

**Minerva Public Library  
Board of Trustees**

**July, 2020**

**Regular Board Meeting  
Packet**

**Minerva Public Library Board of Trustees  
July, 2020 Regular Meeting  
July 29, 6:30 pm via Zoom**

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

**Minutes:** Approve minutes of the June 24, 2020 Regular Board Meeting.

**Ongoing Business**

**Ohio Governor's Imagination Library Update**

**Library Service During Pandemic Update**

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for June, 2020.

**PLF Distribution:** the July distribution was \$64,025, a 1.4% increase from the \$63,170 received last July. At the state level, the PLF was 2.2% above July 2019, and almost 15% above the revised Ohio Dept. of Taxation estimate for the month. At the end of June, the ODT issued revised estimates for the county PLF distribution for the rest of 2020. The estimate issued in December 2019 for 2020 showed Minerva's PLF receipts at \$688,479, which is the appropriated PLF revenue in the 2020 budget. The June estimate revision for 2020 shows Minerva's 2020 PLF receipts at \$635,596, a difference of \$52,883 less, or -7.7%.

**PLF 2021 Distribution:** the Dept. of Taxation has just issued its first PLF estimate by county for 2021. Calculating Minerva's distribution using the current percentages for Carroll and Columbiana counties and the proposed freeze percentage for Stark shows a 2021 distribution of \$614,620, a 10.7% decrease from the original 2020 estimate, and a 3.3% decrease from the revised 2020 estimate described above.

**2020 General Revenue Net Operating Position**

June Revenue = \$52,780	Total To-date Revenue = \$320,893
June Expenses = \$38,386	Total To-date Expenses = \$298,079
Difference = \$ 14,394	Difference \$ 22,814

## Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$298,079	38.8%

**Unique Management:** No placements in June.

### New Business

**Tax Budget:** the library is required to file a tax budget with the County Auditors to summarize the library's spending plan for the coming year. A copy of the draft tax budget is included in the Packet.

**Draft Resolution 20-07-01:** to approve the 2021 tax budget as presented.

**Library Open Hours:** the Board approved reduced summer open hours at its May meeting to run through August 23. Mr. Dillie recommends extending those reduced hours through December 30, 2020. He will review door counts and service demands each month with the Board in order to determine if open hours should be expanded before the end of the year.

**Draft Resolution 20-07-02:** to maintain the reduced summer open hours through December 30, 2020. Library open hours will be Monday 10-8; Tuesday 10-5; Wednesday 10-8; Thursday and Friday 10-5; Saturday 10-2.

**Executive Session:** the Board will enter executive session to discuss employee hours of work and compensation at \_\_\_\_pm.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bartley \_\_; Beard \_\_; Birks \_\_; Miller \_\_; Repella \_\_; Ruff \_\_; Rutledge \_\_

**After School Services:** Mr. Dillie will review with the Board proposed limitations to after school services at the library.

### 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:** The library offered pick-up serviced only for the first two weeks of June, and then re-opened the building on June 16. Door count was

963, 39% of the 2472 for the comparable period in 2019. Total renewals for the month were almost the same as 2019. Total circ in-house was 39% below last year. There were very few loans to other libraries and downloadable content was similar to last year; therefore, total circ was 43% below 2019.

**Accept Gifts**

**June Restricted Individual Contributions to the General Fund**

None

**June Unrestricted Individual Contributions to the General Fund**

Peg Paumier	\$100.00
In honor of Bill Pilati's 95 <sup>th</sup> birthday	

**In-kind Gifts**

Anonymous	none
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**Adjourn**

The next Regular Board Meeting will be held on August 26, 2020 at 6:30 pm, the venue to be determined.

**Minerva Public Library Board of Trustees  
June 24, 2020 Regular Meeting Minutes  
Via Zoom**

**Call to Order:** the meeting was called to order on Zoom at 6:36 pm.

**Attendance:** Trustees Roger Bartley, Jennifer Beard, Sarah Repella, Diane Ruff. Library Director Tom Dillie. Trustee Dick Rutledge joined the meeting at 6:47.

Dr. Beard moved to **Approve** the minutes of the May 27, 2020 Regular Board Meeting as presented. Ms. Repella seconded. Motion carried unanimously.

**Ongoing Business**

**Ohio Governor's Imagination Library Update:** Mr. Dillie reported that 56 kids were registered for the program as of June 1. That number is 19% of the eligible children in the library's service area. Stark Library continues to pay the entire registration from the county-wide donations it has collected. The last discussion among the participating libraries said that the registration for each library was capped at 20% of the eligible children.

**Library Service During Pandemic Update:** Mr. Dillie briefed on Board on current library service. The library re-opened for in-building service on June 16. For the first seven days, the door count was approximately 30% of the count for the same period last year. The library is not requiring or requesting that patrons wear masks, but is offering complementary disposable masks to patrons just inside the interior doors. Computer use has been steady, but demand hasn't exceeded the reduced number of computers made available.

**Fiscal Officer's Report**

Ms. Repella moved to **Accept** the monthly financial reports for May, 2020. Dr. Beard seconded. Motion carried unanimously

**PLF Distribution:** the June distribution was \$52,239, a 16.2% decrease from the \$62,356 received last June. At the state level, the PLF was 15.5% below June 2019 and the current receipts are 14% below the original estimate for June. For the first six months of 2020, PLF receipts at the state level are running 9.65% below the original estimate for the year.

**2020 General Revenue Net Operating Position**

May Revenue = \$55,487	Total To-date Revenue = \$268,113
May Expenses = \$49,785	Total To-date Expenses = \$259,692
Difference = \$ 5,702	Difference = \$ 8,421

Note: May revenue includes \$8015 rebated from AEP for the LED conversion project. Even without the rebate the library would still break even on year-to-date expenses vs. revenue as of the end of May.

**Unique Management:** No placements in May.

### **New Business**

**Staffing:** Mr. Dillie reported that Hannah Reed, Library Associate I in Youth Services has put in her notice. Her last day of work was June 17. Hannah had worked her since January, 2017. For now, we will leave that position unfilled. Youth Services is now short one full-time and one part-time position. However, with the very low traffic, and no on-site summer reading programs, this reduced staffing level should be adequate for the summer. The library will post the full-time position in July with hopes of hiring someone to start by the end of August.

**Credit Card Compliance:** acting as Credit Card Compliance Officer Mr. Dillie has done the six month review of the library credit cards and confirmed that we are acting in compliance with policy AP 4 *Use of Library Credit Cards*.

**Transfer from General Revenue to Capital:** the 2020 appropriation includes a \$50,000 transfer from the General Revenue Fund to the Capital Projects Fund. Although the PLF receipts are down considerably, the library began the year with a carryover equivalent to well more than six months of average operating expenses, and, as mentioned in the discussion of this month's financials, the library's net revenue position year-to-date is still very good. Mr. Dillie recommended making the appropriated transfer now. The transfer requires the approval of at least five Trustees.

Ms. Ruff moved to **Approve Draft Resolution 20-06-01** as presented: to transfer \$50,000 from the General Revenue Fund to the Capital Projects Fund as appropriated in the 2020 budget. Mr. Rutledge seconded. Motion carried unanimously.

**Health Insurance Rates:** the Stark Council of Governments has approved the new health insurance rates for the 2020-2021 fiscal year to take effect next month. Two premium holidays are provided in the coming year. The new monthly premium for single coverage is \$789.19 and for family coverage is 1,917.14; monthly increases of \$29.26 and \$71.07 respectively. For the premium holiday month, the consortium bills only the costly of the monthly increase. While the consortium used to bill that difference to the member institution during the holiday month itself, beginning with 2018-2019 it now prorate that charge and adds it the bills for the regular premium months. Thus, the actual monthly charge is \$795.04 for single coverage and \$1,921.36 for family coverage. The library has covered the prorated cost increase for the premium

holiday months by increasing the monthly health insurance subsidy for the employees. This increase does not cover the total premium increase, just the charge that, prior to July 2018, was billed to and paid by the library. The library has usually set the premium holiday months for those months with three pay period which helps with that month's cash flow.

Dr. Beard moved to **Approve draft Resolutions 20-06-02 and 20-06-0** as presented: effective July, 2020, to increase the monthly health insurance subsidy from \$521 to \$527 for single coverage, and from \$951 to \$966 for family coverage. And, to set the premium holiday months for July, 2020, and December, 2020. Ms. Ruff seconded. Motion carried unanimously

**Correspondence**

None this month.

**Director's Report**

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

**Annual Library Statistics:** The library did re-open for drive-up circ in May, checkouts were 1, 118 with 3,985 renewals for a total in-house circ of 5,103. Hoopla circ dropped off a little bit, but Overdrive circ was very good.

**Accept Gifts**

**May Restricted Individual Contributions to the General Fund**

None

**May Unrestricted Individual Contributions to the General Fund**

Ann Myers \$100.00

**In-kind Gifts**

Anonymous 1 hardcover; 3 trade paperbacks, 5 mass market paperbacks

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

The next Regular Board Meeting will be held on July 22, 2020 at 6:30 pm, the venue to be determined.

# **Minerva Public Library**

## **June 2020 Financial Reports**

### **Submitted for the July 2020 Board Meeting**

**Fiscal Officer Summary  
Revenue Status  
Appropriation Status  
Payment Listing  
Fund Status  
Investment Listing**



Minerva Public Library  
 Summary of Financial Information- June2020

**Current Month:** General Fund Restricted Capital Projects

Receipts:

Refund- OLC	200.00		
Columbiana County PLF	1,289.76		
Stark County PLF	40,174.49		
Carroll County PLF	10,775.20		
CD Interest	340.18		

Total \*Revenue Ledger 52,779.63

Expenditures:

<u>Salaries</u>	5,171.70		
Dept 1	2510.99		
Dept 2	12011.69		
Dept 3	873.94		
Dept 5	4,404.90		
OPERS	279.23		
Medicare	214.14		
Programming Supplies	801.94		
Adult Books	499.59		
Youth Books	516.16		
Periodicals	622.98		
Adult Audio/visual	1,016.22		
Downloadable Content	224.45		
Youth Audiovisual	228.14		
Catalog/processing	646.28		
Telephone	4,907.41		
Mn and Repair on Equipment	1,176.00		
Other Property Main/Repair and Security	828.54		
Electric	98.03		
Water and Sewer	490.08		
Natural Gas	167.94		
Property Min/Repair Supplies and Parts	409.95		
Lease Copier	179.22		
Other Purchased and Contract Services	104.94		
Information Tech			
Capital:			
Maintenance and Repair		492.00	
Land		3,190.38	
Furniture		0.00	
	<u><u>38,386.46</u></u>	<u><u>3,682.38</u></u>	<u><u>42,068.84</u></u>

Ending Cash Balance:

Checking/Cash on Hand			166,218.66
Savings (Chase)	136,460.72	29,737.94	
Certificates of Deposit (CNB)	22,051.79		22,051.79
Certificates of Deposit (Chase)	224,639.88		224,639.88
Petty Cash/Registers	6,523.93		101,865.83
Total	271.00	95,361.90	271.00
	<u><u>389,967.32</u></u>	<u><u>125,099.84</u></u>	<u><u>515,067.16</u></u>

**Revenue Status**

By Fund  
 As Of 6/30/2020

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$1.88	\$33.12	5.371%
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.}	\$529,377.00	\$235,684.44	\$293,692.56	44.521%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$63,212.95	\$78,857.05	44.494%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$7,566.41	\$9,465.59	44.425%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$282.92	-\$282.92	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$111.21	\$138.79	44.484%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$4.00	\$71.00	5.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$4,000.00	\$415.19	\$3,584.81	10.380%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$50.00	\$0.00	\$50.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$500.00	\$654.67	-\$154.67	130.934%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$233.50	\$466.50	33.357%
1000-611-0000	Restricted Contributions - Individuals	\$750.00	\$0.00	\$750.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,250.00	\$850.00	\$400.00	68.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$432.38	\$3,067.62	12.354%
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	\$2,117.47	\$2,882.53	42.349%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$25.62	\$224.38	10.248%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$1,300.00	\$300.00	\$1,000.00	23.077%
1000-871-0000	Refunds for Overpayment	\$75.00	\$8,214.57	-\$8,139.57	10952.760%
1000-872-0000	Insurance Reimbursements	\$100.00	\$776.22	-\$676.22	776.220%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$9.99	-\$9.99	0.000%
Fund 1000 Sub-Total:		\$706,314.00	\$320,893.42	\$385,420.58	45.432%

**Revenue Status**

By Fund  
 As Of 6/30/2020

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
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:		\$706,314.00	\$320,893.42	\$385,420.58	45.432%

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

By Fund  
As Of 6/30/2020

Fund: General  
Pooled Balance: \$165,827.44  
Non-Pooled Balance: \$224,639.88  
Total Cash Balance: \$389,967.32

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
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$86,515.00	\$0.00	\$40,985.10	\$45,529.90	47.373%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$39,795.00	\$0.00	\$18,356.25	\$21,438.75	46.127%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$205,500.00	\$0.00	\$92,868.37	\$112,641.63	45.187%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,028.75	\$3,971.25	20.575%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,290.00	\$0.00	\$5,616.87	\$6,673.13	45.703%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$22,411.63	\$25,377.37	46.897%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$2,273.74	\$2,786.21	44.918%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$21,755.04	\$14,654.96	\$0.00	40.250%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$209.66	\$175.34	\$0.00	45.543%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,137.00	\$233.00	\$0.00	17.007%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	0.0000%
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	0.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.0000%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$3,047.46	\$452.54	\$0.00	12.930%
1000-120-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$22,950.00	\$835.45	\$7,038.50	\$15,076.05	30.669%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$21,555.00	\$36.39	\$5,939.65	\$15,578.96	27.556%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,995.00	\$1,397.64	\$6,591.80	\$5.56	82.449%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,000.00	\$106.71	\$2,255.12	\$9,636.17	18.793%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$21,000.00	\$5,010.59	\$8,380.68	\$7,608.73	39.908%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$44.50	\$587.49	\$5,368.01	9.792%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

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

By Fund  
 As Of 6/30/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$50.46	\$449.54	10.092%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,500.00	\$3,749.38	\$750.62	\$0.00	16.680%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$3,848.18	\$3,901.82	\$0.00	50.346%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$5,398.38	\$11,509.62	\$0.00	39.812%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$730.00	\$520.00	\$0.00	41.600%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$16,540.81	\$8,612.39	\$0.00	33.310%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$21,426.14	\$6,073.86	\$0.00	22.087%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$444.40	\$255.60	\$0.00	36.514%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$3,593.44	\$4,506.56	\$0.00	55.637%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$3,521.47	\$1,478.53	\$0.00	29.571%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-228-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$425.00	\$75.00	85.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$1,500.00	\$950.00	\$550.00	\$0.00	36.667%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$225.00	\$149.59	\$75.41	\$0.00	33.516%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising[LEGAL ADS & PUBLICATIONS]	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.0000%
1000-230-325-0010	Advertising[EMPLOYEE VACANCY ADS]	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$240.00	\$240.00	\$20.00	48.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$125.00	\$8,875.00	\$0.00	98.611%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$2,276.42	\$2,921.58	\$0.00	56.184%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$2,338.00	\$762.00	\$0.00	24.581%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$13,000.00	\$7,176.57	\$5,823.43	\$0.00	44.796%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$2,996.88	\$503.12	\$0.00	14.375%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$9,440.17	\$9,495.83	\$0.00	50.147%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$125.00	\$2.94	\$122.06	\$0.00	97.648%

Report reflects selected information.

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

By Fund  
 As Of 6/30/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	0.0000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$2,970.00	\$299.25	\$543.87	\$2,126.88	18.312%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0000%
General Fund Total:		\$0.00	\$0.00	\$787,171.95	\$122,637.46	\$298,078.55	\$346,455.94	38.854%

Fund: Capital Projects  
 Pooled Balance: \$125,099.84  
 Non-Pooled Balance: \$0.00  
 Total Cash Balance: \$125,099.84

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$25,000.00	\$0.00	\$492.00	\$24,508.00	1.968%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$20,000.00	\$219.90	\$3,950.84	\$15,829.26	19.754%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$273.00	\$4,305.77	\$5,421.23	43.058%
Capital Projects Fund Total:		\$0.00	\$0.00	\$55,000.00	\$492.90	\$8,748.61	\$45,758.49	15.907%
Report Total:		\$0.00	\$0.00	\$822,171.95	\$123,130.36	\$306,827.16	\$392,214.43	37.319%

## Payment Listing

June 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
178-2020	06/02/2020	06/02/2020	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$190.43	C
179-2020	06/02/2020	06/02/2020	CH	MIDWEST TAPE	\$1,016.22	C
180-2020	06/02/2020	06/02/2020	CH	BAKER & TAYLOR BOOKS	\$90.64	C
181-2020	06/02/2020	06/02/2020	CH	WATER AND SEWER DEPT.	\$98.03	C
182-2020	06/04/2020	06/04/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT €	\$5,556.10	C
183-2020	06/04/2020	06/04/2020	CH	PAYCHEX	\$1,138.75	C
184-2020	06/04/2020	06/04/2020	CH	FIRST COMMUNICATIONS	\$646.28	C
185-2020	06/04/2020	06/04/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
186-2020	06/04/2020	06/04/2020	CH	PAYCHEX	\$89.61	C
187-2020	06/03/2020	06/04/2020	CH	PAYCHEX	\$8,628.03	C
188-2020	06/04/2020	06/04/2020	CH	BAKER & TAYLOR BOOKS	\$302.66	C
189-2020	06/04/2020	06/04/2020	CH	BAKER & TAYLOR BOOKS	\$23.41	V
189-2020	06/05/2020	06/08/2020	CH	BAKER & TAYLOR BOOKS	-\$23.41	V
190-2020	06/05/2020	06/08/2020	CH	BAKER & TAYLOR BOOKS	\$23.43	C
191-2020	06/08/2020	06/08/2020	CH	DEMCO, INC.	\$228.14	C
192-2020	06/08/2020	06/08/2020	CH	copeco	\$409.95	C
193-2020	06/08/2020	06/08/2020	CH	J & D Cleaning Service	\$686.00	C
194-2020	06/08/2020	06/08/2020	CH	BAKER & TAYLOR BOOKS	\$522.53	C
195-2020	06/09/2020	06/09/2020	CH	EBSCO	\$45.56	C
196-2020	06/09/2020	06/09/2020	CH	BAKER & TAYLOR BOOKS	\$54.67	C
197-2020	06/16/2020	06/22/2020	CH	AMERICAN ELECTRIC POWER	\$828.54	C
198-2020	06/15/2020	06/22/2020	CH	COLUMBIA GAS OF OHIO	\$490.08	C
199-2020	06/17/2020	06/22/2020	CH	PAYCHEX	\$6,486.24	C
200-2020	06/18/2020	06/22/2020	CH	PAYCHEX	\$677.74	C
201-2020	06/18/2020	06/22/2020	CH	PAYCHEX	\$89.61	C
202-2020	06/22/2020	06/22/2020	CH	FREE PRESS STANDARD	\$65.00	C
203-2020	06/22/2020	06/22/2020	CH	BAKER & TAYLOR BOOKS	\$53.37	C
204-2020	06/22/2020	06/22/2020	CH	Ted Fellows	\$78.00	C
205-2020	06/22/2020	06/22/2020	CH	LOVELESS EXTERMINATING	\$120.00	C
206-2020	06/22/2020	06/22/2020	CH	Johnson Controls Fire Protections LP	\$4,907.41	C
207-2020	06/22/2020	06/22/2020	CH	MORNING JOURNAL	\$405.60	C
208-2020	06/22/2020	06/22/2020	CH	STANDARD PLUMBING AND HEATING CO	\$492.00	C
209-2020	06/22/2020	06/22/2020	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$834.46	C
210-2020	06/22/2020	06/22/2020	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$2,649.92	C
211-2020	06/22/2020	06/22/2020	CH	QUILL CORPORATION	\$167.94	C
212-2020	06/22/2020	06/22/2020	CH	AMAZON	\$1,420.74	C
213-2020	06/24/2020	06/29/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
214-2020	06/25/2020	06/29/2020	CH	PAYCHEX	\$1,995.16	C
Total Payments:					\$42,068.84	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$42,068.84	

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

**Payment Listing**

June 2020

- 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 6/30/2020

<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	56.926%	\$389,967.32	\$224,639.88	\$165,327.44
4001	Capital Projects	43.074%	\$125,099.84	\$0.00	\$125,099.84
<b>All Funds Total</b>			<b>\$515,067.16</b>	<b>\$224,639.88</b>	<b>\$290,427.28</b>
Pooled Investments					\$123,937.62
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$166,218.66

Last reconciled to bank: 06/30/2020 – Total other adjusting factors: \$0.00

**Investment Listing**

System Year 2020

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo 8/2/20	\$101,885.83	1.30%	\$0.00	\$1,885.83	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,338.45	1.50%	\$158.81	\$1,015.65	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,411.69	1.05%	\$180.29	\$887.23	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$106,600.72	2.05%	\$1,079.43	\$5,308.35	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,308.58	1.50%	\$158.60	\$1,130.84	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,432.13	2.25%	\$360.59	\$2,130.80	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2	\$21,548.31	1.50%	\$160.37	\$801.25	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,051.79	0.10%	\$19.38	\$28,079.60	08/24/2000	12/31/2099		

**End**

**Minerva Public Library**

**June 2020 Financial  
Reports**

**Submitted for July 2020  
Board Meeting**

## July 2020 Youth Services Report

*Imagine Your Story*, the 2020 Summer Reading Theme, brought some excitement to the Youth Department. Packets of crafts and activities that accompanied favorite stories ran out earlier than anticipated during the first three weeks, so staff made extra packets for weeks 1-3, and increased the number for the final three weeks.

The Youth Department staff is down to two full time, Sarah Pearson and myself, and three part time employees, Lisa Lutes, Kendra Selby, and Laken Hamilton. Everyone stays very busy with taking care of the collection, extra cleaning duties due to COVID 19, promoting Summer Reading, and meeting patron needs. The stats do not reflect how much activity takes place.

### Statistics for June:

Study Rooms Use: 10

Reference Questions: 116

Other Questions: 3

Patron requests (Grab and Go): 10 requests/ 79 books

Summer Reading Packets Distributed: Week 1: June 29-July 3: 39

Kathy Heller  
Youth Services Manager  
7/14/2020

## **Director's Report—July, 2020**

**Building and Grounds**—The air conditioning has been troublesome lately. It been running very cold for several weeks, especially in the lower level. The Standard Plumbing technician came out on 06/13 and found that the boiler wasn't firing to balance the air temperature. He made the needed adjustments and that problem was resolved. On 07/17, the AC failed completely. It took two technicians to sort out the problem, but they did get the air conditioning running by mid-afternoon, and it's been running fine for the past week. The library's regular tech from Standard Plumbing said this problem was another instance of something going on inside the controllers that they don't have access too because that system was installed by American Heattek. I have asked for a controller specialist from Standard to talk to me about what choices we have to resolve this problem.

**Staffing**—I've posted the full-time position in Youth Services on 07/21 and received six responses in the first few days; that's five more than we received in total when the job was posted in the spring. The open part-time position in Youth Services will remain unfilled. I've talked with Mrs. Heller about this, and we agree that there is no need now for that additional staffing.

**Weeding**—Baker and Taylor, the library's primary book vendor, has started a service called Sustainable Collections whereby the company will take library discards, as well as donated materials, paying for those items it can resell, and pulping the rest. Since B&T will provide boxes and free shipping, and will provide credit against future purchases instead of cash if the library choses, this service is a very easy way for us to manage disposing of discards and donations without a book sale.

**Meetings**—I attended the Chamber Board meeting on 07/15 via Zoom.