

**Minerva Public Library  
Board of Trustees**

**March, 2021**

**Regular Board Meeting  
Packet**

**Minerva Public Library Board of Trustees  
 March, 2021 Regular Meeting  
 March 25, 6:30 pm via Zoom**

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

**Minutes:** Approve minutes of the January 28, 2021 Board Meeting.

**Ongoing Business**

**Ohio Governor's Imagination Library Update**

**Library Service During Pandemic Update**

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for January and February, 2021.

**PLF Distribution:** The February 2021 PLF receipts are \$67,187, 1.7% more than the \$66,048 received in February, 2020. The March PLF receipts are \$55,685, a 14.9% increase over the \$48,451 received last March. As the state level, the PLF receipts so far year are substantially ahead of both the July and December estimates from the Ohio Dept. of Taxation. The Columbiana County Auditor's Office issued a new certificate of resources for 2021 to reflect the increase in PLF shown the ODT estimate from December. The Carroll County and Stark County Auditors have not issued new certificates. In the absence of new certifications, the library will not amend the revenue appropriation to show the increased estimate.

**2021 General Revenue Net Operating Position**

Jan. Revenue =	\$61,679	Total Year-to-Date Revenue =	\$61,769
Jan. Expenses =	\$38,242	Total Year-to-Date Expenses =	\$38,242
Difference	\$23,437	Difference	\$23,437
Feb. Revenue =	\$67,836	Total Year-to-Date Revenue =	\$129,514
Feb. Expenses =	\$53,425	Total Year-to-Date Expenses =	\$ 91,667
Difference	\$14,411		\$ 37,847

**Operating Expenses as Percentage of Appropriation**

2021 Appropriation*	Total 2021 Expenses	As Percentage
\$813,911	\$91,667	11.3
%		

\*includes \$100,000 transfer out to Capital

**Unique Management:** Unique Management's invoice was \$26.85 for three placements in January, and \$89.50 for ten placements in February.

### **New Business**

**Transfer from General Revenue to Capital:** the 2021 permanent appropriation includes a transfer out of \$100,000 from the General Revenue to the Capital Fund. The library finished 2020 with a carryover \$429,497 in General Revenue. As we have discussed during the budget process, our goal is to hold between \$225,000 and \$250,000 in General Funds at all times. Given the continued reduced expenses during the pandemic, and unexpected increases in PLF receipts, it is reasonable to make that transfer now, early in the budget year. If the revenue and expense imbalance continues, the Board should consider amending the appropriation to make another substantial transfer out in the second half of 2021.

**Approve Resolution 21-03-01:** to transfer \$100,000 from the General Fund to the Capital Projects Fund as provided in the 2021 permanent Appropriation.

**Year End Financial Report:** a copy of the year-end report filed by Fiscal Officer Davies with the Ohio Auditor is included in the packet.

**Accept** the 2020 Year End Financial Report.

**Item Limit for New Borrowers:** this library, as do many others, limits the number of items that a patron with a newly-issued library card may borrow and have checked out at any one time. At MPL, new borrowers are limited to two items checked out at a time for the first 30 days. The reasoning behind such limits is to prevent a new borrower from checking out a large number of items right away with no intention of returning those items; this concern is specifically focused on audio-visual materials. The consensus among MPL staff is that this concern is over-blown and is a needless hardship for new patrons who are enthusiastic about using the library. As this limit is part of the public service policies, it requires Board action to amend.

**Approve Resolution 21-03-02:** to eliminate the two-item limit for new library card-holders.

**Property and Liability Insurance:** the library's insurance policy with the Ohio Plan expires at the end of March. The 2021 renewal price is \$9,020, an increase of \$145 over the \$8,875 renewal cost last year. There have been no changes to the policy and the library has received a credit of \$712.

**Approve Resolution 21-03-03:** to renew the library's property and liability insurance with the Ohio Plan from April 1, 2021 to March 31, 2020 at a cost of \$9,020.

**Correspondence**

None this month.

**Director's Report**

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

**Library Statistics:** Door counts for both January and February were 30% of the door counts for those same months in 2020. was 43,199, 44% of the 98,569 count for 2019. In-house circulation was down 36% in January with total circ down 31%. In February, in-house circ was down 29% with total circ down 26%. Both January and February were record months for Hoopla checkouts, and Ohio Digital Library checkouts were well ahead of those same months last year.

**Accept Gifts**

**January and February Restricted Individual Contributions to the General Fund**

\$ 500.00

From Herb Eglie for the purchase of Adult Books

**January and February Unrestricted Individual Contributions to the General Fund**

\$ 386.80\*

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Total Restricted and Unrestricted

\$ 886.80

Includes \$100.00 from Karen Wilson, \$50.00 from Jenny Greco, \$100.00 from Ann Myers, and \$50 from Richard Myers all for Adult Materials.

**In-kind Gifts January and February**

Anonymous

22 hardcovers; 19 trade  
paperbacks; 11 DVDs

**Adjourn**

The next Regular Board Meeting will be held on April 22 at 6:30 pm via Zoom.

**Minerva Public Library Board of Trustees  
2021 Annual Organization Meeting Minutes  
January 28, 2021 Regular Meeting Minutes  
via Zoom**

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

**Attendance:** Trustees Roger Bartley, Jennifer Beard, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge; Library Director Tom Dillie, Fiscal Officer Christina Davies. [Mr. Bartley left the meeting at 6:55]

**Annual Organization Meeting Business**

**Election of Board Officers for calendar year 2021:** Ms. Repella moved to re-elect the Officers who had served in 2020 to the same positions in 2021. Ms. Ruff seconded. Motion carried unanimously. The 2021 Officers are President: Roger Bartley; Vice President: Dick Rutledge; Secretary: Virginia Birks.

Mr. Bartley, as Board President, re-appointed the 2020 members of the various library Committees to their same positions in 2021 with the exception of that Ms. Repella will move from the Policy to the Personnel and Ms. Birks, at her request, will move from Personnel to Policy. The Committee assignments for 2021 are as follows:

Building & Grounds: Ms. Birks, Ms. Ruff, Mr. Rutledge  
Finance & Audit: Mr. Bartley, Ms. Repella, Mr. Rutledge  
Personnel: Ms. Repella, Ms Ruff, Mr. Rutledge  
Policy Committee: Ms. Birks, Ms. Miller, Dr. Beard  
Development Chair: Mr. Bartley

The Trustees agreed to meet as the Library Records Commission prior to the March 25 Regular Board Meeting.

Dr. Beard moved to **Accept** the monthly Regular Board Meeting calendar for 2021. Meetings will be held at 6:30 p.m. on the 4<sup>th</sup> Thursday of each month (except for the months of November and December when the meeting will be held the 3<sup>rd</sup> 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

Mr. Rutledge seconded. Motion carried unanimously.

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 administered 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?*

### **Enabling Resolutions**

Ms. Miller **moved to Approve Resolutions 21-01-01 through 21-01-05.** Dr. Beard seconded. Motion carried unanimously.

**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.

**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.

**Resolution: 21-01-03:** that the Library Director be authorized to approve travel expenses in an amount not to exceed \$500.00 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.

**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.

Ms. Repella **moved to Approve Resolutions 21-01-06 and 21-01-07.** Ms. Miller seconded. Motion carried unanimously.

**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.

**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.

Ms. Ruff **moved to Approve Resolutions 21-01-08 and 21-01-09.** Dr. Beard seconded. Motion carried unanimously.

**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.

**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.

Having concluded the Organization meeting business, the Board began its Regular Meeting at 6:45 pm.

### **Regular Meeting Business**

Ms. Ruff moved to **Approve the Minutes** of the December 17, 2020 Board Meeting. Ms. Repella seconded. Motion carried unanimously.

### **Ongoing Business**

**Ohio Governor's Imagination Library Update:** Mr. Dillie informed the Board that 171 of the 294 eligible children in the Minerva service area are now signed up for the OGIL. The library is waiting on an invoice from Stark Library in order to transfer the \$1300 accumulated here to support the program. County-wide, 30% of eligible kids are signed up.

**Library Service During Pandemic Update:** Mr. Dillie had little new to report. The Youth Services Dept. continues to come up with new program ideas and has good success with make-and-take projects. Traffic in January has continued very slow.

**HVAC Update:** the controller project is finished. IT staff and contractors from Standard Plumbing were back in the library at the beginning of the month to create the web access to the control system. Library staff and technicians from Standard are now able to view online control panels that show system activity in real time. Jennifer Bates worked closely with the contractors and the library's firewall vendor to make all this come together.

### **Fiscal Officer's Report**

Ms. Ruff **moved to Accept** the monthly financial reports for December, 2020. Ms. Repella seconded. Motion carried unanimously.

**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 spend 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 \$415,000 carryover approved in the permanent appropriation.

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

**New Business**

**Replacing bonds with insurance:** library administration had reviewed replacing surety bonds with insurance coverage as permitted under ORC 3.061, passed in 2019. The library will continue with surety bonds for those employees who require coverage for at least one more year.

Ms. Miller **moved to Approve Resolution: 20-01-10:** to renew the Public Official Bond in the amount of \$35,000 for Christina Davies, Fiscal Officer, for the period of one year upon expiration of the current bond. And to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year upon expiration of the current bond. Ms. Repella seconded. Motion carried unanimously.

**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. Mr. Dillie explained that two employees did take time off because of required quarantine after secondary COVID exposure. Those employees chose to use their regular accrued sick

leave because they would have only been entitled to 2/3s pay under the FFCRA provisions. However, it is reasonable to extend the availability of this leave, at library expense, in case staff are required to quarantine and would like to reserve their own accrued sick leave. There is plenty of room in the appropriation to cover the cost of the leave.

Dr. Beard **moved to 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. Ms. Miller seconded. Motion carried unanimously.

**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**

<b>Restricted Individual Contributions to the General Fund</b>	\$ 00.00
<b>Unrestricted Individual Contributions to the General Fund</b>	\$ 144.35
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<b>Total Restricted and Unrestricted</b>	<b>\$ 144.35*</b>

Includes \$100.00 from Ann Myers for audiobooks

## **In-kind Gifts**

Anonymous

10 hardcovers; 16 trade  
paperbacks; 2 DVDs

## Additional Discussion

**Trustee Workshop:** Mr. Dillie mentioned to the Board that the OLC was hosting an online Trustee Workshop on Saturday, March 6. The meeting is most of the day, and the library will pay for the registration of any Trustees who would like to attend. Mr. Dillie will forward the link to the Board. Dr. Beard mentioned that she had attend the last in-person workshop in Columbus and found it interesting and useful, although it was a long day.

**COVID Vaccination for Staff:** Dr. Beard asked where library staff might fall in the priority list get getting vaccinated. Mr. Dillie said that as yet, the state had not provided any information about whether library staff would be considered a higher priority compared to other occupations. The OLC is represented on one of the Governor's vaccine committees and we are receiving updates from OLC.

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

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

# **Minerva Public Library**

## **January 2021 Financial Reports**

### **Submitted for the March 2021 Board Meeting**

**Fiscal Officer Summary**

**Revenue Status**

**Appropriation Status**

**Payment Listing**

**Fund Status**

**Investment Listing**

**Bank Reconciliation Summary**

Minerva Public Library  
 Financials January 2021

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>	<u>Transfers</u>
<u>Receipts:</u>				
Fines and Fees	29.75			
Covid 19 Grant	0.00			
Lost Item	0.00			
Unrestricted Donations	788.80			
Columbiana County PLF	1,411.93			
Stark County PLF	44,885.65			
Carroll County PLF	11,939.07			
CD Interest	288.87			
Sales Tax	0.15			
Printer paper	99.45			
Copier	46.75			
Fax	31.00			
other misc-Refund BWC	2,157.10			
Transfer out \$0,000.00				
Total *Revenue Ledger	<u>61,678.52</u>			
<u>Expenditures:</u>				
<u>Salaries</u>				
Dept 1	5,586.22			
Dept 2	3022.42			
Dept 3	13407.42			
Dept 4	376.16			
Dept 5	959.26			
OPERS	2,803.00			
Medicare	310.39			
Life Insurance	63.94			
Insurance-Board Share	2,547.00			
Workers Comp				
Programming Supplies	56.81			
Adult Books	121.73			
Youth Books				
Periodicals				
Adult Audiovisual				
Downloadable Content	1,146.90			
Youth Audiovisual				
Catalog/processing	88.96			
Telephone	671.22			
<u>Dues and Membership</u>				
Mtn and Repair on Equipment	445.00			
Other Property Main/Repair and Security	2,112.50			
Electric	1,054.84			
Water and Sewage				
Office Supplies	387.92			
Furniture				
Postage	6.13			
Natural Gas	1,042.19			
Property Mtn/Repair Supplies and Parts	118.31			
Lease Copier	469.95			
UAN	151.70			
Other Communications				
Other Purchased and Contract Services	504.35			
Information Tech	675.86			
resale				
Furniture/Equipment-Sweeper				
Trash	112.00			
	<u>38,242.18</u>			
<u>Capital:</u>				
Transfer In				
Maintenance and Repair			62,000.00	
Land				
Furniture			6,010.00	
	<u>38,242.18</u>		<u>68,010.00</u>	
<u>Ending Cash Balance:</u>				
Checking/Cash on Hand	227,201.66		24,623.20	251,824.86
Savings (Chase)	22,058.18			22,058.18
Certificates of Deposit (CNB)	226,928.84			226,928.84
Certificates of Deposit (Chase)	75,880.52		27,351.90	103,232.42
Petty Cash/Registers	271.00			271.00
Transfer In				
Total	<u>552,340.20</u>		<u>51,975.10</u>	<u>604,315.30</u>
FUND STATUS				

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**  
By Fund  
As Of 1/31/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$0.15	\$34.85	0.429%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$473,640.00	\$44,885.65	\$428,754.35	9.477%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$11,939.07	\$113,940.93	9.484%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$1,411.93	\$13,688.07	9.351%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$29.75	-\$29.75	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$0.00	\$250.00	0.000%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$50.00	\$0.00	\$50.00	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,500.00	\$46.75	\$2,453.25	1.870%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,500.00	\$99.45	\$2,400.55	3.978%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$31.00	\$669.00	4.429%
1000-611-0000	Restricted Contributions - Individuals	\$3,612.50	\$0.00	\$3,612.50	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 }	\$1,000.00	\$0.00	\$1,000.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$2,000.00	\$788.80	\$1,211.20	39.440%
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	\$288.87	\$4,711.13	5.777%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$2.35	\$247.65	0.940%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$0.00	\$600.00	0.000%
1000-871-0000	Refunds for Overpayment	\$50.00	\$0.00	\$50.00	0.000%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,154.75	-\$2,054.75	2154.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$633,267.50	\$61,678.52	\$571,588.98	9.740%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**  
By Fund  
As Of 1/31/2021

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.0000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.0000%
Report Total:		\$633,267.50	\$61,678.52	\$571,588.98	9.740%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 1/31/2021

Fund: General  
Pooled Balance: \$226,004.97  
Non-Pooled Balance: \$226,928.84  
Total Cash Balance: \$452,933.81

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	\$0.00	\$0.00	\$0.00	\$0.00	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	\$88,966.00	\$0.00	\$5,566.22	\$83,379.78	6.279%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$41,953.00	\$0.00	\$3,022.42	\$38,930.58	7.204%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$200,315.00	\$0.00	\$13,407.42	\$186,907.58	6.693%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$7,500.00	\$0.00	\$376.16	\$2,123.84	15.046%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,892.00	\$0.00	\$959.26	\$11,932.74	7.441%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,252.52	\$0.00	\$2,803.00	\$44,449.52	5.932%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$310.39	\$4,715.69	6.176%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$31,825.00	\$2,547.00	\$0.00	7.410%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$321.06	\$63.94	\$0.00	16.608%
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	\$1,370.00	\$0.00	\$0.00	0.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,475.00	\$0.00	\$0.00	\$1,475.00	0.000%
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	\$2,000.00	\$0.00	\$0.00	0.000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$3,443.19	\$56.81	\$0.00	1.625%
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	\$20,000.00	\$7,378.27	\$121.73	\$12,500.00	0.609%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$19,000.00	\$7,500.00	\$0.00	\$11,500.00	0.000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$5,000.00	\$0.00	\$0.00	0.000%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$9,000.00	\$5,000.00	\$0.00	\$4,000.00	0.000%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$24,853.10	\$1,146.90	\$0.00	4.411%
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	\$5,000.00	\$5,000.00	\$0.00	\$0.00	0.000%
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 1/31/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$100.00	\$0.00	\$400.00	0.000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,000.00	\$3,911.04	\$88.96	\$0.00	2.224%
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	\$8,000.00	\$7,328.78	\$671.22	\$0.00	8.390%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,580.00	\$20,135.00	\$445.00	\$9,000.00	1.504%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$1,232.00	\$112.00	\$0.00	8.333%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,420.00	\$21,307.50	\$2,112.50	\$2,000.00	8.310%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$20,945.16	\$1,054.84	\$0.00	4.795%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$7,457.81	\$1,042.19	\$0.00	12.261%
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	\$4,881.69	\$118.31	\$0.00	2.366%
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%
1000-230-289-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
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	\$500.00	\$500.00	\$0.00	\$0.00	0.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$218.87	\$6.13	\$0.00	2.724%
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	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$9,500.00	\$0.00	\$0.00	0.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$4,730.05	\$469.95	\$0.00	9.036%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$2,896.30	\$151.70	\$0.00	4.977%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,750.00	\$12,245.65	\$504.35	\$0.00	3.956%
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	\$3,000.00	\$2,612.08	\$387.92	\$0.00	12.931%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,957.00	\$18,957.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 1/31/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$130.00	\$0.00	\$0.00	0.000%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$3,000.00	\$2,324.14	\$675.86	\$0.00	22.529%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$813,910.60	\$239,153.69	\$38,242.18	\$536,514.73	4.699%

Fund: Capital Projects  
Pooled Balance: \$151,349.52  
Non-Pooled Balance: \$0.00  
Total Cash Balance: \$151,349.52

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	\$62,000.00	\$0.00	\$15,000.00	\$0.00	\$62,000.00	\$15,000.00	80.519%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$0.00	\$6,010.00	\$25,000.00	19.381%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$55,000.00	\$0.00	\$68,010.00	\$55,000.00	55.288%
Report Total:		\$68,010.00	\$0.00	\$868,910.60	\$239,153.69	\$106,252.18	\$591,514.73	11.341%

## Payment Listing

January 2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2021	01/07/2021	03/04/2021	CH	FIRST COMMUNICATIONS	\$671.22	C
2-2021	01/11/2021	03/04/2021	CH	CHASE CARD SERVICES	\$94.58	C
3-2021	01/13/2021	03/04/2021	CH	PAYCHEX	\$7,729.54	C
4-2021	01/14/2021	03/04/2021	CH	PAYCHEX	\$953.78	C
5-2021	01/14/2021	03/04/2021	CH	PAYCHEX	\$347.61	C
6-2021	01/19/2021	03/04/2021	CH	BAKER & TAYLOR BOOKS	\$95.43	C
7-2021	01/19/2021	03/04/2021	CH	MANGO LANGUAGES	\$200.00	C
8-2021	01/19/2021	03/04/2021	CH	STANDARD PLUMBING AND HEATING CO	\$62,255.00	C
9-2021	01/19/2021	03/04/2021	CH	NATURESCAPES	\$588.00	C
10-2021	01/19/2021	03/04/2021	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
11-2021	01/19/2021	03/04/2021	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$472.50	C
12-2021	01/19/2021	03/04/2021	CH	DEMCO, INC.	\$88.96	C
13-2021	01/19/2021	03/04/2021	CH	CATLETT QUALITY PLUMBING	\$6,010.00	C
15-2021	01/19/2021	03/04/2021	CH	Kanopy Inc.	\$7.00	C
16-2021	01/19/2021	03/04/2021	CH	ALLIED INFOTECH	\$60.00	C
17-2021	01/19/2021	03/04/2021	CH	J & D Cleaning Service	\$1,052.00	C
18-2021	01/19/2021	03/04/2021	CH	TREASURER, STATE OF OHIO	\$151.70	C
19-2021	01/19/2021	03/04/2021	CH	Solid Waste And Recycling	\$112.00	C
20-2021	01/19/2021	03/04/2021	CH	MIDWEST TAPE	\$1,139.90	C
21-2021	01/19/2021	03/04/2021	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$26.85	C
22-2021	01/19/2021	03/04/2021	CH	STARK COUNTY SCHOOLS COUNCIL OF G	\$31.97	O
22-2021	03/04/2021	03/04/2021	CH	STARK COUNTY SCHOOLS COUNCIL OF G	-\$31.97 *	V
23-2021	01/19/2021	03/04/2021	CH	BAKER & TAYLOR BOOKS	\$26.30	C
24-2021	01/19/2021	03/04/2021	CH	STARK COUNTY SCHOOLS COUNCIL OF G	\$46.79	C
25-2021	01/19/2021	03/04/2021	CH	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
26-2021	01/19/2021	03/04/2021	CH	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,429.66	C
27-2021	01/19/2021	03/04/2021	CH	copeco	\$409.95	C
28-2021	01/19/2021	03/04/2021	CH	AMERICAN ELECTRIC POWER	\$1,054.84	C
29-2021	01/19/2021	03/04/2021	CH	COLUMBIA GAS OF OHIO	\$1,042.19	C
30-2021	01/20/2021	03/04/2021	CH	OHIO PUBLIC EMPLOYEES RETIREMENT €	\$2,348.17	C
31-2021	01/20/2021	03/04/2021	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$580.00	C
32-2021	01/21/2021	03/04/2021	CH	TREASURER, STATE OF OHIO	\$2.39	C
33-2021	01/22/2021	03/04/2021	CH	OHIO PUBLIC EMPLOYEES RETIREMENT €	\$2,456.96	C
34-2021	01/27/2021	03/04/2021	CH	PAYCHEX	\$9,207.96	C
35-2021	01/28/2021	03/04/2021	CH	CHASE CARD SERVICES	\$562.53	C
36-2021	01/28/2021	03/04/2021	CH	AMAZON	\$94.53	C
37-2021	01/28/2021	03/04/2021	CH	DISCOUNT TAPE 'N ROLL	\$126.00	C
38-2021	01/28/2021	03/04/2021	CH	PAYCHEX	\$1,110.98	C
39-2021	01/28/2021	03/04/2021	CH	PAYCHEX	\$129.89	C
40-2021	01/29/2021	03/04/2021	CH	CHASE BANK	\$165.00	C
Total Payments:					\$106,252.18	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$106,252.18	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM -

**Payment Listing**

January 2021

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 1/31/2021

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	59.892%	\$452,933.81	\$226,928.84	\$226,004.97
4001	Capital Projects	40.108%	\$151,349.52	\$0.00	\$151,349.52
<b>All Funds Total</b>			<b>\$604,283.33</b>	<b>\$226,928.84</b>	<b>\$377,354.49</b>
Pooled Investments					\$125,290.60
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$251,792.89

Last reconciled to bank: 01/31/2021 – Total other adjusting factors: \$0.00

**Bank Reconciliation**

Reconciled Date 1/31/2021

Posted 3/4/2021 5:27:11 PM

Prior UAN Balance:		\$648,856.99
Receipts:	+	\$61,678.52
Payments:	-	\$106,252.18
Adjustments:	+	\$0.00
Current UAN Balance as of 01/31/2021:		\$604,283.33
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 01/31/2021:		<u>\$604,283.33</u>
Entered Bank Balances as of 01/31/2021:		\$604,315.30
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$31.97
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 01/31/2021:		<u>\$604,283.33</u>

Balances Reconciled

Governing Board Signatures

\_\_\_\_\_

\_\_\_\_\_

There are no outstanding receipts as of 01/31/2021.

There are no outstanding adjustments as of 01/31/2021.

**End**

**Minerva Public Library**

**January 2021 Financial  
Reports**

**Submitted for March 2021  
Board Meeting**

# **Minerva Public Library**

## **February 2021 Financial Reports**

### **Submitted for the March 2021 Board Meeting**

**Fiscal Officer Summary**

**Revenue Status**

**Appropriation Status**

**Payment Listing**

**Fund Status**

**Investment Listing**

**Bank Reconciliation Summary**



**Minerva Public Library  
Financials February 2021**

Current Month:	General Fund	Restricted	Capital Projects	Transfers
<i>Receipts:</i>				
Fines and Fees	16.00			
Covid 19 Grant				
Lost Item	2.15			
Unrestricted Donations	98.00			
Columbiana County PLF	1,628.91			
Stark County PLF	51,783.74			
Carroll County PLF	13,773.89			
CD Interest	289.32			
Sales Tax	0.44			
Printer paper	81.30			
Copier	121.80			
Fax	33.60			
other misc-Refund BWC				
Resale	6.56			
<b>Transfer out 50,000.00</b>				
Total *Revenue Ledger	<u>67,835.71</u>			

*Expenditures:*

<i>Salaries</i>	
Dept 1	5,558.80
Dept 2	2714.87
Dept 3	12144.53
Dept 4	366.83
Dept 5	825.22
OPERS	4,131.74
Medicare	265.32
Life Insurance	31.97
Insurance-Board Share	2,547.00
Workers Comp	
Programming Supplies	379.64
Adult Books	2,488.40
Youth Books	1,395.29
Periodicals	4,719.43
Adult Audiovisual	229.35
Downloadable Content	2,245.66
Youth Audiovisual	343.11
Catalog/processing	194.44
Telephone	680.54
Dues and Membership	4,174.18
Mtn and Repair on Equipment	1,826.00
Other Property Main/Repair and Security	1,634.16
Electric	1,072.23
Water and Sewage	
Office Supplies	388.33
Furniture	
Postage	
Natural Gas	805.92
Property Mtn/Repair Supplies and Parts	228.75
Insurance-Bonding	242.00
UAN	
Audit	840.00
Other Communications	
Other Purchased and Contract Services	449.47
Information Tech	211.83
Taxes-property	6.00
resale	
Educational	60.00
Furniture/Equipment-Sweeper	
Trash	224.00
	<u>53,425.01</u>

**Capital:**  
**Transfer In**  
 Maintenance and Repair  
 Land  
 Furniture

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**Ending Cash Balance:**

Checking/Cash on Hand	241,349.34	24,623.20	265,972.54
Savings (Chase)	22,059.02		22,059.02
Certificates of Deposit (CNB)	99,491.00	127,726.32	227,217.32
Certificates of Deposit (Chase)	103,232.42		103,232.42
Petty Cash/Registers	271.00		271.00
Transfer In			
<b>Total</b>	<b>466,402.78</b>	<b>152,349.52</b>	<b>618,752.30</b>

FUND STATUS

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**  
By Fund  
As Of 2/28/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$0.59	\$34.41	1.686%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$473,640.00	\$96,669.39	\$376,970.61	20.410%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$25,712.96	\$100,167.04	20.427%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$3,040.84	\$12,059.16	20.138%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$45.75	-\$45.75	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$1.15	\$248.85	0.460%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$50.00	\$1.00	\$49.00	2.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,500.00	\$168.55	\$2,331.45	6.742%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,500.00	\$180.75	\$2,319.25	7.230%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$64.60	\$635.40	9.229%
1000-611-0000	Restricted Contributions - Individuals	\$3,612.50	\$0.00	\$3,612.50	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 }	\$1,000.00	\$0.00	\$1,000.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$2,000.00	\$886.80	\$1,113.20	44.340%
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	\$578.19	\$4,421.81	11.564%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$8.91	\$241.09	3.564%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$0.00	\$600.00	0.000%
1000-871-0000	Refunds for Overpayment	\$50.00	\$0.00	\$50.00	0.000%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,154.75	-\$2,054.75	2154.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$633,267.50	\$129,514.23	\$503,753.27	20.452%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**

By Fund  
As Of 2/28/2021

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.0000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.0000%
Report Total:		\$633,267.50	\$129,514.23	\$503,753.27	20.452%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 2/28/2021

Fund: General  
Pooled Balance: \$240,127.19  
Non-Pooled Balance: \$227,217.32  
Total Cash Balance: \$467,344.51

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	\$0.00	\$0.00	\$0.00	\$0.00	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	\$88,966.00	\$0.00	\$11,145.02	\$77,820.98	12.527%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$41,953.00	\$0.00	\$5,737.29	\$36,215.71	13.676%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$200,315.00	\$0.00	\$25,551.95	\$174,763.05	12.756%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$2,500.00	\$0.00	\$742.99	\$1,757.01	29.720%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,892.00	\$0.00	\$1,784.48	\$11,107.52	13.842%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,252.52	\$0.00	\$6,934.74	\$40,317.78	14.676%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$575.71	\$4,450.37	11.454%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$29,278.00	\$5,094.00	\$0.00	14.820%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$289.09	\$95.91	\$0.00	24.912%
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	\$1,370.00	\$0.00	\$0.00	0.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,475.00	\$0.00	\$0.00	\$1,475.00	0.000%
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	\$1,850.00	\$150.00	\$1,000.00	5.000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$3,063.55	\$436.45	\$0.00	12.470%
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	\$20,000.00	\$4,889.87	\$2,610.13	\$12,500.00	13.051%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$19,000.00	\$6,104.71	\$1,395.29	\$11,500.00	7.344%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$2,780.57	\$4,719.43	\$0.00	62.926%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$9,000.00	\$4,770.65	\$229.35	\$4,000.00	2.548%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$22,607.44	\$3,392.56	\$0.00	13.048%
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	\$5,000.00	\$4,656.89	\$343.11	\$0.00	6.862%
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 2/28/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$100.00	\$0.00	\$400.00	0.000%
1000-120-499-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL)	\$0.00	\$0.00	\$4,000.00	\$3,716.60	\$283.40	\$0.00	7.085%
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	\$8,000.00	\$6,648.24	\$1,351.76	\$0.00	16.897%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,580.00	\$18,309.00	\$2,271.00	\$9,000.00	7.677%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$1,008.00	\$336.00	\$0.00	25.000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,420.00	\$19,673.34	\$3,746.66	\$2,000.00	14.739%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$19,872.93	\$2,127.07	\$0.00	9.669%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$6,651.89	\$1,848.11	\$0.00	21.742%
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	\$4,652.94	\$347.06	\$0.00	6.941%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
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	\$500.00	\$440.00	\$60.00	\$0.00	12.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$218.87	\$6.13	\$0.00	2.724%
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	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$9,258.00	\$242.00	\$0.00	2.547%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$4,730.05	\$469.95	\$0.00	9.038%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$4,200.00	\$2,896.30	\$840.00	\$3,360.00	20.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$2,896.30	\$151.70	\$0.00	4.977%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,750.00	\$11,946.18	\$803.82	\$0.00	6.304%
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	\$3,000.00	\$2,223.75	\$776.25	\$0.00	25.875%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,957.00	\$14,782.82	\$4,174.18	\$0.00	22.019%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 2/28/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.615%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$3,000.00	\$2,112.31	\$887.69	\$0.00	29.590%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$813,910.60	\$212,575.99	\$91,667.19	\$509,667.42	11.263%

Fund: Capital Projects  
Pooled Balance: \$151,349.52  
Non-Pooled Balance: \$0.00  
Total Cash Balance: \$151,349.52

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	\$62,000.00	\$0.00	\$15,000.00	\$0.00	\$62,000.00	\$15,000.00	80.519%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$0.00	\$6,010.00	\$25,000.00	19.381%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$55,000.00	\$0.00	\$68,010.00	\$55,000.00	55.288%
Report Total:		\$68,010.00	\$0.00	\$868,910.60	\$212,575.99	\$159,677.19	\$564,667.42	17.043%

## Payment Listing

February 2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14-2021	02/19/2021	03/04/2021	CH	BAKER & TAYLOR BOOKS	\$26.30	O
14-2021	03/04/2021	03/04/2021	CH	BAKER & TAYLOR BOOKS	-\$26.30 *	V
41-2021	02/04/2021	03/22/2021	CH	FIRST COMMUNICATIONS	\$680.54	C
42-2021	02/10/2021	03/22/2021	CH	PAYCHEX	\$7,468.04	C
43-2021	02/10/2021	03/22/2021	CH	ALGER & ASSOCIATES, INC.	\$840.00	C
44-2021	02/10/2021	03/22/2021	CH	BAKER & TAYLOR BOOKS	\$1,728.80	C
45-2021	02/10/2021	03/22/2021	CH	DAMON INDUSTRIES INC	\$130.24	C
46-2021	02/10/2021	03/22/2021	CH	INDEPENDENT ELEVATOR CO., INC.	\$201.00	C
47-2021	02/10/2021	03/22/2021	CH	Kanopy Inc.	\$17.00	C
48-2021	02/10/2021	03/22/2021	CH	MIDWEST TAPE	\$1,255.66	C
49-2021	02/10/2021	03/22/2021	CH	OHIO LIBRARY COUNCIL	\$325.00	C
50-2021	02/10/2021	03/22/2021	CH	MINERVA AREA CHAMBER OF COMMERCE	\$120.00	C
51-2021	02/10/2021	03/22/2021	CH	NATURESCAPES	\$396.00	C
52-2021	02/10/2021	03/22/2021	CH	PROSOURCE SPECIALTIES LLC	\$69.55	C
53-2021	02/10/2021	03/22/2021	CH	J & D Cleaning Service	\$1,187.50	C
54-2021	02/10/2021	03/22/2021	CH	RENTWEAR, INC.	\$50.66	C
55-2021	02/10/2021	03/22/2021	CH	Solid Waste And Recycling	\$112.00	C
56-2021	02/10/2021	03/22/2021	CH	TREASURER, STATE OF OHIO	\$3,729.18	C
57-2021	02/10/2021	03/22/2021	CH	STARK COUNTY TREASURER	\$6.00	C
58-2021	02/10/2021	03/22/2021	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$89.50	C
59-2021	02/10/2021	03/22/2021	CH	WHITAKER-MYERS INSURANCE	\$242.00	C
60-2021	02/10/2021	03/22/2021	CH	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,429.66	C
61-2021	02/10/2021	03/22/2021	CH	STARK COUNTY SCHOOLS COUNCIL OF G	\$46.79	C
62-2021	02/10/2021	03/22/2021	CH	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
63-2021	02/11/2021	03/23/2021	CH	PAYCHEX	\$910.42	C
64-2021	02/11/2021	03/23/2021	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$380.86	C
66-2021	02/11/2021	03/23/2021	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
67-2021	02/11/2021	03/23/2021	CH	PAYCHEX	\$110.55	C
68-2021	02/10/2021	03/23/2021	CH	OHIO PUBLIC EMPLOYEES RETIREMENT F	\$2,357.97	C
69-2021	02/12/2021	03/23/2021	CH	OHIO PUBLIC EMPLOYEES RETIREMENT F	\$2,376.93	C
70-2021	02/16/2021	03/23/2021	CH	COLUMBIA GAS OF OHIO	\$805.92	C
71-2021	02/17/2021	03/23/2021	CH	AMERICAN ELECTRIC POWER	\$1,072.23	C
72-2021	02/24/2021	03/23/2021	CH	PAYCHEX	\$6,666.10	C
73-2021	02/25/2021	03/23/2021	CH	PAYCHEX	\$841.45	C
74-2021	02/25/2021	03/23/2021	CH	PAYCHEX	\$99.42	C
75-2021	02/25/2021	03/23/2021	CH	CHASE CARD SERVICES	\$399.65	C
76-2021	02/25/2021	03/23/2021	CH	AMAZON	\$1,377.50	C
77-2021	02/25/2021	03/23/2021	CH	DEMCO, INC.	\$194.44	C
78-2021	02/25/2021	03/23/2021	CH	EBSCO	\$4,450.88	C
79-2021	02/25/2021	03/23/2021	CH	Canton Symphony Orchestra	\$150.00	C
80-2021	02/25/2021	03/23/2021	CH	QUILL CORPORATION	\$388.33	C
81-2021	02/25/2021	03/23/2021	CH	OHIO LIBRARY COUNCIL	\$60.00	C
82-2021	02/25/2021	03/23/2021	CH	OVERDRIVE	\$990.00	C
83-2021	02/25/2021	03/23/2021	CH	THE REPOSITORY	\$268.55	C
85-2021	02/25/2021	03/23/2021	CH	STANDARD PLUMBING AND HEATING CO	\$1,625.00	C
86-2021	02/25/2021	03/23/2021	CH	BAKER & TAYLOR BOOKS	\$467.84	C



**Payment Listing**

February 2021

<b>Payment Advice #</b>	<b>Post Date</b>	<b>Transaction Date</b>	<b>Type</b>	<b>Vendor / Payee</b>	<b>Amount</b>	<b>Status</b>
87-2021	02/25/2021	03/23/2021	CH	BAKER & TAYLOR BOOKS	\$863.30	C
88-2021	02/25/2021	03/23/2021	CH	BAKER & TAYLOR BOOKS	\$156.16	C
89-2021	02/25/2021	03/23/2021	CH	BAKER & TAYLOR BOOKS	\$40.03	C
90-2021	02/26/2021	03/23/2021	CH	OHIO PUBLIC EMPLOYEES RETIREMENT	\$2,348.06	C
91-2021	02/25/2021	03/23/2021	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
92-2021	02/25/2021	03/23/2021	CH	Solid Waste And Recycling	\$112.00	C
Total Payments:					\$53,425.01	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$53,425.01	

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 2/28/2021

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	61.339%	\$467,344.51	\$227,217.32	\$240,127.19
4001	Capital Projects	38.661%	\$151,349.52	\$0.00	\$151,349.52
<b>All Funds Total</b>			<b>\$618,694.03</b>	<b>\$227,217.32</b>	<b>\$391,476.71</b>
Pooled Investments					\$125,291.44
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$265,914.27

Last reconciled to bank: 02/28/2021 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Investment Listing**  
System Year 2021

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%	\$0.00	\$3,232.42	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,552.93	1.50%	\$54.48	\$1,230.13	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,498.10	1.05%	\$21.90	\$973.64	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$108,063.18	2.05%	\$371.98	\$6,770.81	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,470.18	1.50%	\$1.82	\$1,292.44	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,921.22	2.25%	\$124.46	\$2,619.89	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2/	\$21,711.71	1.50%	\$1.84	\$964.65	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,059.02	0.10%	\$1.71	\$28,086.83	08/24/2000	12/31/2099		
STAR OHIO	STATE TREASURY ASSET RESERVE OF O	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		

**Bank Reconciliation**

Reconciled Date 2/28/2021

Posted 3/23/2021 2:21:05 AM

Prior UAN Balance:		\$604,283.33
Receipts:	+	\$67,836.11
Payments:	-	\$53,425.01
Adjustments:	+	<u>-\$0.40</u>
Current UAN Balance as of 02/28/2021:		\$618,694.03
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 02/28/2021:		<u><u>\$618,694.03</u></u>
Entered Bank Balances as of 02/28/2021:		\$618,752.30
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$58.27
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 02/28/2021:		<u><u>\$618,694.03</u></u>

Balances Reconciled

Governing Board Signatures

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\_\_\_\_\_

There are no outstanding receipts as of 02/28/2021.

There are no outstanding adjustments as of 02/28/2021.

**End**

**Minerva Public Library**

**February 2021 Financial  
Reports**

**Submitted for March 2021  
Board Meeting**