	Maintenance and Repair on Facilities	\$37,688.87	\$72,000.00	\$65,521.00	\$15,000.00	\$144,607.00	\$15,000.00
4001-760-720-0000	Land Improvement	\$9,017.00	\$20,000.00	\$3,951.00	\$15,000.00	3,869.00	\$15,000.00
4001-760-750-0000	Furniture and Equipment	\$658.00	\$10,000.00	\$7,017.00	\$25,000.00	23,189.00	\$15,000.00
	McConnell Fund-Furniture and Equipment						\$5,000.00
	Capital Projects Total	\$47,363.87	\$102,000.00	\$76,489.00	\$55,000.00	\$171,665.00	\$55,000.00
	Total Expenditure/Appropriation	\$736,263.94	\$919,171.95	\$741,454.00	\$854,910.60	\$945,302.00	\$794,814.10

Permanent 2022 Appropriation Resolution December 21, 2021

<b>2022 Revenues:</b>	
General Fund: Unencumbered Carryover Balance 12/31/2021	250,000.00
Prior Year Encumbrances	-
UNENCUMBERED BALANCE 01/01/18	250,000.00
Public Library Fund	737,953.00
Other Revenues	12,930.00
<b>TOTAL REVENUES</b>	<b>750,883.00</b>
<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,000,883.00</b>
Capital Projects Fund: Carryover 12/31/2021 unrestricted	403,545.00
Carryover 12/31/2021 restricted	21,455.00
Total Capital Projects	425,000.00
<b>TOTAL REVENUES</b>	<b>1,425,883.00</b>

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

4001 Capital Projects Fund Expenditures	
TOTAL EXPENDITURES before other financing & uses	55,000.00
<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>55,000.00</b>
<b>ALL FUNDS - TOTAL PERMANENT APPROPRIATIONS</b>	<b>794,814.10</b>

**Attachment C, Minutes of the December 21, 2021 Special Board Meeting**

**2022 Permanent Appropriation Changes from October Draft Budget**

**Transfer Out to Capital:** no transfer is budgeted for 2022 because we did a \$200,000 transfer in December of this year.

**Audit:** budget for a regulatory audit rather than a full audit thus reducing the cost.

**COVID Relief Fund Repayment:** the draft budget allocated \$7,745 in 1000-990-990-2020 to repay the unused portion of the pandemic assistance money the library received in 2020. That repayment needs to take place this year, and thus that budget line is zeroed out for 2022.

**Contingency Fund:** during the budget discussion, Mr. Dillie mentioned that he would like to establish a contingency fund in the appropriation. The fund would have money that was appropriated but not assigned to a specific purpose, and thus would be readily available to transfer with Board approval into a specific fund account if extra money was needed for a particular purpose. Without such a fund, the library practice has to been look for unused money within other fund accounts to transfer into the account that needs additional supply. That gathering of funds may require piecing together the total from several accounts in order to meet the need. The library is permitted to place up to 3% of the total general fund into Contingency. The 2022 budget includes \$20,000 in this new fund account.

**Programming:** the line for paying speakers and presenters now includes separate fund accounts for the Grunder and Powell restricted funds. Those funds are appropriated in total, but we will not spend out the amount in year.

**Materials Budget:** Mr. Dillie made some small adjustments to the various fund accounts that make up the materials budget, mostly increasing the money for various formats. The total increase is \$1,500. Herb Eglice's restricted donation for adult print materials is also now listed as an additional line item.

**Information Technology:** this line, 1000-230-590-0511, is increased from \$4,000 to \$5,000 to reflect the likelihood that the library will make use of an IT consultant's services in 2022.

**Capital Projects—**money is appropriated from the McConnell fund in separate lines for Land Improvements and Furniture and Equipment Purchases. Making separate fund accounts allows the library to track directly purchases paid from this fund if we choose to make any.