

**Minerva Public Library Board of Trustees
August, 2019 Regular Meeting
August 28, 6:30 pm in the Library Board Room**

Call to Order
Adjustments to the Agenda
Public Participation

Note: the July Board meeting was cancelled due to a lack of a quorum.

Minutes: Approve minutes of the June 26, 2019 Board Meeting.

Ongoing Business

LED Project: HEAT installers were back at the library on July 8 and 9 to install the new bulbs in the 2-bulb fixtures on the main floor and downstairs. The bulbs do provide enough light with one bulb in each fixture. All that's left to do are the replacements for the can lights, the 11 fixtures that use 24" tube bulbs, and the regular fixtures in the Board Room, Fiscal Officer's Office, downstairs restrooms and study rooms. The project supervisor e-mailed on July 29 to say they were still waiting on the special bulbs. The library has not paid HEAT anything other than the 10% deposit for the project.

Strategic Plan Update: Mr. Dillie has scheduled a Wednesday night program series for September and October and has started to schedule a craft night for the first Thursday of the month beginning in October. The library will begin providing a deposit collection of large print books to St. Luke Lutheran Community. Brett Yeagley contacted the library about the library serving as the host for the GED classes beginning this fall; arrangements are in the works for the library to do so.

Fiscal Officer's Report

Accept: Monthly financial reports for June and July, 2019.

PLF Distribution: The July PLF receipts are \$63,170 which is .4% less than July, 2018. However, because the biennium state budget was not yet approved at the beginning of July, PLF funding reverted to the 1.66% of General Revenue as stated in permanent law, rather than the 1.7% of General Revenue included in the new budget. The Conference Approved the 1.7% rate at its meeting on July 17, and approved a true-up amendment to the budget that will make libraries whole for the month of July by paying that .04% difference between 1.66% and 1.7%. The August PLF receipts are \$51,420 which is 5% more than received in August of last year. In August the counties received the true-up amount to

make up for the PLF shortfall in July; that amount also slightly increased the PLF distribution to the individual libraries above the original estimate.

2019 Net Operating Position

June Revenue	= \$63,931	Year to Date Revenue	= \$353,553
June Expenses	= \$54,631	Year to Date Expenses	= \$330,495
Difference	= \$ 9,300	Net Position	\$ 23,058
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July Revenue	= \$64,772	Year to Date Revenue	= \$418,315
July Expenses	= \$60,617	Year to Date Expenses	= \$391,113
Difference	= \$ 4,155	Net Position	= \$ 27,202

Unique Management: \$44.75 for 5 placements in June; \$62.65 for 7 placements in July. A report form Unique detailing the last 12 months of activity and summarizing the cumulative return since 2006 is included in the Board Packet.

Reallocate Appropriated Funds: The library has hired J & D Cleaning to maintain the restrooms instead of hiring another custodian. We need to move money that was appropriated for Custodian wages to the contract services account in order to pay the cleaning company.

Approve: transfer of \$6175.00 Dept. Five Wages 1000-110-110-005 to Contract Services 1000-210-390-0000 to pay the contract with J & D Cleaning.

2020 Tax Budget: the library is required to file a tax budget for coming fiscal year with the library's taxing authority, the Minerva Board of Education, and with the County Auditors' Offices. This budget is a placeholder that acknowledges the library is expecting to receive revenue from specific sources in the next fiscal year, and plans to spend it. A copy of the budget is included in the Board Packet.

Approve: 2020 Tax Budget as Presented.

New Business

Sealing Parking Lot: the library parking lot was last sealed and striped in 2017. Before that we had the work done in 2014. Three years is too long too long to wait so the lot is due for some work now. Vasco Asphalt has done the lot several times and has provided a quote for this job, which includes sealing, striping, and painting the safety yellow on the curbs. The work needs to be done on a day when school is not in session

Accept the agreement with Vasco Asphalt in the amount of \$2,987.00 to seal and stripe the parking lot.

HVAC Maintenance: Since American Heattek is no longer providing mechanical service, the library needs a new HVAC contractor. Standard Plumbing and Heating has contracts with other libraries in the area. Their representatives made a site visit on 06/20 and a technician from the company was able to get the AC started again on 06/25 without having ever worked on the system before. The price for quarterly maintenance visits is comparable to that of American Heattek, and the service should be more reliable.

Accept the maintenance agreement with Standard Plumbing and Heating at a cost of \$6,500.00 per year.

Air Conditioning Compressor Replacement: The technician from Standard Plumbing made his first quarterly maintenance visit on August 1. During his inspection he found one of the AC compressors disconnected; when he plugged it in and started it, it locked up the system. Apparently that compressor failed some time ago, and American Heattech disconnected it. It should be replaced, and the library has ordered the work from Standard.

Accept the quote of \$5240.00 for replacing the worn out AC compressor

Security Incident: Mr. Dillie will update the Board on an incident that took place on July 11.

Carroll County Budget Hearing: Mr. Bartley, Mr. Dillie, and Ms. Davies appeared before the Carroll County Budget Commission on August 13; a copy of the financial information presented is included the Board Packet.

September Meeting: Mr. Dillie would like to move next months' Board meeting to either Wednesday, September 18 or Tuesday, September 24.

Correspondence

A copy of the letter sent to the Carroll County Auditor is included in the Board packet.

Director's Report

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

Library Statistics: After that small increase in May, in-house circ was down again, 5.9% and total circ was down 3.8% for the month, and 3.4% year-to-date. Due to an increase in renewals, July in-house circ was up 1.8% for the month, and total circulation was up 3.1%, helped by a good bump in downloadable content circ. After five months of increases, door counts in June were down 5.9% but back up again 3.6% in July. Year-to-date door counts are now 6% above last year.

Gifts

June Restricted Individual Contributions to the General Fund	\$ 50.00
For Youth Summer Reading Program	
July Restricted Individual Contributions to the General Fund	\$ 0.00
June Unrestricted Individual Contributions to the General Fund	\$ 126.75
July Unrestricted Individual Contributions to the General Fund	\$ 116.67
Total Restricted and Unrestricted	<hr/> \$ 293.42

June and July In-kind Gifts

anonymous

31 hardcovers; 25 trade
paperbacks; 13 mass market
paperbacks; 5 DVDs; 3 CDs

Adjourn

The next Regular Board Meeting will be held on September 25, 2019 at 6:30 pm in the Minerva Public Library Board Room.

**Minerva Public Library Board of Trustees
Minutes of the June, 2019 Regular Meeting
June 26, 6:30 pm in the Library Board Room**

Call to Order: Mr. Bartley called the meeting to order at 6:35.

Attendance: Trustees Roger Bartley, Virginia Birks, Sarah Repella, Dick Rutledge.
Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: Mr. Dillie provided draft resolutions regarding the health insurance subsidy rate and the payment-in-lieu-of health insurance rate to be discussed during New Business.

Public Participation: none

Note: the May Board meeting was cancelled.

Minutes: Ms. Birks moved to approve the minutes of the April 24, 2019 Board Meeting as presented. Ms. Repella seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie updated the Board on the LED replacement. HEAT installers started work on June 10 and discovered that the LED bulbs would not energize when pointed down in the fixtures. When pointed sideways, the bulbs energized, but the light is then too diffuse. The bulbs light correctly in the fixtures in the meeting rooms and staff spaces, and lighting looks good there. HEAT tech was in this week with a new bulb that will work in the fixtures on the main floors; they won't be back to finish the installation until the second week of July.

Dolly Parton Imagination Library: The library has received the branded registration forms; a copy is included in the Board packet. Mr. Dillie said that SCDL is waiting until school starts to register kids, and Massillon is still waiting to accumulate the money to fund the program. Ms. Davies reported that the library now has over \$600 set aside to fund registrations and is adding the \$25 a week room registration fee to that fund account. Mr. Rutledge said that Mineva Rotary might be interested in supporting his program as part of its literacy initiative.

Strategic Plan Update: The new logo has been applied pretty much everywhere it needs to be. The library is showing movies every Monday afternoon in June and July as a new programming venture.

Fiscal Officer's Report

Mr. Rutledge moved to accept the monthly financial reports for April and May, 2019. Ms. Repella seconded. Motion carried.

PLF Distribution: The May PLF receipts are \$70,782 and June's are \$62,356, respectively 20% and 3.2% more than received in the same months last year. At the state level the PLF receipts are now 4.7% up year-to-date.

2019 Net Operating Position

April Revenue	=	\$46,396	Year to Date Revenue	=	\$217,667
April Expenses	=	\$54,763	Year to Date Expenses	=	\$212,171
Difference	=	(\$ 8,367)	Net Position	=	\$ 5,496

May Revenue	=	\$72,034	Year to Date Revenue	=	\$289,622
May Expenses	=	\$63,694	Year to Date Expenses	=	\$275,864
Difference	=	\$ 8,340	Net Position	=	\$ 13,758

Fiscal Officer Davies reported she moved CD renewal at CNB #0106524019 from 1.05% to 2.25 %. She also reported that there is another CD that matures at CNB and that she will be shopping for rates.

She noted as of 06/30/2019 YTD Revenues are 353,061.04 to date of the budgeted 687,281.00. Year to Date Expenses are 330,299.38 of the 715,965.15 budgeted. She stated she is please year to date with our financial numbers.

Fiscal Officer Davies noted she renewed the contract with Alger and Associates for the year end audits for FY 2020 and 2022 at a cost of \$4200.00 per audit.

Unique Management: \$187.95 for 21 placements in March and April, and \$62.65 for 7 placements in May.

Credit Card Compliance: acting as Credit Card Compliance Officer Mr. Dillie has reviewed the library credit cards and confirmed that we are acting in compliance with Administrative Policy AP 4 *Use of Library Credit Cards*.

New Business

Retirement: Rich Brown retired as library custodian effect May 24. He received a payout of unused vacation and sick leave as described in Employee Handbook Section 810.

Cleaning Service: Rather than filling the custodian position made available by Rich Brown's retirement, the library has hired J&D Cleaning Service out of Alliance to maintain the six restrooms. J&D will clean the restrooms six days a week, except for holidays when the library is closed. Jim Van Horne, the library's

Ms. Birks moved to approve Resolution 19-06-03 to renew the library's membership in SEO for 2019-2020 at the rate of \$13,504.75. Ms. Repella seconded. Motion carried.

Statewide Delivery Service: the library participates in a contract for delivery between libraries across Ohio. The service is provided by a private company, Priority Dispatch, under a contract negotiated by the State Library of Ohio. Delivery fee is based on the number of days of service per week, not on the amount of items sent and received. This library sends enough material that we need five-day-a-week service. In 2018 our shipping cost was about six cents per item.

Ms. Birks moved to approve Resolution 19-06-04 to renew the library's Statewide Delivery Contract for 2019-2020 in the amount of \$8,263.71. Ms. Repella seconded. Motion carried

Electric Price: The library's current electric contract with Direct Energy at 5.478 cents per KWh runs out in October. North Shore Energy Consulting, which has brokered electric contracts for the library before, suggested entering a new contract now during months when pricing tends to be lower. Direct Energy again had the best price among seven providers. Mr. Dillie said that the KWh price for 12 and 36 month contracts was higher than that for a 24 month contract, so he chose to sign up for 24 months.

Mr. Rutledge moved to approve Resolution 19-06-05 to accept a 24-month contract with Direct Energy at 4.699 cents per KWh to begin October, 2019. Ms. Repella seconded

Health Insurance: the Stark Council of Governments Board approved the new health insurance rates for July, 2019-June, 2020 and authorized two premium holidays. A report with recommendations for discussion was included in the Board packet. Mr. Dillie explained that since the library subsidizes employee health insurance at a flat dollar amount which is less than the monthly premium, any premium increase is borne by the employees. The SCOG does provide for premium holiday months, the value of which more than covers the cost of the rate increase to the staff. However, beginning with this premium year SCOG has also changed the way it prices those holiday months which has moved the small cost of those months to the employee premium for our staff. Last June the Board agreed to adjust the subsidy to cover the holiday month cost, and Mr. Dillie would like to make a similar adjustment for the new premium year beginning July 1. The Board also will set the payment-in-lieu-of health insurance rate for the coming premium year and set the premium holiday months. Mr. Dillie said that the holiday months are taken in the months when the library has

three payrolls; removing the premium cost from those months helps even out the cash flow.

Ms. Birks moved to approve Resolution 19-06-06 to accept the FY 2020 health insurance premiums from the Stark Council of Governments insurance group, and to set the employee health insurance subsidy rate at \$521 a month for single coverage and \$951 a month for family coverage beginning July, 2019. Mr. Rutledge seconded. Motion carried.

Mr. Rutledge moved to approve Resolution 19-06-07: to set August, 2019 and May, 2020 as the two premium holiday months in the coming health insurance fiscal year. Ms. Repella seconded. Motion carried.

Mr. Rutledge moved to approve Resolution 19-06-08: to set the cash-out for payment to eligible employees in lieu of the library's monthly subsidy toward the cost of health insurance at \$250 a month as per Section 791 of the *Employee Handbook*. Ms. Birks seconded. Motion carried.

Fiscal Resolutions:

Mr. Rutledge moved to approve Resolution 19-06-06 to transfer \$110.00 from 1000-120-416-0000 to 1000-110-300-2017. Ms. Birks seconded. Motion carried.

Ms. Birks moved to approve Resolution 19-06-07 to transfer \$40.00 from 1000-110-390-0000 to 1000-110-300-2017 to establish money for the Dolly Parton expense line. Ms Repella seconded the motion. Motion carried.

Correspondence

A copy of the letter sent to the members of the Carroll County Budget Commission is included in the Board packet.

Director's Report

Ms. Birks moved to Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Ms. Repella seconded. Motion carried. Mr. Dillie remarked that the Youth Services Department has offered a variety of new programs during this summer's Reading Program and has seen good participation for all of them.

Library Statistics: In-house checkouts in May were up by 3.25% for the first monthly increase this year. Year-to-date, total circ is now running 3.3% below last year. May saw the highest Hoopla circ ever and the third highest for Overdrive checkouts. Door counts have run well ahead of last year every month so far, and as of May are 7.9% ahead of 2018.

Accept Gifts

April, May Restricted Individual Contributions to the General Fund \$1200.00
For Youth Summer Reading Program

April, May Unrestricted Individual Contributions to the General Fund \$1372.10*

Total Restricted and Unrestricted \$2572.10

*includes \$1115.00 from Spring Book Sale

April, May In-kind Gifts

anonymous

20 hardcovers; 28 trade
paperbacks; 3 mass market
paperbacks; 12 DVDs

C & E Surplus and More

6 audiobooks; 1 trade
paperback; 1 boxed CD set

Adjourn

Ms Repella moved to adjourn. Mr. Rutledge seconded the motion. Motion carried. Meeting adjourned at 7:55 pm.

The next Regular Board Meeting will be held on July 24, 2019 at 6:30 pm in the Minerva Public Library Board Room.

MINERVA PUBLIC LIBRARY

RECORDS COMMISSION MEETING MINUTES

June 26, 2019

Attendance: Trustees Roger Bartley, Virginia Birks, Sarah Repella, Richard Rutledge. Library Director Tom Dillie; Fiscal Officer Christina Davies.

The meeting was called to order at 6:30 p.m.

Mr. Dillie reminded the Commission members that the entire Board serves as the Records Commission. In February 2008, the Records Commission approved a Schedule of Records Retention and Disposition, which lists each type of record and when its disposal may take place. At its required annual meeting, the Records Commission is presented with a Certificate of Records Disposal (Form RC-3) prepared in accordance with the approved Schedule. The approved Form RC-3 is mailed to Ohio Historical Society, which will forward it to the Auditor of State's Records Office. The records may be destroyed if no reply is received within 15 business days. In the past, records were destroyed at no cost to the library through a community program, and we will look for such an opportunity again this year or take records to the MRDD-sponsored shredding service.

Dick Rutledge moved to approve the attached Certificate of Records Disposal and submit it to the Ohio Historical Society. Virginia Birks seconded. The motion passed unanimously.

The meeting was adjourned at 6:35 p.m.

Minerva Public Library

**June 2019 Financial
Reports**

**Submitted for July 2019
Board Meeting**

Minerva Public Library
 Summary of Financial Information- June 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
<u>LSTA GRANT</u>			
Public Library Fund	62,356.07		
Sales Tax	2.75		
Patron Fines & Fees	367.21		
Lost Card/Items	29.00		
Copier	312.85		
Fax	61.80		
Contributions/Summer Reading	176.75		
Resale	38.75		
Interest	366.72		
printer /paper	45.45		
Meeting Room-Dolly Parton	125.00		
misc	48.96		
Total *Revenue Ledger	63,931.21		
<i>Expenditures:</i>			
<u>Salaries</u>	25,896.11		
Benefits-Opers	3,469.43		
Medicare	363.54		
Insurance-Medical and Life	3,033.27		
Catalog/Processing	432.18		
Programming supplies	432.01		
Adult Books	1,683.58		
Youth Books	1,048.52		
AV Adult	546.85		
AV Downloadable	1,047.02		
AV Youth	23.30		
Other Purchased Contract Serv	4,176.61		
Purchased and Contract Services-Restricted Dolly Parton	110.00		
Periodicals	289.51		
Rent/Lease	186.00		
Telephone	645.07		
Mtn and Repair on Equip	6,210.36		
Other Property Mtn Repair/Security	669.74		
Utilities-Gas, Electric, Water and Trash	3,094.74		
Property Taxes	24.00		
Property Maintenance and Repair Supplies	114.12		
Postage	55.00		
Resale Supplies	318.10		
UAN	762.00		
Total Expenditures-Taken from Appropriation Ledger	54,631.06		

Ending Cash Balance:

Checking/Cash on Hand
Savings (Chase)
Certificates of Deposit (CNB)
Certificates of Deposit (Chase)
Petty Cash/Registers
Total

General Account
115,560.19
22,012.20
220,398.70
4,638.06
345.00
362,954.15

Capital Balance
35,830.38

95,361.94
131,192.32

**Total Pooled Cash
As of 06.30.19**
151,390.57
22,012.20
220,398.70
100,000.00
345.00
494,146.47

Receipts
Appropriations

341,159.95
322,049.09

Net Position June 2019

FYTD 19,110.86

Revenue Status

By Fund
As Of 6/30/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$8.19	\$26.81	23.400%
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	\$4,999.00	-\$4,999.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$515,517.00	\$261,805.77	\$253,711.23	50.785%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$136,919.00	\$69,066.17	\$67,852.83	50.443%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$16,410.00	\$6,755.02	\$9,654.98	41.164%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$3,000.00	\$1,613.80	\$1,386.20	53.793%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$202.53	-\$2.53	101.265%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$13.00	\$62.00	17.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$2,070.60	\$679.40	75.295%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$200.00	\$16.60	\$183.40	8.300%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,000.00	\$375.10	\$1,624.90	18.755%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$750.00	\$378.30	\$371.70	50.440%
1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$0.00	\$500.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$2,000.00	\$100.00	\$1,900.00	5.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$0.00	\$1,250.00	-\$1,250.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$1,176.14	\$2,323.86	33.604%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$2,500.00	\$2,043.33	\$456.67	81.733%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$114.33	\$135.67	45.732%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$925.00	-\$925.00	0.000%
1000-871-0000	Refunds for Overpayment	\$75.00	\$52.69	\$22.31	70.253%
1000-872-0000	Insurance Reimbursements	\$500.00	\$78.00	\$422.00	15.600%
1000-892-0000	Other - Miscellaneous Non-Operating	\$100.00	\$509.19	-\$409.19	509.190%
Fund 1000 Sub-Total:		\$687,281.00	\$353,552.76	\$333,728.24	51.442%

Revenue Status

By Fund
As Of 6/30/2019

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	\$15,000.00	\$0.00	\$15,000.00	0.0000%
Fund 4001 Sub-Total:		\$15,000.00	\$0.00	\$15,000.00	0.0000%
Report Total:		\$702,281.00	\$353,552.76	\$348,728.24	50.343%

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund
As Of 6/30/2019

Fund: General
Pooled Balance: \$142,573.41
Non-Pooled Balance: \$220,396.70
Total Cash Balance: \$362,972.11

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	\$84,893.00	\$0.00	\$39,126.10	\$45,766.90	46.089%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$18,145.20	\$20,319.80	47.173%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$93,924.33	\$91,667.67	50.608%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$1,611.30	\$9,388.70	14.648%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$26,983.00	\$0.00	\$12,267.25	\$14,715.75	45.463%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$23,255.81	\$25,314.81	47.880%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,030.53	\$0.00	\$2,340.73	\$2,689.80	46.530%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$15,664.94	\$22,336.06	\$0.00	58.778%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$188.56	\$196.44	\$0.00	51.023%
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	\$1,145.00	\$225.00	\$0.00	16.423%
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	\$110.00	\$0.00	\$110.00	\$0.00	100.0000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$1,600.00	\$1,600.00	\$0.00	\$0.00	0.0000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$2,500.00	\$2,200.00	\$300.00	\$0.00	12.0000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$608.17	\$2,393.83	\$0.00	79.794%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	\$23,000.00	\$6,243.05	\$9,747.63	\$7,009.32	42.381%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$2,811.29	\$6,644.87	\$12,543.84	30.204%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$1,101.25	\$6,397.75	\$1.00	85.303%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$13,000.00	\$1,194.99	\$4,123.36	\$7,681.65	31.718%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$17,000.00	\$10,853.15	\$5,646.85	\$500.00	33.217%
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	\$100.00	\$2,839.59	\$3,060.41	47.327%
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.

Appropriation Status

By Fund

As Of 6/30/2019

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	\$340.00	\$0.00	\$0.00	\$340.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$59.43	\$440.57	11.886%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,000.00	\$4,463.44	\$1,536.56	\$0.00	25.609%
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	\$7,750.00	\$3,929.46	\$3,820.54	\$0.00	49.297%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$14,257.88	\$11,350.53	\$0.00	38.660%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$626.00	\$624.00	\$0.00	49.920%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$1,651.35	\$5,688.77	\$164.88	75.800%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$22,994.44	\$12,005.56	\$0.00	34.302%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$126.03	\$573.97	\$0.00	81.996%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$3,072.90	\$5,027.10	\$0.00	62.063%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$806.33	\$3,193.67	\$0.00	79.842%
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	\$4,875.00	\$278.00	\$447.00	\$0.00	9.169%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	100.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$1,354.98	\$645.02	\$0.00	32.251%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$90.74	\$134.26	\$0.00	59.671%
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	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,274.00	\$0.00	\$8,274.00	\$0.00	100.000%
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	\$2,456.41	\$1,148.00	\$1,202.00	\$106.41	48.933%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,700.00	\$2,176.00	\$1,524.00	\$0.00	41.189%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,100.00	\$2,796.56	\$9,303.44	\$0.00	76.888%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$893.59	\$447.25	\$446.34	\$0.00	49.949%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$2,512.75	\$1,487.25	\$0.00	37.181%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$360.00	\$14.40	\$342.08	\$3.52	95.022%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$16,946.00	\$11,399.55	\$5,546.45	\$0.00	32.730%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$27.00	\$64.29	\$3.71	67.674%

Report reflects selected information.

Appropriation Status

By Fund
As Of 6/30/2019

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	\$0.00	\$200.00	\$0.00	80.0000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.0000%
General Fund Total:		\$0.00	\$0.00	\$715,965.15	\$118,089.46	\$330,495.36	\$267,380.33	46.161%
Fund: Capital Projects								
Pooled Balance:				\$131,192.32				
Non-Pooled Balance:				\$0.00				
Total Cash Balance:				\$131,192.32				
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
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.0000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	0.0000%
Report Total:		\$0.00	\$0.00	\$780,965.15	\$118,089.46	\$330,495.36	\$332,380.33	42.319%

Payment Listing

June 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
198-2019	06/04/2019	06/04/2019	CH	FIRST COMMUNICATIONS	\$645.07	O
199-2019	06/05/2019	06/06/2019	CH	PAYCHEX	\$9,215.61	O
200-2019	06/06/2019	06/06/2019	CH	TREASURER, STATE OF OHIO	\$762.00	O
201-2019	06/06/2019	06/06/2019	CH	PAYCHEX	\$1,179.23	O
202-2019	06/10/2019	06/12/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	O
203-2019	06/10/2019	06/12/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,963.78	O
204-2019	06/17/2019	06/18/2019	CH	AMERICAN ELECTRIC POWER	\$2,188.18	O
205-2019	06/18/2019	06/18/2019	CH	COLUMBIA GAS OF OHIO	\$481.73	O
206-2019	06/12/2019	06/18/2019	CH	BAKER & TAYLOR BOOKS	\$33.99	O
207-2019	06/18/2019	06/18/2019	CH	BAKER & TAYLOR BOOKS	\$209.01	O
208-2019	06/18/2019	06/18/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$44.75	O
209-2019	06/12/2019	06/18/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	O
210-2019	06/12/2019	06/18/2019	CH	TREASURER, STATE OF OHIO	\$4,131.86	O
211-2019	06/12/2019	06/18/2019	CH	Stark County District Library	\$110.00	O
212-2019	06/12/2019	06/18/2019	CH	RENTWEAR, INC.	\$44.31	O
213-2019	06/12/2019	06/18/2019	CH	QUILL CORPORATION	\$72.98	O
214-2019	06/12/2019	06/18/2019	CH	MIDWEST TAPE	\$1,047.02	O
215-2019	06/12/2019	06/18/2019	CH	Johnson Controls Fire Protections LP	\$4,586.36	O
216-2019	06/12/2019	06/18/2019	CH	JS CONTROLS, LLC	\$1,440.00	O
217-2019	06/12/2019	06/18/2019	CH	LOVELESS EXTERMINATING	\$120.00	O
218-2019	06/12/2019	06/18/2019	CH	CATLETT QUALITY PLUMBING	\$335.12	O
219-2019	06/12/2019	06/18/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	O
220-2019	06/12/2019	06/18/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$126.00	O
221-2019	06/12/2019	06/18/2019	CH	WATER AND SEWER DEPT.	\$320.83	O
222-2019	06/12/2019	06/18/2019	CH	DEMCO, INC.	\$432.18	O
223-2019	06/12/2019	06/18/2019	CH	The Alliance Review	\$289.51	O
224-2019	06/18/2019	06/18/2019	CH	AMAZON	\$541.18	O
225-2019	06/19/2019	06/20/2019	CH	PAYCHEX	\$9,258.80	O
226-2019	06/20/2019	06/20/2019	CH	PAYCHEX	\$1,170.05	O
227-2019	06/20/2019	06/20/2019	CH	BAKER & TAYLOR BOOKS	\$1,582.79	O
228-2019	06/25/2019	06/25/2019	CH	BAKER & TAYLOR BOOKS	\$920.28	O
229-2019	06/24/2019	06/25/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	O
230-2019	06/24/2019	06/25/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,983.82	O
231-2019	06/25/2019	06/25/2019	CH	CHASE CARD SERVICES	\$543.15	O
232-2019	06/24/2019	06/25/2019	CH	STARK COUNTY SCHOOLS COUNCIL OF G	\$60.00	V
232-2019	06/25/2019	06/25/2019	CH	STARK COUNTY SCHOOLS COUNCIL OF G	-\$60.00	V
233-2019	06/26/2019	06/26/2019	CH	RENTWEAR, INC.	\$44.31	O
234-2019	06/26/2019	06/26/2019	CH	Solid Waste And Recycling	\$104.00	O
235-2019	06/26/2019	06/26/2019	CH	JANWAY COMPANY USA, INC.	\$318.10	O
236-2019	06/28/2019	07/01/2019	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$195.98	O
239-2019	06/04/2019	07/02/2019	CH	MINERVA TRUE VALUE HARDWARE	\$41.96	V
239-2019	06/04/2019	07/02/2019	CH	MINERVA TRUE VALUE HARDWARE	-\$41.96	V
6727	06/25/2019	06/25/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$5,009.99	O
6728	06/25/2019	06/25/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	O
6729	06/25/2019	06/25/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	O
6731	06/26/2019	06/26/2019	SW	Skipped Warrants 6730 to 6731 Series 2	\$0.00	V

Payment Listing

June 2019

<u>Payment Advice #</u>	<u>Post Date</u>	<u>Transaction Date</u>	<u>Type</u>	<u>Vendor / Payee</u>	<u>Amount</u>	<u>Status</u>
6732	06/26/2019	06/26/2019	AW	STARK COUNTY TREASURER	\$24.00	O
					Total Payments:	\$54,631.06
					Total Conversion Vouchers:	\$0.00
					Total Less Conversion Vouchers:	\$54,631.06

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.

Investment Listing
System Year 2019

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	\$100,000.00	0.00%	\$0.00	\$0.00	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD	\$21,013.58	1.75%	\$180.48	\$690.78	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$20,995.35	1.05%	\$129.69	\$470.89	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$104,452.79	2.05%	\$1,051.93	\$3,160.42	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD	\$20,979.88	1.75%	\$180.19	\$802.14	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,714.97	2.25%	\$350.69	\$1,413.64	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 25 month CD	\$21,242.13	1.24%	\$130.93	\$495.07	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,012.20	0.10%	\$19.42	\$28,040.01	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		

End

Minerva Public Library

**June 2019 Financial
Reports**

**Submitted for July 2019
Board Meeting**

Minerva Public Library

July 2019 Financial Reports

**Submitted for August 2019
Board Meeting**

Minerva Public Library
 Summary of Financial Information-July 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<u>Receipts:</u>			
LSTA GRANT	0.00		
Public Library Fund	63,189.81		
Sales Tax	2.00		
Patron Fines & Fees	226.19		
Lost Card/items	23.96		
Copier	630.45		
Fax	48.50		
Unrestricted Contributions	116.67		
Resale	28.50		
Interest	356.11		
Dolly Parton	125.00		
Misc	24.80		
Total *Revenue Ledger	64,771.99		
<u>Expenditures:</u>			
Salaries	32,960.01		
Benefits-Opers	3,365.42		
Medicare	324.59		
Insurance-Medical and Life	30.27		
Other-purchased Contract Services	1,086.80		
Catalog/Processing	217.50		
Programming supplies	179.27		
Adult Books	1,537.01		
Youth Books	3,010.87		
AV Adult	932.87		
AV Downloadable	928.66		
AV Youth	89.84		
Office Supplies	339.86		
Misc			
LSTA GRANT			
Other Purchased Contract Serv	531.50		
Periodicals			
Rent/Lease	186.00		
Telephone	645.18		
Mtn and Repair on Equip	1,527.98		
Other Property Mtn Repair/Security	170.31		
Utilities-Gas, Electric, Water and Trash	2,921.70		
Dues and Memberships	8,998.70		
Property Maintenance and Repair			658.00 Capital 4001-760-750-0000
Property Maintenance and Repair Supplies	624.70		
Travel and Meeting			
Postage			
Bldg Insurance			
LIAN			
Resale Items			
Sales Tax	8.13		
Total Expenditures-Taken from Appropriation Ledger	60,617.17		658.00

Ending Cash Balance:
 Checking/Cash on Hand
 Savings (Chase)
 Certificates of Deposit (CNE)
 Certificates of Deposit (Chase)
 Petty Cash/Registers
 Total

General Account
 119,376.85
 22,015.78
 220,751.23
 4,638.06
 345.00
367,126.93

**Total Pooled Cash
 As of 7/31/19**
 154,549.24
 22,015.78
 220,751.23
 100,000.00
 345.00
497,661.25

Capital Balance
 35,172.38
 95,361.94
130,534.32

Receipts
 Appropriations
Net Position July 2019

Operating
 64,771.99
 60,617.17
4,154.82

Revenue Status

By Fund

As Of 7/31/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$10.19	\$24.81	29.114%
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	\$4,999.00	-\$4,999.00	0.000%
1000-240-0011	Public Library Fund - State(STARK CO.)	\$515,517.00	\$308,988.41	\$206,528.59	59.938%
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$136,919.00	\$83,522.69	\$53,396.31	61.002%
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$16,410.00	\$8,305.67	\$8,104.33	50.613%
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$3,000.00	\$1,839.99	\$1,160.01	61.333%
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$200.00	\$221.49	-\$21.49	110.745%
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$75.00	\$18.00	\$57.00	24.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$2,644.79	\$105.21	96.174%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$200.00	\$16.60	\$183.40	8.300%
1000-399-0397	Other - Patron Fines and Fees(PRINTER PAPER)	\$2,000.00	\$431.36	\$1,568.64	21.568%
1000-399-0398	Other - Patron Fines and Fees(FAX FEE)	\$750.00	\$426.80	\$323.20	56.907%
1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$0.00	\$500.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$2,000.00	\$100.00	\$1,900.00	5.000%
1000-612-2018	Restricted Contributions - Businesses(YOUTH SUMMER READING)	\$0.00	\$1,250.00	-\$1,250.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$1,292.81	\$2,207.19	36.937%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$2,500.00	\$2,399.44	\$100.56	95.978%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$142.83	\$107.17	57.132%
1000-831-2017	Rental of Meeting Rooms(RESTR: DOLLY PARTON LIBRARY)	\$0.00	\$1,050.00	-\$1,050.00	0.000%
1000-871-0000	Refunds for Overpayment	\$75.00	\$52.69	\$22.31	70.253%
1000-872-0000	Insurance Reimbursements	\$500.00	\$78.00	\$422.00	15.600%
1000-892-0000	Other - Miscellaneous Non-Operating	\$100.00	\$533.99	-\$433.99	533.990%
Fund 1000 Sub-Total:		\$687,281.00	\$418,324.75	\$268,956.25	60.867%

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	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$15,000.00	\$0.00	\$15,000.00	0.000%
Fund 4001 Sub-Total:		\$15,000.00	\$0.00	\$15,000.00	0.000%
Report Total:		\$702,281.00	\$418,324.75	\$283,956.25	59.567%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
By Fund
As Of 7/31/2019

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	\$725.70	\$725.70	\$0.00	\$0.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$59.43	\$440.57	11.886%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,000.00	\$4,245.94	\$1,754.06	\$0.00	29.234%
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	\$7,750.00	\$3,284.28	\$4,465.72	\$0.00	57.622%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$12,729.90	\$12,878.51	\$3,751.59	43.864%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$522.00	\$728.00	\$0.00	58.240%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$1,481.04	\$5,859.08	\$164.88	78.069%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$20,616.29	\$14,383.71	\$0.00	41.096%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$126.03	\$573.97	\$0.00	81.996%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$2,633.35	\$5,466.65	\$0.00	67.490%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$181.63	\$3,818.37	\$0.00	95.459%
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%
1000-230-225-0000	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	\$4,875.00	\$278.00	\$447.00	\$4,150.00	9.169%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	100.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$1,354.98	\$645.02	\$0.00	32.251%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$90.74	\$134.26	\$0.00	59.671%
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	\$100.00	\$100.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,274.00	\$0.00	\$5,242.00	\$0.00	100.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$2,446.41	\$962.00	\$1,388.00	\$96.41	56.736%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,700.00	\$2,176.00	\$1,524.00	\$0.00	41.189%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$12,100.00	\$2,687.71	\$9,412.29	\$0.00	77.788%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$903.59	\$34.60	\$868.99	\$0.00	96.171%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$4,000.00	\$2,172.89	\$1,827.11	\$0.00	45.678%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$360.00	\$14.40	\$342.08	\$3.52	95.022%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$16,946.00	\$2,400.85	\$14,545.15	\$0.00	85.832%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$85.00	\$18.87	\$72.42	\$3.71	76.232%
1000-230-520-0000	D Taxes and Assessments	\$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

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As Of 7/31/2019

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	\$50.00	\$200.00	\$0.00	80.0000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.0000%
General Fund Total:		\$0.00	\$0.00	\$715,965.15	\$98,988.13	\$391,112.53	\$225,864.49	54.627%
Fund: Capital Projects								
Pooled Balance:		\$130,534.32						
Non-Pooled Balance:		\$0.00						
Total Cash Balance:		\$130,534.32						
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
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$45,000.00	\$3,300.00	\$0.00	\$41,700.00	0.0000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$2,987.00	\$0.00	\$7,013.00	0.0000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$658.00	\$9,342.00	6.5800%
Capital Projects Fund Total:		\$0.00	\$0.00	\$65,000.00	\$6,287.00	\$658.00	\$58,055.00	1.012%
Report Total:		\$0.00	\$0.00	\$780,965.15	\$105,275.13	\$391,770.53	\$283,919.49	50.165%

Payment Listing

July 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
237-2019	07/01/2019	07/01/2019	CH	BOOK FARM	\$2,382.57	C
238-2019	07/01/2019	07/01/2019	CH	BAKER & TAYLOR BOOKS	\$48.91	C
240-2019	07/03/2019	07/02/2019	CH	PAYCHEX	\$8,298.67	C
241-2019	07/03/2019	07/02/2019	CH	MINERVA TRUE VALUE HARDWARE	\$41.96	C
242-2019	07/03/2019	07/03/2019	CH	PAYCHEX	\$1,099.80	C
243-2019	07/03/2019	07/03/2019	CH	PAYCHEX	\$469.44	C
244-2019	07/03/2019	07/03/2019	CH	PAYCHEX	\$27.50	C
245-2019	07/05/2019	07/09/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
246-2019	07/08/2019	07/09/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,846.53	C
247-2019	07/05/2019	07/09/2019	CH	PAYCHEX	\$37.82	C
248-2019	07/09/2019	07/09/2019	CH	STARK COUNTY TREASURER	\$8.13	C
249-2019	07/09/2019	07/09/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$62.65	C
250-2019	07/09/2019	07/09/2019	CH	QUILL CORPORATION	\$129.96	C
251-2019	07/09/2019	07/09/2019	CH	MINERVA TRUE VALUE HARDWARE	\$6.67	C
252-2019	07/09/2019	07/09/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	C
253-2019	07/09/2019	07/09/2019	CH	MIDWEST TAPE	\$928.66	C
254-2019	07/09/2019	07/09/2019	CH	DAMON INDUSTRIES INC	\$107.20	C
255-2019	07/09/2019	07/09/2019	CH	DEMCO, INC.	\$217.50	C
256-2019	07/09/2019	07/09/2019	CH	KISHMAN'S IGA	\$9.78	C
257-2019	07/09/2019	07/09/2019	CH	J & D Cleaning Service	\$1,086.80	C
258-2019	07/16/2019	07/16/2019	CH	FIRST COMMUNICATIONS	\$645.18	C
259-2019	07/16/2019	07/16/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
260-2019	07/16/2019	07/16/2019	CH	NEO-RLS	\$1,470.00	C
261-2019	07/16/2019	07/16/2019	CH	Graphic Enterprises Office Solutions, Inc	\$1,343.98	C
262-2019	07/18/2019	07/18/2019	CH	COLUMBIA GAS OF OHIO	\$439.55	C
263-2019	07/18/2019	07/18/2019	CH	PAYCHEX	\$1,119.60	C
264-2019	07/18/2019	07/18/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
265-2019	07/18/2019	07/18/2019	CH	PAYCHEX	\$81.35	C
266-2019	07/18/2019	07/18/2019	CH	AMERICAN ELECTRIC POWER	\$2,378.15	C
267-2019	07/17/2019	07/18/2019	CH	PAYCHEX	\$8,585.55	C
268-2019	07/18/2019	07/18/2019	CH	AMAZON	\$990.75	C
269-2019	07/18/2019	07/18/2019	CH	AMAZON	\$455.31	C
270-2019	07/18/2019	07/18/2019	CH	TREASURER, STATE OF OHIO	\$360.00	C
271-2019	07/19/2019	07/22/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$2,922.74	C
272-2019	07/24/2019	07/24/2019	CH	CHASE CARD SERVICES	\$960.64	C
273-2019	07/26/2019	07/26/2019	CH	Solid Waste And Recycling	\$104.00	C
274-2019	07/26/2019	07/26/2019	CH	CENTER POINT LARGE PRINT	\$189.56	C
275-2019	07/26/2019	07/26/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$126.00	C
276-2019	07/26/2019	07/26/2019	CH	Graphic Enterprises Office Solutions, Inc	\$65.63	C
277-2019	07/26/2019	07/26/2019	CH	SimplexGrinnell	\$79.41	C
278-2019	07/26/2019	07/26/2019	CH	RENTWEAR, INC.	\$44.31	C
279-2019	07/30/2019	07/30/2019	CH	AMERICAN HERITAGE LIFE INSURANCE C.	\$195.98	C
280-2019	07/30/2019	07/30/2019	CH	CENTER POINT LARGE PRINT	\$120.10	C
281-2019	07/31/2019	08/01/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
282-2019	07/31/2019	08/01/2019	CH	PAYCHEX	\$9,979.07	C
6733	07/10/2019	07/10/2019	AW	BAKER & TAYLOR BOOKS	\$445.47	C

Payment Listing

July 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
6734	07/16/2019	07/16/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	C
6735	07/16/2019	07/16/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	C
6736	07/18/2019	07/18/2019	AW	STANDARD PLUMBING AND HEATING CO	\$255.00	C
6737	07/18/2019	07/18/2019	AW	BAKER & TAYLOR BOOKS	\$730.98	C
6738	07/18/2019	07/18/2019	AW	TREASURER, STATE OF OHIO	\$7,528.70	C
6739	07/22/2019	07/22/2019	AW	JENNIFER L. BATES	\$8.72	C
6740	07/26/2019	07/26/2019	AW	BAKER & TAYLOR BOOKS	\$321.30	O
6741	07/29/2019	07/29/2019	AW	PETTY CASH	\$22.50	C
Total Payments:					\$61,275.17	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$61,275.17	

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 7/31/2019

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	52.860%	\$367,126.93	\$220,751.23	\$146,375.70
4001	Capital Projects	47.140%	\$130,534.32	\$0.00	\$130,534.32
All Funds Total			\$497,661.25	\$220,751.23	\$276,910.02
Pooled Investments					\$122,015.78
Secondary Checking Accounts					\$345.00
Available Primary Checking Balance					\$154,549.24

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2019

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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 Junbo	\$100,000.00	0.00%	\$0.00	\$0.00	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD	\$21,043.48	1.75%	\$210.38	\$720.68	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,033.87	1.05%	\$168.21	\$509.41	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$104,627.21	2.05%	\$1,226.35	\$3,334.84	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD	\$21,009.73	1.75%	\$210.04	\$831.99	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,773.15	2.25%	\$408.87	\$1,471.82	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 25 month CD	\$21,263.79	1.24%	\$152.59	\$516.73	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,015.78	0.10%	\$23.00	\$28,043.59	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		

End

Minerva Public Library

July 2019 Financial Reports

**Submitted for August 2019
Board Meeting**