

**Charles W. Gibson Library**  
**Board of Trustees Meeting Agenda**  
**Tuesday December 13, 2022 – 2:00 PM**

- I. Call to Order
- II. Guest Speaker(s):
- III. Reading of the Previous Minutes (November 15, 2022)
- IV. Financial Reports: (September & October)
- V. Librarian's Report
- VI. Policy Sub-Committee Report
- VII. Unfinished Business
  - A. Friends of the Library Organization Status
- VIII. New Business
  - A. Approval of Final Building Plan
- IX. Adjournment

**Charles W. Gibson Public Library Minutes**  
**Tuesday, November 15, 2022 – 2 PM**

- I. Call to Order: Board president Brooke Scott called the meeting to order at 2:04 PM. Present were Brooke Scott, Butch Rainey, Brett Miller, Beth Post, and Cathy Norko. Kelley Tierney was absent.
- II. Guest speaker(s): There were no guest speakers.
- III. October 2022 Minutes: Butch Rainey moved to accept the October meeting minutes. Brett Miller seconded the motion, which passed unanimously.
- IV. Financial Report: Pending reconciliation of financial accounts, there was no financial report. The board recommended using Kelley Tierney's expertise to assist in this.
- V. Library Director's Report:
  - Cathy Norko will notify city police about recurring issues with a patron who has been causing concern for the staff and patron safety. Brett Miller moved to accept the library director's report. Butch Rainey seconded the motion, which passed unanimously.
- VI. Policy Sub-Committee: No report. The committee will meet on Thursday, December 1, 2022, at 2 PM to continue work, with emphasis on financial policy.
- VII. Unfinished Business:
  - A. Approval of the building plans by the Mills Group was tabled until the December meeting.
  - B. After approval of the October 11, 2022 minutes, Beth Post will make the monies transfer at JP Morgan Chase Bank.
  - C. Friends of the Library: The board shared ideas with Cathy about promoting the Friends group on social media and with print ads. These ideas will be implemented in January 2023.
- VIII. New Business:
  - A. Beth Post moved to accept the Operating Schedule for 2023. Butch Rainey seconded the motion, which passed.
  - B. Payroll Authority: Beth Post made a motion to resume in-house payroll procedures by December 31, 2022. Board treasurer Kelley Tierney will serve as secondary payroll person if necessary. The policy sub-committee will align financial policy and procedures to accomplish this. Butch Rainey seconded the motion, which passed unanimously.
- IX. Adjournment: Brett Miller moved to adjourn the meeting at 3:06 PM. Butch Rainey seconded the motion, which passed unanimously. The next meeting is Tuesday, December 13, 2022, at 2 PM.

Brooke Scott,  
Board President

Beth Post,  
Board Secretary

# DECEMBER 2022 DIRECTOR’S REPORT

## November Building Use Statistics

Door Count	436
Public Computer Use	66
Reference Transactions	1
Curbside Pickup	0

## November Circulation Statistics

ITYPE	SEP	OCT	NOV
Adult Fiction	151	161	157
Adult Nonfiction	24	26	17
Books on CD	14	4	10
Easy Books	58	90	85
eBooks (WVReads)	149	131	187
eAudio (WVReads)	63	50	43
eMagazines (WV Reads)	2	7	8
Juvenile Fiction	16	31	15
Juvenile Nonfiction	29	29	15
Large Print	214	206	259
New Books	210	189	192
New Media	5	0	5
Paperback	44	40	50
Reference	1	0	0
West Virginia Material	10	10	6
Young Adult Fiction	16	19	14
Young Adult Nonfiction	4	2	1
TOTAL	1010	987	1064

## November Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Lamination
\$102.30	\$74.05	\$54.00	\$50.25	\$0.00	\$2.00
Total : \$282.60					

## Upcoming Dates

December 24-26	Library Closed – Christmas Weekend
December 31-January 2	Library Closed – New Year’s Weekend

3:31 PM  
12/02/22  
Accrual Basis

Charles Gibson Public Library  
Balance Sheet  
As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 · General Checking	70,278.32
1090 · Petty Cash	100.00
1110 · Savings-Operating Funds(4181)	7,578.02
1120 · Savings-Gibson CD's(6205)	28,240.78
1130 · Savings-from Gould trust-(0648)	165,667.57
1210 · CD-Operating Funds (4164)	40,000.00
1220 · CD's - (8) Gibson	121,000.00
1320 · Raymond James Investment (A466)	699,742.39
Total Checking/Savings	1,132,607.08
Total Current Assets	1,132,607.08
TOTAL ASSETS	1,132,607.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2410 · Social Security Tax	580.76
2420 · Medicare Tax	135.78
2430 · Federal Withholding Tax	298.00
2440 · WV Withholding Tax	178.00
2460 · WV Unemployment Tax	22.33
2470 · WV Pub. Emp. Retirement	541.36
Total Other Current Liabilities	1,756.23
Total Current Liabilities	1,756.23
Total Liabilities	1,756.23
Equity	
30000 · Opening Balance Equity	1,026,882.20
32000 · Retained Earnings	45,990.25
Net Income	57,978.40
Total Equity	1,130,850.85
TOTAL LIABILITIES & EQUITY	1,132,607.08

3:23 PM  
12/02/22

Charles Gibson Public Library  
Journal  
October 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
596	Check	10/03/2022	19063	Ingram Ingram Ingram Ingram	acct. # 2004100 Inv.71825774 Inv.71780895 Inv.71780895 Inv.71694490	1010 · General Checking 6110 · Books 6110 · Books 6151 · Audio Books 6110 · Books	54.93 135.88 22.00 74.37	297.18
							297.18	297.18
597	Check	10/03/2022	19064	Hart Office Solutions Hart Office Solutions	account number: CW03 Inv.270694	1010 · General Checking 6311 · Copies	63.64	63.64
598	Check	10/03/2022	19065	MonPower MonPower	acct. # 110084655502 acct. 110084655502	1010 · General Checking 6742 · Electric	371.40	371.40
599	Check	10/03/2022	19066	Utility Boards/City of Buc... Utility Boards/City of Buc...	acct. # 07-120700-00 07-120700-00	1010 · General Checking 6743 · Water/Waste	77.96	77.96
600	Check	10/03/2022	19067	Catherine Norko Catherine Norko	Reimbursement Goodies for Trunk or Treat (October 29)	1010 · General Checking 6910 · Public Info/Progra...	276.84	276.84
608	Check	10/25/2022	19068	Ingram Ingram Ingram Ingram Ingram Ingram	acct. # 2004100 Inv72201940 Inv.72158635 Inv72158635 Inv72101694 Inv72080699 Inv72055582	1010 · General Checking 6110 · Books 6110 · Books 6151 · Audio Books 6110 · Books 6110 · Books 6110 · Books	31.91 82.72 31.50 180.17 96.23 34.31	456.84
609	Check	10/25/2022	19069	Ingram Ingram Ingram Ingram Ingram	acct. # 2004100 Inv72025711 Inv.71961634 Inv71903535 Inv71236955 Inv71148666	1010 · General Checking 6110 · Books 6110 · Books 6110 · Books 6110 · Books 6110 · Books	237.18 46.58 413.68 71.93 415.79	1,185.16
610	Check	10/25/2022	19070	Upshur County Public Li... Upshur County Public Li...	BookPage 1/2 Subscription Inv562290	1010 · General Checking 6140 · Periodicals	195.00	195.00
611	Check	10/25/2022	19071	Quill Quill	acct. # 6305632 Inv.28128414 · Copy Paper / BIC Pens	1010 · General Checking 6310 · Library/Office Sup...	70.75	70.75
612	Check	10/25/2022	19072	Parkersburg-Wood Coun... Parkersburg-Wood Coun...	1QTR TECH Inv665 · 1 QTR TECH	1010 · General Checking 6552 · Software/Elec. Su...	37.58	37.58
613	Check	10/25/2022	19073	Catherine Norko Catherine Norko	Reimbursement 10/21/2022 ILLS	1010 · General Checking 6350 · Postage	55.33	55.33
614	Check	10/25/2022	19074	LEAF LEAF	Contract: 100-6736581-001 Inv.100-6736581-001	1010 · General Checking 6541 · Equipment Main/J...	101.49	101.49
615	Check	10/25/2022	19075	Mountaineer Gas Compa... Mountaineer Gas Compa...	acct. # 269313-314290 acct. 269313-314290	1010 · General Checking 6741 · Gas	62.04	62.04
616	Check	10/25/2022	19076	MonPower MonPower	acct. # 110084655502 acct. 110084655502	1010 · General Checking 6742 · Electric	271.71	271.71
617	Check	10/25/2022	19077	Frontier Frontier	304-472-2339-010199-4 phone	1010 · General Checking 6750 · Telephone	111.66	111.66
618	Check	10/25/2022	19078	LYNX WV, INC LYNX WV, INC	Acct 930 Inv.12214	1010 · General Checking 6755 · Internet	145.00	145.00
619	Check	10/25/2022	19079	Nikole English Nikole English	reimbursement book discussion - cups / cutlery / snacks	1010 · General Checking 6910 · Public Info/Progra...	18.31	18.31

3:23 PM  
12/02/22

Charles Gibson Public Library  
Journal  
October 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
640	General ...	10/31/2022	9			1010 · General Checking		3,668.76
					DD fees	6970 · Professional/Misc...	14.98	
					ee	6020 · Wages	4,683.49	
					ee	2410 · Social Security Tax		290.38
					ee	2420 · Medicare Tax		67.89
					ee	2430 · Federal Withholdi...		298.00
					ee	2440 · WV Withholding T...		178.00
					ee	2470 · WV Pub. Emp. Re...		180.46
					DD fees	1010 · General Checking		14.98
					er	2410 · Social Security Tax		290.38
					er	2420 · Medicare Tax		67.89
					er	2460 · WV Unemployme...		22.33
					er	2470 · WV Pub. Emp. Re...		360.90
					er	6030 · Social Security	290.38	
					er	6040 · Medicare	67.89	
					er	6080 · Unemployment	22.33	
					er	6050 · Retirement	360.90	
644	Deposit	10/31/2022					5,439.97	5,439.97
					Deposit	1010 · General Checking	10,504.72	
					Deposit	4230 · Gifts & Donations/...		52.00
					copies	4420 · Copies/Faxes		79.35
					faxes	4420 · Copies/Faxes		29.50
					Deposit	4460 · Book Sales		9.00
					refund at the closing of 1050 UCPL Payroll	4010 · City of Buckhannon		8,014.12
						1050 · UCPL Payroll		2,320.75
							10,504.72	10,504.72
					Deposit	1010 · General Checking	6,823.00	
645	Deposit	10/24/2022				4040 · State Grants In Aid		6,823.00
							6,823.00	6,823.00
646	Deposit	10/31/2022					6,823.00	6,823.00
					Deposit	1110 · Savings-Operatin...	0.06	
647	Deposit	10/31/2022				4310 · Interest		0.06
					Deposit		0.06	0.06
648	Deposit	10/31/2022				1320 · Raymond James I...	594.01	
					Deposit	4315 · Interest (Capital)		594.01
649	Deposit	10/20/2022					594.01	594.01
					Deposit	1120 · Savings-Gibson C...	13.36	
650	Deposit	10/31/2022				4310 · Interest		13.12
					Interest from CD's	4310 · Interest		0.24
649	Deposit	10/20/2022					13.36	13.36
					Deposit	1130 · Savings-from Gou...	7,704.38	
650	Deposit	10/31/2022				4245 · Restricted/RCB-L...		7,704.38
					Deposit		7,704.38	7,704.38
650	Deposit	10/31/2022					1.35	
					Deposit	1130 · Savings-from Gou...		1.35
TOTAL							1.35	1.35
							34,878.74	34,878.74

Charles Gibson Public Library Budget vs Actual

July through October 2022

	Aug 22	Sep 22	Oct 22	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Income							
4010 · City of Buckhannon	8,284.09	45,977.75	8,014.12	62,275.96	102,500.00	-40,224.04	60.76%
4040 · State Grants In Aid	6,823.00	0.00	6,823.00	13,646.00	27,291.00	-13,645.00	50.0%
4150 · Other Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4230 · Gifts & Donations/Unrestricted	69.71	98.77	52.00	282.84	1,500.00	-1,217.16	18.86%
4240 · Restricted-Memorial/Gift Matl.	0.00	0.00	0.00	0.00	20.00	-20.00	0.0%
4245 · Restricted/RCB-L.Gould Trust	0.00	0.00	7,704.38	15,408.76	30,816.00	-15,407.24	50.0%
4310 · Interest	0.07	5.10	14.77	20.00	500.00	-480.00	4.0%
4315 · Interest (Capital)	396.90	439.58	594.01	1,634.92	30.00	1,604.92	5,449.73%
4320 · Investment Account Changes	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4420 · Copies/Faxes	152.40	125.30	108.85	548.10	1,200.00	-651.90	45.68%
4460 · Book Sales	76.75	10.75	9.00	107.00	300.00	-193.00	35.67%
4470 · Reim. for Lost/Damaged Books	5.00	10.00	0.00	15.00	50.00	-35.00	30.0%
4490 · Other fees(JD's, cards, etc.)	0.00	0.00	0.00	0.00	20.00	-20.00	0.0%
Total Income	15,807.92	46,667.25	23,320.13	93,938.58	164,227.00	-70,288.42	57.2%
Expense							
6020 · Wages	4,380.79	4,395.43	4,683.49	19,401.70	80,049.00	-60,647.30	24.24%
6030 · Social Security	271.60	272.51	290.38	1,202.90	4,963.00	-3,760.10	24.24%
6040 · Medicare	63.52	63.75	67.89	281.31	1,161.00	-879.69	24.23%
6050 · Retirement	303.96	350.50	360.90	1,423.84	5,112.00	-3,688.16	27.85%
6080 · Unemployment	23.78	27.32	22.33	94.49	617.00	-522.51	15.31%
6090 · Workers Compensation	0.00	0.00	0.00	0.00	630.00	-630.00	0.0%
6110 · Books	1,520.92	1,123.90	1,885.68	5,652.31	15,250.00	-9,597.69	37.06%
6112 · Memorial Books & Materials	0.00	0.00	0.00	0.00	20.00	-20.00	0.0%
6140 · Periodicals	0.00	0.00	195.00	335.40	500.00	-164.60	67.08%
6143 · E-books	994.99	0.00	0.00	994.99	5,000.00	-4,005.01	19.9%
6151 · Audio Books	0.00	108.06	53.50	161.56	400.00	-238.44	40.39%
6250 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6310 · Library/Office Supplies	843.88	0.00	70.75	914.63	2,904.00	-1,989.37	31.5%
6311 · Copies	20.48	28.15	63.64	127.87	175.00	-47.13	73.07%
6350 · Postage	251.10	57.53	55.33	363.96	725.00	-361.04	50.2%
6521 · Equipment/Furniture	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
6541 · Equipment Main./Main Contracts	101.49	101.49	101.49	405.96	690.00	-284.04	58.84%
6552 · Software/Elec. Sub./Maint. fees	114.97	0.00	37.58	205.30	800.00	-594.70	25.66%
6720 · Building Maintenance/Grounds	0.00	0.00	0.00	645.00	1,900.00	-1,255.00	33.95%
6730 · Janitorial Supplies	40.27	135.73	0.00	176.00	400.00	-224.00	44.0%
6741 · Gas	52.75	52.23	62.04	219.25	2,100.00	-1,880.75	10.44%
6742 · Electric	473.71	420.62	643.11	1,537.44	3,600.00	-2,062.56	42.71%
6743 · Water/Waste	155.58	0.00	77.96	233.54	930.00	-696.46	25.11%
6750 · Telephone	222.16	113.14	111.66	446.96	1,050.00	-603.04	42.57%
6755 · Internet	145.00	0.00	145.00	435.00	175.00	260.00	248.57%
6760 · Insurance/Building & Bonds	0.00	0.00	0.00	0.00	180.00	-180.00	0.0%
6910 · Public Info/Programming	13.95	6.69	295.15	315.79	600.00	-284.21	52.63%
6920 · Memberships	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6930 · Travel/Cond. Ed./Meetings	0.00	370.00	0.00	370.00	500.00	-130.00	74.0%
6970 · Professional/Misc. Fees	0.00	0.00	14.98	14.98	1,550.00	-1,535.02	0.97%
6980 · Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	9,994.90	7,627.05	9,237.86	35,960.18	133,381.00	-97,420.82	26.96%
Net Income	5,813.02	39,040.20	14,082.27	57,978.40	30,846.00	27,132.40	187.96%

2:00 PM  
11/14/22

Charles Gibson Public Library  
Payroll Summary  
October 2022

	CATHERINE R NORKO			DEANNA J MOORE			NIKOLE F ENGLISH			REBECCA A BALL			TOTAL		
	Hours	Rate	Oct 22	Hours	Rate	Oct 22	Hours	Rate	Oct 22	Hours	Rate	Oct 22	Hours	Rate	Oct 22
Employee Wages, Taxes and Adjustments															
Gross Pay															
Hourly	178.5	15.23	2,718.56	28.5	10.00	285.00	133	9.71	1,291.43	42	9.25	388.50	382.00		4,683.49
Total Gross Pay	178.5		2,718.56	28.5		285.00	133		1,291.43	42		388.50	382.00		4,683.49
Deductions from Gross Pay															
WV Retirement Employee Paid			-122.34			0.00			-58.12			0.00			-180.46
Total Deductions from Gross Pay			-122.34			0.00			-58.12			0.00			-180.46
Adjusted Gross Pay	178.5		2,596.22	28.5		285.00	133		1,233.31	42		388.50	382.00		4,503.03
Taxes Withheld															
Federal Withholding			-251.00			0.00			-7.00			-40.00			-298.00
Medicare Employee			-39.41			-4.13			-18.72			-5.63			-67.89
Social Security Employee			-168.55			-17.67			-80.07			-24.09			-290.31
WV - Withholding			-114.00			-8.00			-44.00			-12.00			-178.00
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00			0.00
Total Taxes Withheld			-572.96			-29.80			-149.79			-81.72			-834.27
Net Pay	178.5		2,023.26	28.5		255.20	133		1,083.52	42		306.78	382.00		3,668.76
Employer Taxes and Contributions															
Medicare Company			39.41			4.13			18.72			5.63			67.89
Social Security Company			168.55			17.67			80.07			24.09			290.31
WV - Unemployment Company			0.00			4.27			12.23			5.83			22.33
WV RETIREMENT EMPLOYER PAID			244.67			0.00			116.23			0.00			360.90
Total Employer Taxes and Contributions			452.63			26.07			227.25			35.55			741.53