

**Charles W. Gibson Library**  
**Board of Trustees Meeting Agenda**  
**Tuesday October 11, 2022 - 2:00 PM**

- I. Call to Order
- II. Guest Speaker(s): Michael Mills / Jay Hollen
- III. Reading of the Previous Minutes (September 13, 2022)
- IV. Financial Reports: August 2022
- V. Librarian's Report
- VI. Policy Sub-Committee Report (No Report/No Meeting this Month)
- VII. Unfinished Business
  - A. Approval of Building Plan
  - B. Candidate – Library Aide Position
- VIII. New Business
  - A. Operations Schedule for 2023
  - B. Move \$18,000 from Chase Account: 000000400710648 to Chase Account: 000000402102110 to replace the monies paid to Mills Group.
- IX. Adjournment

Charles W. Gibson Public Library Minutes

Tuesday, October 11, 2022

- I. Call to Order: President Brooke Scott called the meeting to order at 2 PM. Present were Kelley Tierney, Butch Rainey, Brooke Scott, Brett Miller, and Cathy Norko. Beth Post was absent.
- II. Guest Speaker(s): Michael Mills attended as a guest speaker.
- III. Reading of the previous minutes: Minutes from the September 13 meeting were read. Brett Miller moved to approve the minutes; Butch Rainey seconded the motion. The motion carried.
- IV. Financial Report: Cathy Norko presented the August 2022 financial report. Butch Rainey made a motion to approve the report as read. Brett Miller seconded. The motion passed.
- V. Librarian's Report: Cathy Norko presented the latest report. Brett Miller moved to accept the report as read. Kelley Tierney seconded the motion. The motion passed.
- VI. Policy Sub-Committee Report: There was no report this month.
- VII. Unfinished Business:
  - A. Approval of the Building Plan: This was tabled until the November meeting.
  - B. Library Aide Position Candidate: Butch Rainey made a motion to accept the recommendation of the Library Director and offer Elizabeth Slaughter the open Library Aide position. Kelley Tierney seconded the motion. The motion passed.
- VIII. New Business:
  - A. Approval of the 2023 Operations Schedule was tabled until the November meeting.
  - B. Transfer of Chase Account Funds: Brett Miller made a motion to nominate Beth Post to arrange for transferring \$18,000 from Chase Account 000000400710648 to Chase Account 000000402102110 to replace the monies paid to the Mills Group. Kelley Tierney seconded the motion, which passed unanimously.
- IX. Adjournment: The meeting was adjourned at 3:42 PM. The next meeting will be held on Tuesday, November 14, 2022, at 2 PM.

OCTOBER 2022 DIRECTOR’S REPORT

September Building Use Statistics

Door Count	485
Public Computer Use	99
Reference Transactions	5
Curbside Pickup	0

September Circulation Statistics

ITYPE	JUL	AUG	SEP
Adult Fiction	145	170	151
Adult Nonfiction	26	28	24
Books on CD	9	20	14
Easy Books	94	80	58
eBooks (WVReads)	137	197	149
eAudio (WVReads)	60	38	63
eMagazines (WV Reads)	0	14	2
Juvenile Fiction	48	27	16
Juvenile Nonfiction	35	26	29
Large Print	199	183	214
New Books	221	245	210
New Media	3	9	5
Paperback	84	38	44
Reference	0	0	1
West Virginia Material	8	4	10
Young Adult Fiction	26	13	16
Young Adult Nonfiction	3	4	4
TOTAL	1098	1096	1010

September Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Total
\$98.77	\$82.80	\$42.50	\$10.75	\$10.00	\$244.88

Upcoming Dates

October 29	Trunk or Treat – Game Farm
October 31	Buckhannon Community Trick or Treat
November 11	Library Closed – Veteran’s Day
November 14-20	Family Reads Week
November 15	Board of Trustee’s Meeting
November 24 -26	Library Closed – Thanksgiving Weekend

**Charles Gibson Public Library**  
**Balance Sheet**  
**As of September 30, 2022**

	Sep 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · General Checking	60,432.23
1050 · UCPL Payroll	2,320.75
1090 · Petty Cash	100.00
1110 · Savings-Operating Funds(4181)	7,577.96
1120 · Savings-Gibson CD's(6205)	28,227.42
1130 · Savings-from Gould trust-(0648)	157,961.84
1210 · CD-Operating Funds (4164)	40,000.00
1220 · CD's - (8) Gibson	121,000.00
1320 · Raymond James Investment (A466)	699,148.38
<b>Total Checking/Savings</b>	<u>1,116,768.58</u>
<b>Total Current Assets</b>	<u>1,116,768.58</u>
<b>TOTAL ASSETS</b>	<u><u>1,116,768.58</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Opening Balance Equity	1,026,882.20
32000 · Retained Earnings	45,990.25
Net Income	43,896.13
<b>Total Equity</b>	<u>1,116,768.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,116,768.58</u></u>

**Charles Gibson Public Library  
Journal  
September 2022**

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
577	Check	09/09/2022	19051	Ingram Ingram Ingram Ingram	acct. # 2004100 inv71277520 inv71308724 inv71404952	1010 - General Checking 6110 - Books 6110 - Books 6110 - Books	 386.38 39.19 127.08	552.65
							552.65	552.65
578	Check	09/09/2022	19052	Catherine Norko Catherine Norko	Reimbursement Used Book Purchases	1010 - General Checking 6110 - Books	 65.63	65.63
							65.63	65.63
579	Check	09/09/2022	19053	Hart Office Solutions Hart Office Solutions	account number: CW03 inv.268217	1010 - General Checking 6311 - Copies	 28.15	28.15
							28.15	28.15
580	Check	09/09/2022	19054	MonPower MonPower	acct. # 110084655502 acct. 110084655502	1010 - General Checking 6742 - Electric	 420.62	420.62
							420.62	420.62
581	Check	09/09/2022	19055	Upshur County Public Li... Upshur County Public Li... Upshur County Public Li...	Payroll 1st QTR GIA Payment - Used toward payr... Remainder of August & September Payrol...	1010 - General Checking 1050 - UCPL Payroll 1050 - UCPL Payroll	 6,823.00 5,177.00	12,000.00
							12,000.00	12,000.00
588	Check	09/21/2022	19056	Ingram Ingram Ingram Ingram Ingram Ingram	acct. # 2004100 inv.71637514 inv.71637514 inv.71570291 inv.71506797 - CM71416430 & CM71186... inv.71436214 - CM71416431 applied to re...	1010 - General Checking 6110 - Books 6151 - Audio Books 6151 - Audio Books 6110 - Books 6110 - Books	 321.01 21.99 86.07 167.18 17.43	613.68
							613.68	613.68
589	Check	09/21/2022	19057	Quill Quill Quill	acct. # 6305632 Paper Towels / Gloves / All Purpose Clea... Ultra Strong Tall Kitchen Bags	1010 - General Checking 6730 - Janitorial Supplies 6730 - Janitorial Supplies	 100.59 35.14	135.73
							135.73	135.73
590	Check	09/21/2022	19058	LEAF LEAF	Contract: 100-6736581-001 inv.100-6736581-001	1010 - General Checking 6541 - Equipment Main/...	 101.49	101.49
							101.49	101.49
591	Check	09/21/2022	19059	Catherine Norko Catherine Norko Catherine Norko	Petty Cash ILL Postage Table for Children's Fest.	1010 - General Checking 6350 - Postage 6910 - Public Info/Progra...	 57.53 6.69	64.22
							64.22	64.22
592	Check	09/21/2022	19060	Mountaineer Gas Compa... Mountaineer Gas Compa...	acct. # 269313-314290 acct. 269313-314290	1010 - General Checking 6741 - Gas	 52.23	52.23
							52.23	52.23
593	Check	09/21/2022	19061	Frontier Frontier	304-472-2339-010199-4 phone	1010 - General Checking 6750 - Telephone	 113.14	113.14
							113.14	113.14
594	Check	09/21/2022	19062	WWLA WWLA	Fall Conference 2022 Registration for N. English & C. Norko	1010 - General Checking 6930 - Travel/Cond. Ed/...	 370.00	370.00
							370.00	370.00
595	Deposit	09/30/2022			Deposit Deposit copies faxes Deposit Deposit Deposit	1010 - General Checking 4230 - Gifts & Donations/... 4420 - Copies/Faxes 4420 - Copies/Faxes 4460 - Book Sales 4470 - Reim. for Lost/Da... 4010 - City of Buckhannon	 46,222.57      	98.77 82.80 42.50 10.75 10.00 45,977.75
							46,222.57	46,222.57
601	Check	09/22/2022		QuickBooks QuickBooks		1010 - General Checking 1050 - UCPL Payroll	 0.01	0.01
							0.01	0.01
602	Deposit	09/29/2022			Deposit QuickBooks Test	1010 - General Checking 1050 - UCPL Payroll	 0.01	0.01
							0.01	0.01
603	Deposit	09/12/2022			Deposit Interest from CD	1110 - Savings-Operatin... 4310 - Interest	 5.04	5.04
							5.04	5.04
604	Deposit	09/30/2022			Deposit Deposit	1110 - Savings-Operatin... 4310 - Interest	 0.06	0.06

11:35 AM  
10/14/22

Charles Gibson Public Library  
Journal  
September 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
							0.06	0.06
605	Deposit	09/30/2022		Deposit		1130 · Savings-from Gou...	1.28	
				Deposit		4315 · Interest (Capital)		1.28
							1.28	1.28
606	Deposit	09/30/2022		Deposit		1120 · Savings-Gibson C...	16.91	
				Interest from CD's		4315 · Interest (Capital)		16.68
				Interest		4315 · Interest (Capital)		0.23
							16.91	16.91
607	Deposit	09/30/2022		Deposit		1320 · Raymond James L...	421.39	
				Cash held in CIP		4315 · Interest (Capital)		269.16
				RJ Bank Deposit Program		4315 · Interest (Capital)		152.23
							421.39	421.39
TOTAL							61,184.81	61,184.81

	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Income							
4010 · City of Buckhannon	0.00	8,284.09	45,977.75	54,261.84	102,500.00	-48,238.16	52.94%
140 · State Grants In Aid	0.00	6,823.00	0.00	6,823.00	27,291.00	-20,468.00	25.0%
4150 · Other Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4230 · Gifts & Donations/Unrestricted	62.36	69.71	98.77	230.84	1,500.00	-1,269.16	15.39%
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	7,704.38	0.00	0.00	7,704.38	30,816.00	-23,111.62	25.0%
4310 · Interest	0.06	0.07	5.10	5.23	500.00	-494.77	1.05%
4315 · Interest (Capital)	204.43	396.90	439.58	1,040.91	30.00	1,010.91	3,469.7%
4320 · Investment Account Changes	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4420 · Copies/Faxes	161.55	152.40	125.30	439.25	1,200.00	-760.75	36.6%
4460 · Book Sales	10.50	76.75	10.75	98.00	300.00	-202.00	32.67%
4470 · Reim. for Lost/Damaged Books	0.00	5.00	10.00	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	8,143.28	15,807.92	46,667.25	70,618.45	164,227.00	-93,608.55	43.0%
Expense							
6020 · Wages	5,941.99	4,380.79	0.00	10,322.78	80,049.00	-69,726.22	12.9%
6030 · Social Security	368.41	271.60	0.00	640.01	4,963.00	-4,322.99	12.9%
6040 · Medicare	86.15	63.52	0.00	149.67	1,161.00	-1,011.33	12.89%
6050 · Retirement	408.48	303.96	0.00	712.44	5,112.00	-4,399.56	13.94%
6080 · Unemployment	21.06	23.78	0.00	44.84	617.00	-572.16	7.27%
6090 · Workers Compensation	0.00	0.00	0.00	0.00	630.00	-630.00	0.0%
6110 · Books	1,121.81	1,520.92	1,123.90	3,766.63	15,250.00	-11,483.37	24.7%
112 · Memorial Books & Materials	0.00	0.00	0.00	0.00	20.00	-20.00	0.0%
6140 · Periodicals	140.40	0.00	0.00	140.40	500.00	-359.60	28.08%
6143 · E-books	0.00	994.99	0.00	994.99	5,000.00	-4,005.01	19.9%
6151 · Audio Books	0.00	0.00	108.06	108.06	400.00	-291.94	27.02%
6250 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6310 · Library/Office Supplies	0.00	843.88	0.00	843.88	2,904.00	-2,060.12	29.06%
6311 · Copies	15.60	20.48	28.15	64.23	175.00	-110.77	36.7%
6350 · Postage	0.00	251.10	57.53	308.63	725.00	-416.37	42.57%
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	304.47	690.00	-385.53	44.13%
6552 · Software/Elec. Sub./Maint. fees	52.75	114.97	0.00	167.72	800.00	-632.28	20.97%
6720 · Building Maintenance/Grounds	645.00	0.00	0.00	645.00	1,900.00	-1,255.00	33.95%
6730 · Janitorial Supplies	0.00	40.27	135.73	176.00	400.00	-224.00	44.0%
6741 · Gas	52.23	52.75	52.23	157.21	2,100.00	-1,942.79	7.49%
6742 · Electric	0.00	473.71	420.62	894.33	3,600.00	-2,705.67	24.84%
6743 · Water/Waste	0.00	155.58	0.00	155.58	930.00	-774.42	16.73%
6750 · Telephone	0.00	222.16	113.14	335.30	1,050.00	-714.70	31.93%
6755 · Internet	145.00	145.00	0.00	290.00	175.00	115.00	165.71%
6760 · Insurance/Building & Bonds	0.00	0.00	0.00	0.00	180.00	-180.00	0.0%
6910 · Public Info/Programming	0.00	13.95	6.69	20.64	600.00	-579.36	3.44%
6920 · Memberships	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
330 · Travel/Cond. Ed./Meetings	0.00	0.00	370.00	370.00	500.00	-130.00	74.0%
6970 · Professional/Misc. Fees	0.00	0.00	0.00	0.00	1,550.00	-1,550.00	0.0%
6980 · Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	9,100.37	9,994.90	2,517.54	21,612.81	133,381.00	-111,768.19	16.2%
	-957.09	5,813.02	44,149.71	49,005.64	30,846.00	18,159.64	158.87%

Charles Gil n Public Library  
Payroll Summary  
September 2022

	CATHERINE R NORKO			DEANNA J MOORE			NIKOLE F ENGLISH			REBECCA A BALL			TOTAL		
	Hours	Rate	Sep 22	Hours	Rate	Sep 22	Hours	Rate	Sep 22	Hours	Rate	Sep 22	Hours	Rate	Sep 22
Employee Wages, Taxes and Adjustments															
Gross Pay															
Hourly	169	15.23	2,573.87	20.5	10.00	205.00	136	9.71	1,320.56	32	9.25	296.00	357.50		4,395.4
Total Gross Pay	169		2,573.87	20.5		205.00	136		1,320.56	32		296.00	357.50		4,395.4
Deductions from Gross Pay															
WV Retirement Employee Paid			-115.82			0.00			-59.42			0.00			-175.2
Total Deductions from Gross Pay			-115.82			0.00			-59.42			0.00			-175.2
Adjusted Gross Pay	169		2,458.05	20.5		205.00	136		1,261.14	32		296.00	357.50		4,220.1
Taxes Withheld															
Federal Withholding			-234.00			0.00			0.00			-40.00			-274.0
Medicare Employee			-37.33			-2.98			-19.15			-4.29			-63.7
Social Security Employee			-159.58			-12.71			-81.87			-18.35			-272.5
WV - Withholding			-106.00			-6.00			-45.00			-9.00			-166.0
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00			0.0
Total Taxes Withheld			-536.91			-21.69			-146.02			-71.64			-776.2
Net Pay	169		1,921.14	20.5		183.31	136		1,115.12	32		224.36	357.50		3,443.9
Employer Taxes and Contributions															
Medicare Company			37.33			2.98			19.15			4.29			63.7
Social Security Company			159.58			12.71			81.87			18.35			272.5
WV - Unemployment Company			0.00			3.08			19.80			4.44			27.3
WV RETIREMENT EMPLOYER PAID			231.65			0.00			118.85			0.00			350.5
Total Employer Taxes and Contributions			428.56			18.77			239.67			27.08			714.0