

Minerva Public Library Board of Trustees
September, 2019 Regular Meeting
September 18, 6:30 pm in the Library Board Room

Call to Order
Adjustments to the Agenda
Public Participation

Minutes: Approve minutes of the August 28, 2019 Board Meeting.

Ongoing Business

LED Project: HEAT installers appeared by surprise on 09/09 to change out the can lights and the U-Tube fixtures. The library does not have the latter type of fixture. Installers did change the can lights over to LEDs. All that's left now are the two-foot tube fixtures and the four-foot fixtures in the perimeter rooms downstairs that were overlooked in July.

Parking Lot: Vasco Asphalt sealed the parking lot on Sunday, 09/08, and then returned the following evening to stripe.

Strategic Plan Update: Minerva Historical Society has football exhibit in the display case. GED classes have started, Tuesday through Thursday mornings in the Community Meeting Room. St. Luke's has their first cart of books enjoy.

Fiscal Officer's Report

Accept: Monthly financial reports for August, 2019.

PLF Distribution:

2019 Net Operating Position

August Revenue	=	\$54,804	Year to Date Revenue	=	\$473,119
August Expenses	=	\$50,637	Year to Date Expenses	=	\$441,750
Difference		\$ 4,167			\$ 31,369

Unique Management: \$62.70 for 6 placements in August.

New Business

Transition: Audrey Keister, part-time Library Associate I in Youth Services, is resigning with her last day of work 09/28. We have posted this position.

Window Washing: the library has entered into an agreement with Ted Fellows to clean the outside of the library's windows once a month. He and his wife do the windows at the YMCA and the Chamber of Commerce among other places in town.

Accept the agreement with Ted Fellows to clean the library windows at a rate of \$110 a month.

Sculpture: Denise Freeland contacted the library about providing a site on the lawn to display an outdoor sculpture that was created several years ago to honor Sarah Stanley. Originally displayed on Village Hall, it has since been taken down and refurbished. Arts in Stark would handle the installation and carry the insurance. The Stanley family is reviewing possible sites, and Denise just wanted to see if the library would be open to this project. Photos of the possible lawn site and the sculpture are included in the Board packet.

Financial Planning: As part of the budget planning for 2020, a summary of revenues and expenditures for the last several years, and wage history, is provided for discussion. The 2020 wage proposal is also included for review.

Correspondence

None this month.

Director's Report

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

Library Statistics: Door counts were up 13.78% for August and are now running 6.8% ahead year-to-date. In-house circ was down again, 3.6%, but increased loans to other libraries and increased downloadable content circ meant the total circ decline was 1% for the month and 2.4% year-to-date. So far this year, door counts have been up quite a bit every month but June, while total circ has seen small declines in every month except May and July.

Gifts

August Restricted Individual Contributions to the General Fund	\$ 0.00
August Unrestricted Individual Contributions to the General Fund	\$ 77.85
Total Restricted and Unrestricted	\$ 293.42

August In-kind Gifts

anonymous

22 hardcovers; 21 trade
paperbacks; 5 mass market
paperbacks

Adjourn

The next Regular Board Meeting will be held on October 23, 2019 at 6:30 pm in the Minerva Public Library Board Room.

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

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm
Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Repella, Diane Ruff, Dick Rutledge; Becky Miller arrived at 6:35. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation: none

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

Minutes: Ms. Birks moved to approve minutes of the June 26, 2019 Board Meeting. Seconded by Dr. Beard. Motion carried.

Ongoing Business

LED Project: Mr. Dillie informed the Board that the HEAT installers were back at the library on July 8 and 9 to rewire the 2-bulb fixtures on the main floor and downstairs and install the LED bulbs. 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 scheduled 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

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

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 August 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

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 from Unique detailing the last 12 months of activity and summarizing the cumulative return since 2006 is included in the Board Packet. Mr. Dillie explained that the money shown as collected is money paid by patrons to the library in response to the collection notices patrons receive from Unique. Money listed as waived is charges forgiven by the library. Unique also lists the value of overdue or billed items that have been returned to the library in response to notices.

Reallocate Appropriated Funds: The library has hired J & D Cleaning to maintain the restrooms instead of hiring another custodian. Money that was appropriated for Custodian wages for the position held by now-retired Rich Brown can be moved to the contract services account in order to pay the cleaning company. Because wages and services accounts are not in the saem account group, the Board must approve any transfer.

Dr. Beard moved to approve the 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. Ms. Ruff seconded. Motion carried.

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 form specific sources in the next fiscal year, and plans to spend it. A copy of the budget is included in the Board Packet. Normally this budget is approved at the May meeting. Since that

meeting was cancelled, Mr. Dillie and Ms. Davies lost track of this task, hence the delay in presenting to the Board.

Ms. Birks moved to approve the 2020 Tax Budget as Presented. Ms. Miller seconded. Motion carried.

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

Ms. Miller moved to accept the agreement with Vasco Asphalt in the amount of \$2,987.00 to seal and stripe the parking lot. Ms. Repella seconded. Motion carried.

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. Mr. Dillie met with their representatives on a visit here 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.

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 without recommending any service or replacement. It should be replaced, and the library has ordered the work from Standard.

Ms. Ruff moved to accept the maintenance agreement with Standard Plumbing and Heating at a cost of \$6,500.00 per year and the quote of \$5240.00 for replacing the worn out AC compressor. Ms. Birks seconded. Motion carried.

Security Incident: Mr. Dillie updated 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. The library's presentation to the Budget Commission emphasized the reduction in distribution from 20% to 15% was going to make it difficult in the long term for the library to maintain its building and operations. Mr. Dillie pointed out to the Budget Commission that the library is operating more effectively and efficiently than CCDL in a variety of measures, and that it would be helpful to have funding levels returned to the rates that were in place for thirty years. Mr. Dillie reported that the library had just received yesterday, 08/27, the Certificate of Resources for 2020 from the Carroll County Auditor, and the PLF distribution was still set at 15%.

September Meeting: Mr. Dillie would like to move next month's Board meeting to either Wednesday, September 18 or Tuesday, September 24. He is attending the Ohio Library Council annual Convention in Cincinnati which this year runs from September 25-27; the Convention usually meets in the first half of October, so there hasn't in the past been a conflict with the Board meeting.

Ms. Birks moved to change the September Regular Board meeting date to September 18. Dr. Beard seconded. Motion carried.

Correspondence

A copy of the letter sent earlier this summer 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 June, 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

\$ 293.42

June and July In-kind Gifts

anonymous

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

Adjourn

Mr. Rutledge moved to adjourn the meeting. Ms. Miller seconded. Motion carried. Meeting adjourned at 7:40 pm.

The next Regular Board Meeting will be held on September 18, 2019 at 6:30 pm in the Minerva Public Library Board Room.

Minerva Public Library

August 2019 Financial Reports

Submitted for the September 2019 Board Meeting

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

Minerva Public Library
 Summary of Financial Information- August 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<u>Receipts:</u>			
<u>LSTA GRANT</u>			
Public Library Fund	51,419.88		
Sales Tax	1.43		
Patron Fines & Fees	361.54		
Lost Card/items	31.95		
Copier	443.95		
Fax	78.00		
Contributions	77.85		
Resale	19.57		
Interest	2,253.97		
printer /paper	6.10		
Meeting Room-Dolly Parton	100.00		
misc			
Total *Revenue Ledger	54,794.24		
<u>Expenditures:</u>			
<u>Salaries</u>	26,328.25		
Benefits-Opers	5,130.66		
Medicare	534.94		
Insurance-Medical and Life	4,946.80		
Catalog/Processing	996.94		
Programming supplies	242.22		
Adult Books	1,487.52		
Youth Books	799.61		
AV Adult	180.54		
AV Downloadable	1,080.76		
AV Youth	0.00		
Library Material Repair	799.10		
	299.62		
Other Purchased Contract Serv	1,553.10		
Purchased and Contract Services-Restricted Dolly Parton			
Periodicals			
Rent/Lease	186.00		
Telephone	656.48		
Mtn and Repair on Equip	1,809.00		
Other Property Mtn Repair/Security	130.52		5,885.00
Utilities-Gas, Electric, Water and Trash	2,872.06		
Property Taxes			
Property Maintenance and Repair Supplies	97.35		
Postage	5.65		
Resale Supplies			
UAN			
Total Expenditures-Taken from Appropriation Ledger	50,637.12		5,885.00

<u>Ending Cash Balance:</u>			
Checking/Cash on Hand			150,567.39
Savings (Chase)	121,280.01	29,287.38	22,019.04
Certificates of Deposit (CNB)	22,019.04		221,115.81
Certificates of Deposit (Chase)	221,115.81	95,361.94	101,885.83
Petty Cash/Registers	6,523.89		345.30
Total	345.30		
FUND STATUS	<u>371,284.05</u>	<u>124,649.32</u>	<u>495,933.37</u>

Receipts	54,794.24	473,119.00	
Appropriations	50,637.12	441,750.00	
Net Position Aug 2019	4,157.12	Year-to-Date	32,369.00

Month

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Status
 By Fund
 As Of 8/31/2019

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Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$11.62	\$23.38	33.2000%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.0000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$4,999.00	-\$4,999.00	0.0000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$515,517.00	\$348,627.84	\$166,889.16	67.627%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$136,919.00	\$94,041.32	\$42,877.68	68.684%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$16,410.00	\$9,567.49	\$6,842.51	58.303%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$3,000.00	\$2,201.53	\$798.47	73.384%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$239.44	-\$39.44	119.720%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$32.00	\$43.00	42.667%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$3,088.74	-\$338.74	112.318%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.0000%
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	\$437.46	\$1,562.54	21.873%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$750.00	\$504.80	\$245.20	67.307%
1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$0.00	\$500.00	0.0000%
1000-612-0000	Restricted Contributions - Businesses	\$2,000.00	\$100.00	\$1,900.00	5.0000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$0.00	\$1,250.00	-\$1,250.00	0.0000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.0000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$1,370.66	\$2,129.34	39.162%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.0000%
1000-701-0000	Interest or Dividends on Investments	\$2,500.00	\$4,653.41	-\$2,153.41	186.136%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$162.40	\$87.60	64.960%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$1,150.00	-\$1,150.00	0.0000%
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	\$473,118.99	\$214,162.01	68.839%

Revenue Status

By Fund
As Of 8/31/2019

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	\$473,118.99	\$229,162.01	67.369%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

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By Fund
 As Of 8/31/2019

Fund: General \$150,167.94
 Pooled Balance: \$221,116.11
 Non-Pooled Balance: \$371,284.05
 Total Cash Balance:

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	\$52,634.10	\$32,258.90	62.0011%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$25,334.98	\$13,130.02	65.8655%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$130,395.40	\$55,196.60	70.2559%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$1,938.71	\$9,061.29	17.6255%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$20,808.00	\$0.00	\$14,559.25	\$6,248.75	69.9699%
1000-110-211-0000	D Chic Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$31,751.89	\$16,818.73	65.3733%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,030.53	\$0.00	\$3,200.26	\$1,830.27	63.6177%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$10,748.41	\$27,252.59	\$0.00	71.7155%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$128.02	\$256.98	\$0.00	66.7485%
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	16.4233%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	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%
1000-110-390-0000	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	\$1,113.20	\$1,386.80	\$0.00	55.4722%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$184.46	\$2,815.54	\$0.00	93.8515%
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 Chic 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%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

By Fund

As Of 8/31/2019

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
1000-120-224-0000	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	\$7,946.49	\$12,772.16	\$2,281.35	55.531%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$22,000.00	\$596.68	\$10,455.35	\$10,947.97	47.524%
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	\$12,229.60	\$1,003.79	\$5,236.77	\$5,989.04	42.820%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$16,614.30	\$8,843.73	\$7,656.27	\$114.30	46.082%
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	\$390.37	\$2,929.43	\$2,680.20	48.824%
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%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$799.10	\$0.00	\$799.10	\$0.00	100.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$51.07	\$59.43	\$389.50	11.886%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL)}	\$0.00	\$0.00	\$6,697.00	\$3,946.00	\$2,751.00	\$0.00	41.078%
1000-210-110-0005	D Salaries(SERVICE WORKERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-110-0000	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	\$2,627.80	\$5,122.20	\$0.00	66.093%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$10,920.90	\$14,687.51	\$3,751.59	50.026%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$418.00	\$832.00	\$0.00	66.560%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$1,350.52	\$5,989.60	\$164.88	79.808%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$18,383.99	\$16,616.01	\$0.00	47.474%
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	\$2,097.59	\$6,002.41	\$0.00	74.104%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$6,925.00	\$4,940.00	\$1,235.00	\$750.00	17.834%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$84.50	\$3,915.50	\$0.00	97.888%
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%
1000-230-223-0000	Dental Insurance	\$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

9/12/2019 3:57:46 PM
JAN V2019.2

By Fund
As Of 8/31/2019

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
1000-230-224-0000	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	\$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	\$85.09	\$139.91	\$0.00	62.182%
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	\$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	\$2,411.41	\$776.00	\$1,574.00	\$61.41	65.273%
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	\$2,432.26	\$9,667.74	\$0.00	79.899%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & IT)	\$0.00	\$0.00	\$938.59	\$0.00	\$931.64	\$6.95	99.260%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$1,873.27	\$2,126.73	\$0.00	53.168%
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	\$2,400.85	\$14,545.15	\$0.00	85.832%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$18.87	\$72.42	\$3.71	76.232%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$50.00	\$200.00	\$0.00	80.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$715,965.15	\$91,365.52	\$441,749.65	\$182,849.98	61.700%

Fund: Capital Projects
Pooled Balance: \$124,649.32
Non-Pooled Balance: \$0.00
Total Cash Balance: \$124,649.32

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 8/31/2019

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
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$45,000.00	\$29,702.48	\$5,885.00	\$9,412.52	13.078%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$2,987.00	\$0.00	\$7,013.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$658.00	\$9,342.00	6.580%
	Capital Projects Fund Total:	\$0.00	\$0.00	\$65,000.00	\$32,689.48	\$6,543.00	\$25,767.52	10.066%
	Report Total:	\$0.00	\$0.00	\$780,965.15	\$124,055.00	\$448,292.65	\$208,617.50	57.402%

Payment Listing

August 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
283-2019	08/01/2019	08/01/2019	CH	PAYCHEX	\$87.95	C
284-2019	08/01/2019	08/01/2019	CH	PAYCHEX	\$1,372.69	C
285-2019	08/01/2019	08/01/2019	CH	BAKER & TAYLOR BOOKS	\$113.13	C
286-2019	08/05/2019	08/05/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,971.29	C
287-2019	08/06/2019	08/09/2019	CH	FIRST COMMUNICATIONS	\$656.48	C
288-2019	08/15/2019	08/15/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$2,886.40	C
289-2019	08/15/2019	08/15/2019	CH	AMERICAN ELECTRIC POWER	\$2,232.30	C
290-2019	08/15/2019	08/15/2019	CH	PAYCHEX	\$1,294.02	C
291-2019	08/15/2019	08/15/2019	CH	PAYCHEX	\$83.75	C
292-2019	08/14/2019	08/15/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
293-2019	08/14/2019	08/15/2019	CH	PAYCHEX	\$9,227.00	C
294-2019	08/15/2019	08/15/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
295-2019	08/15/2019	08/15/2019	CH	MINERVA AREA CHAMBER OF COMMERCE	\$120.00	C
296-2019	08/15/2019	08/15/2019	CH	MIDWEST TAPE	\$1,080.76	C
297-2019	08/15/2019	08/15/2019	CH	BAKER & TAYLOR BOOKS	\$377.03	C
298-2019	08/15/2019	08/15/2019	CH	BAKER & TAYLOR BOOKS	\$1,102.41	C
299-2019	08/15/2019	08/15/2019	CH	SimplexGrinnell	\$3,300.00	C
300-2019	08/15/2019	08/15/2019	CH	AMERICAN HEATTEK CORPORATION	\$1,625.00	C
301-2019	08/19/2019	08/19/2019	CH	BAKER & TAYLOR BOOKS	\$25.82	C
302-2019	08/19/2019	08/19/2019	CH	BAYSCAN TECHNOLOGIES	\$186.00	C
303-2019	08/22/2019	08/22/2019	CH	COLUMBIA GAS OF OHIO	\$535.76	C
304-2019	08/22/2019	08/22/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$84.00	C
305-2019	08/22/2019	08/22/2019	CH	RENTWEAR, INC.	\$46.52	C
306-2019	08/22/2019	08/22/2019	CH	CENTER POINT LARGE PRINT	\$97.38	C
307-2019	08/22/2019	08/22/2019	CH	QUILL CORPORATION	\$74.18	C
308-2019	08/22/2019	08/22/2019	CH	AMAZON	\$499.65	C
309-2019	08/22/2019	08/22/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	C
310-2019	08/23/2019	08/22/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$62.65	C
311-2019	08/23/2019	08/23/2019	CH	SHOWCASES	\$113.94	C
312-2019	08/23/2019	08/23/2019	CH	CHASE CARD SERVICES	\$103.55	C
313-2019	08/26/2019	08/26/2019	CH	BAKER & TAYLOR BOOKS	\$234.46	C
314-2019	08/26/2019	08/26/2019	CH	Solid Waste And Recycling	\$104.00	C
315-2019	08/26/2019	08/26/2019	CH	Printing Concepts	\$697.00	C
316-2019	08/27/2019	08/27/2019	CH	BAKER & TAYLOR BOOKS	\$336.90	C
317-2019	08/30/2019	08/30/2019	CH	ALLIED INFOTECH	\$799.10	C
318-2019	08/15/2019	09/12/2019	CH	J & D Cleaning Service	\$1,235.00	C
319-2019	08/28/2019	09/12/2019	CH	PAYCHEX	\$9,519.27	C
320-2019	08/28/2019	09/12/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
321-2019	08/28/2019	09/12/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,937.72	C
322-2019	08/29/2019	09/12/2019	CH	PAYCHEX	\$1,334.66	C
323-2019	08/27/2019	09/12/2019	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$195.98	C
324-2019	08/29/2019	09/12/2019	CH	PAYCHEX	\$83.85	V
324-2019	08/30/2019	09/12/2019	CH	PAYCHEX	-\$83.85	V
325-2019	08/30/2019	09/12/2019	CH	PAYCHEX	\$83.75	C
6742	08/01/2019	08/01/2019	AW	HEAT TOTAL FACILITY SOLUTIONS, INC.	\$2,585.00	C
6743	08/23/2019	08/23/2019	AW	PETTY CASH	\$28.00	C

Payment Listing

August 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
6744	08/27/2019	08/27/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	C
6745	08/27/2019	08/27/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	C
6746	08/27/2019	08/27/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,916.53	C
Total Payments:					\$56,522.12	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$56,522.12	

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

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As Of 8/31/2019

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	54.643%	\$371,284.05	\$221,116.11	\$150,167.94
4001	Capital Projects	45.357%	\$124,649.32	\$0.00	\$124,649.32
All Funds Total			\$495,933.37	\$221,116.11	\$274,817.26
Pooled Investments					\$123,904.87
Secondary Checking Accounts					\$345.00
Available Primary Checking Balance					\$150,567.39

MINERVA PUBLIC LIBRARY, STARK COUNTY
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 8/2/20	\$101,885.83	1.30%	\$1,885.83	\$1,885.83	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 01/	\$21,074.42	1.50%	\$241.32	\$751.62	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,073.74	1.05%	\$208.08	\$549.28	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$104,807.75	2.05%	\$1,406.89	\$3,515.38	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD	\$21,040.62	1.75%	\$240.93	\$862.88	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,833.38	2.25%	\$469.10	\$1,532.05	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 25 month CD	\$21,286.20	1.24%	\$175.00	\$539.14	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,019.04	0.10%	\$26.26	\$28,046.85	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		

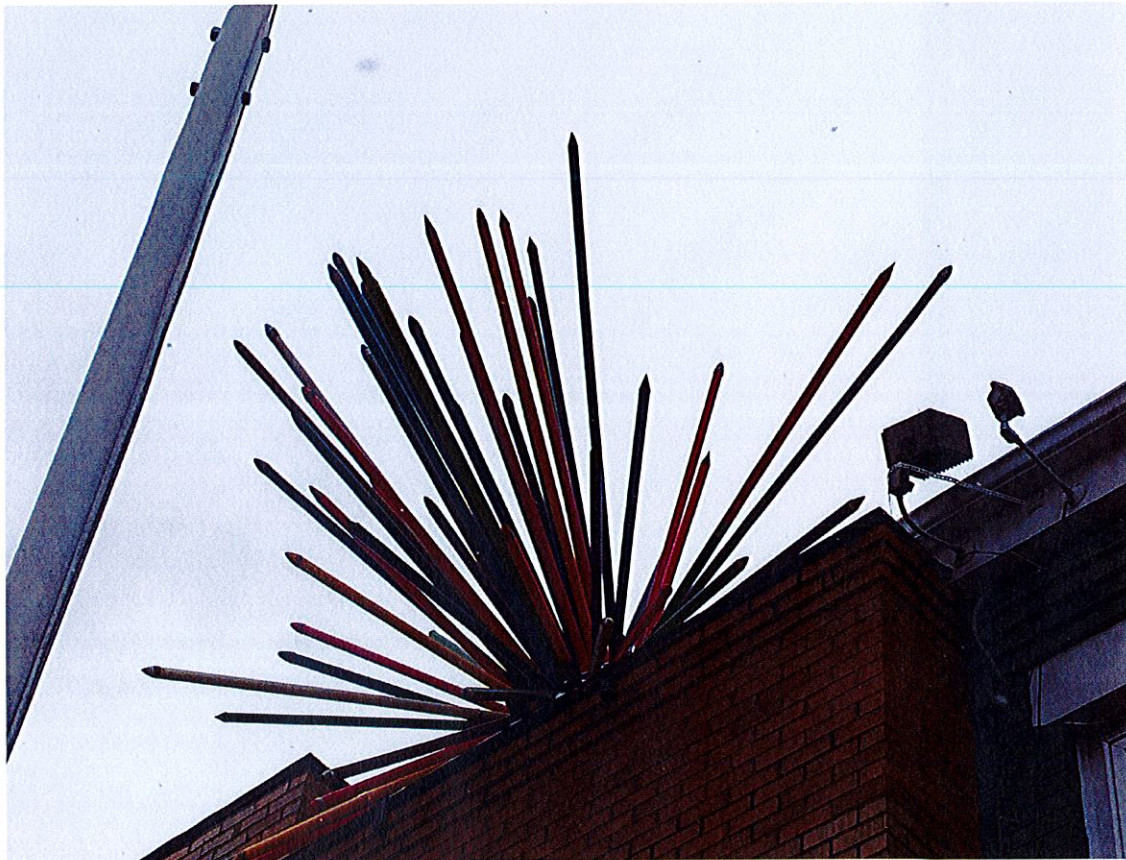
End

Minerva Public Library

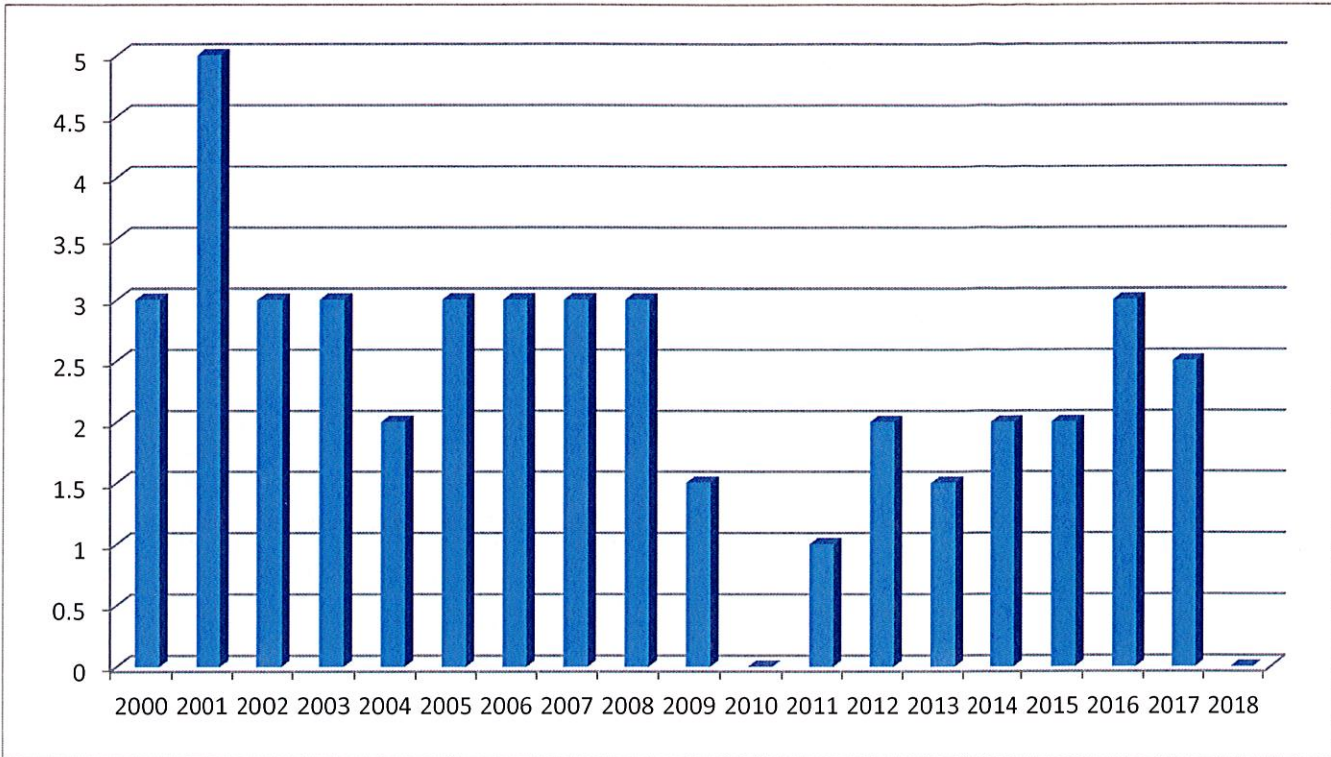
**August 2019 Financial
Reports**

**Submitted for September
2019 Board Meeting**

Library Lawn Site for Stanley Sculpture 09-19



COLA Increases by Percentage
2000-2018



Pay Year	%
2000	3
2001	5 average of raises given as dollar amount not percentage increase
2002	3
2003	3
2004	2
2005	3 average of raises given as dollar amount not percentage increase
2006	3
2007	3
2008	3
2009	1.5 15% cut in hours August-December=5.7% annualized pay cut
2010	0 10 % cut in hours, four furlough days=11.5% pay cut
2011	1 5% cut in hours, four furlough days=6.5% pay cut; raise effective 7/11/11
2012	2 four furlough days=1.5% pay cut
2013	1.5 four furlough days=1.5% pay cut; new wage classification table implemented
2014	2
2015	2
2016	3
2017	2.5
2018	0 10% cut in hours worked beginning Pay Period 5, February 12= 8.5% annualized pay cut

2013 Wage Table with Librarian Position added 04-15

Classification	Base	Midpoint	Top	Spread as	
				Spread	% of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Librarian	\$13.48	\$15.78	\$18.08	\$4.60	25.40% new position hired 08-15
Deputy Fiscal Officer	\$14.21	\$16.58	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$18.08	\$20.66	\$5.16	24.98%

Wage Table Effective for Pay Year 2020

Classification	Base	Midpoint	Top	Spread as	
				Spread	% of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$9.05	\$10.78	\$12.25	\$3.20	26.12%
Library Associate II	\$12.70	\$15.43	\$18.15	\$5.45	30.03%
Librarian	\$13.61	\$15.88	\$18.15	\$4.54	25.40%
Deputy Fiscal Officer	\$12.70	\$15.43	\$18.15	\$5.45	30.03% [no separate hire now]
Manager	\$18.15	\$21.18	\$24.70	\$6.55	26.52%
Director	\$24.70	\$28.82	\$32.93	\$8.23	24.99%

Held

Continued:

Village of Magnolia: Did not request a hearing.

Village of Malvern: Did not request a hearing.

Village of Minerva: 10:24 am Patti Willoughby, Clerk, appeared. They go through Stark County. They have a company that makes pre-tax payments that they had to pay back over \$700,000 last year. They hired a service director. The general fund percentage looks higher. They are going to do West Lincoln Way water lines next year. They have a grant for this. They are also going to do North Market water line. Lynn Fairclough said that Minerva has nice parks. Patti stated that they have more park equipment coming in and they have a grant for this. The pool has a \$30,000-\$40,000 loss annually.

Village of Sherrodsville: Valerie Gardner, Clerk, appeared and stated that there is a change in leadership. Michelle Higgenbotham is the new Mayor. There are mud slides, sink holes, and wash outs all from the storm damage. Street issues are first. They have some younger council members now. There is one more spot to fill in the August meeting. Park equipment is going to be donated from Conotton Valley Schools. They received donations of land by the ballfield. They met with AEP and set up an emergency meeting location at the Lions Club. Lynn Fairclough stated that the HB62 local gas tax estimation is \$6,318. Valerie stated that they have some old levies and said that they would be more likely to vote yes with the new spur of movement in the village.

Carrollton Public Library: Ellen Finnicum, Carl Winters, Avery Shiflett, and Ken Scott were present. Ellen Finnicum began by passing out a packet to members and briefly went over each page. She thanked the members for the percentages and the way that they were done it made a wonderful difference for them with the 75%. She said that the largest portion is Carroll County for PLF distribution. She stated that each Minerva and Bowerston are standalone libraries with one building where Carroil County has the Carrollton, Malvern, and Bookmobile. With the extra money that they have received, they were able to hire an extra person at the library and do the maker space area. They are very excited about this. They received a grant from Ashton's and the Civic Club donated money as well. They wanted to do something for young adults and adults. The Bookmobile will be traveling to the Jr. High every week and will also be traveling to the high school. They still visit 7 schools and 10 senior facilities along with other community stops and Amish stops. They are doing collaborative book fairs. Lynn Fairclough asked if they were going to keep serving Conotton Valley School. Ellen stated that they couldn't leave any child behind and they are going to continue to travel there. She also stated that they would like to be able to open the Malvern branch back up on Wednesday and Saturday the whole day. Carl Winters added that they are the school library. Ellen stated that they have purchased more materials for young adults and adults for the Bookmobile to account for the changes.

*Held***Continued:**

Minerva Public Library: 11:10 am Christina Davies, Thomas Dillie, and Roger Bartley were present. Members received a copy of their budget and other public library survey pamphlets. Thomas Dillie stated that the pamphlet has been updated from last year. At the end of the month, they are going to start the Dolly Parton Imagination Library. A number of libraries are doing this already. Any child between the ages of birth and age of 5 can be signed up for this program and will receive a book a month. They are not using operating money to fund this, they are asking for donations. The change in the distribution from the Carroll County share PLF cost them \$45,000 in 2018 and projecting \$47,000 in 2019. In 2018, due to the reduction, Thomas stated that they cut \$45,000 from their budget right away by cutting staff and materials. They did end up with a surplus at the end of the year of \$54,000 due to an increase of PLF and a couple of staffing positions have that been eliminated. So far this year they are running around \$27,000 to the good. They are replacing all of the lights in the building with LED's, a/c that needs replaced, parking lot repairs, sprinkler system that needs repaired, laptops that need replaced, and fencing. The roof that was new in 2003, may start to need repairs. Thomas stated that he would like to return the distributions to what they had been in the past years prior to 2018, the 70, 20, 10 split. Minerva circulates more than any of the other libraries. They circulate more than Carroll County. They have cut staffing, but the capital expenditures are eating at the budget. The restoration back to the 20% would allow them to build back up for capital expenses. Jeff Yeager asked if there were any thoughts or comments.

Bowerston Public Library: 11:25 am Dianne Cole, Teresa Love, and Terry Scott attended. Teresa Love passed out copies of their budget. She stated that they pretty much just rounded up the PLF 4% as they know that it is pretty stable for the last so many. There is some carryover money, but they do have some projects. Lynn Fairclough stated that what she came up with was \$94,700, which is close to the \$95,000 that you had. Dianne Cole stated that they are putting in carpet this year. They are also going to seal the parking lot. They have put in all new lighting with AEP through an incentive plan that they do with LED lighting. They have added hours to their staff and maybe adding another person. The new school wants them to move the library, but now they are discussing possibly putting in a branch. They have the bookmobile coming from Carroll. Terry Scott stated that the board needs to decide what to do about the branch with the new school. They have improved the handicapped railing and bathrooms to make them ADA compliant.

After all of the hearings were concluded, members discussed in length the distribution for the libraries. Jeff Yeager asked if there was any reason that there should be a change made. Lynn Fairclough stated that Minerva has one location and Carrollton has two locations and the Bookmobile. Jeff Yeager stated that none of the libraries really talked about struggling with having to meet their budgets. Steve Barnett stated that he thinks Minerva and Carroll County are comparably funded for next year. If there is ever a need, Bowerston has it. Steve Barnett made the motion to keep the libraries the same for another year, Lynn Fairclough seconded, all in favor and motion passed.

THE DISTRIBUTION FOR LOCAL GOVERNMENT IS ON PAGE 421.

With no further business to discuss, Lynn Fairclough made the motion to adjourn, Jeff Yeager seconded, all were in favor and the meeting was adjourned.

Director's Report—September, 2019

Building and Grounds—Vasco Asphalt sealed and striped the parking lot, and they did a good job. The installers were back on 09/09 thinking they were going to finish up the project; since they were told to bring the wrong bulbs, they didn't finish up. They did however swap out the can lights. The left hand door of the dumpster corral is hanging by one hinge now. I've e-mailed R.F Fence in Alliance, which did the new chain link between the library and the school, and asked if someone could come down and look over our fencing needs.

Staffing: Audrey Keister, part-time in Youth Services, is resigning her regular position, although she does want to keep working as a substitute. I have posted the position and hope to get someone hired sooner rather than later. Since Jan Oneacre is taking time off to help her daughter with their new twins, Youth Services is already short-handed.

Technology: We had a firewall problem the morning of 09/11 and lost access to the internet. Jennifer worked on it all afternoon, with multiple calls to the firewall company for tech support. She ended up calling SEO to see if their IT staff had any suggestions, and a couple of SEO tech staff then drove up from Caldwell early Thursday and spent the morning here working with Jennifer. They got things up and running again just before noon, and were able to help Jennifer sort out some configuration problems.

Programs: The three Alzheimer's education programs had very good attendance, and we will have additional classes in the spring. The first adult program of the season, on Ohio wetlands presented by the McKinley Museum, had only two patrons attend. The Museum is now requiring advance registration of ten people before booking a program, so I don't plan to use that speaker's bureau again unless we really can guarantee attendance.

Meetings—I'll attend the annual OLC Convention and Expo in Cincinnati from 09/25-09/27.

September 2019 Youth Services Report

Preschoolers and families enjoyed a little Farm FUN on the last Wednesday in August. After a good round of Old Macdonald with Sarah pulling animals from a bag, families toured the department to make crafts, play games and experience activities with a farm theme. SPARK tutors set up a table to provide information to families about their Kindergarten readiness program.

Minerva Elementary School visits are underway. The Minerva Middle School librarian scheduled Sarah to visit once per quarter to present book and programming information. The library also provides daily after school programming for interested Middle and High school students. The partnership with the YMCA Preschool continues with a weekly story and song. The Sensory SPOT, Story Time, and Book Beginnings complete the regular schedule.

LEGO Day returned to the line-up after a large donation of LEGO Friends bricks and sets from staff member, Kendra Selby. Upcoming programming includes another interactive movie, *The Addams Family*, and the return of the Halloween House, a graham cracker house decorated with candy.

Community events including Family Fun Day and Meet the Teacher in August, and Oktoberfest in September bring opportunities for the library to reach people outside our four walls.

Statistics for August:

Side door count: 404

Reference Questions: 648

Teacher collections: 18/ 499 books

MES: 15 visits 370

YMCA Preschool: 1 program 15

Book Beginnings: 3 programs 66

After School 8 programs 67

Additional Programs: Pool Party 64, Family Fun Day 108, Meet the Teacher 75,

Farm FUN 42

Donations added in August: 1 paperback, 2 hard covers

Study Rooms Use: 12

Other Questions: 107

Outreach: 3 visits 75

YMCA DayCare:1 programs 26

Story Time: 3 programs 36

Sensory SPOT: 31

Kathy Heller

Youth Services Manager

9/16/2019