

**Minerva Public Library  
Board of Trustees**

**April, 2020**

**Regular Board Meeting  
Packet**

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

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

**Regular Meeting Business**

**Minutes:** Approve minutes of the February 19, 2020 Regular Board Meeting, and the March 16, 2020 and April 6, 2020 Emergency Board Meetings.

**Note:** the Board did not hold a regular monthly meeting in March.

**Ongoing Business**

**Ohio Governor's Imagination Library Update**

**Strategic Plan Update**

**AEP Rebate Update**

**Library Associate II Position**

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for February and March, 2020.

**PLF Distribution:** the March distribution was \$48,451, a 6.9% increase over the \$45,320 received last March. The April distribution was \$39,315 a 7.5% decrease from the \$42,252 received last year. At the state level, the distribution was 6.7% higher than last March, and 6.2% less than last April.

**2020 General Revenue Net Operating Position**

Feb. Revenue =	\$67,324	Total Annual Revenue =	\$123,453
Feb. Expenses =	<u>\$53,483</u>	Total Annual Expenses =	<u>\$117,388</u>
Difference	\$13,841	Difference	\$ 6,605

March Revenue =	\$49,490	Total Annual Revenue =	\$172,943
March Expenses =	<u>\$43,393</u>	Total Annual Expenses =	<u>\$160,781</u>
Difference	= \$ 6,097	Difference	\$ 12,162

**Unique Management:** \$170.05 for 19 placements in February. \$17.90 for 2 placements in March

### **New Business**

**OLC Institutional Membership Renewal:** the library has renewed its membership in the Ohio Library Council, the statewide professional organization. The dues are calculated .27% of the library's previous year's PLF receipts.

**Accept** the renewal of the library's institutional membership in the Ohio Library Council.

**Ohio Plan Insurance Renewal:** the library's property and liability insurance was due for renewal in March. The library is still receiving discounts but the premium did increase by \$601.

**Accept** the renewal of the property and liability insurance from the Ohio Plan for the 2020-2021 premium year at a cost of 8,274.

**Jan Oneacre's Retirement:** Jan is retiring on April 30 after twenty years' service as an integral part of the Youth Services Department. She began work here on April 11, 2000. The Board will wish to acknowledge Jan's service and contributions to the library.

**Approve Resolution 20-04-01:** to acknowledge and thank Janice Oneacre for her service.

**Families First Corona Virus Response Act:** the FFCRA is a federal law in effect from April 1 through December 31, 2020. The Act requires employers to provide sick leave and Family Medical Leave specifically for COVID-19-related reasons. The Act describes those reasons in detail as well as the leave requirements. All library were e-mailed a copy of the Department of Labor poster explaining this Act's requirements and benefits, and a copy is included in the Board Packet. Because this Act is temporary, the library will not include it in the Employee Handbook, but the Board should acknowledge the Act and the library's compliance.

**Approve Resolution 20-04-02:** the library will comply with the provisions of the FFCRA while it is in effect; these provisions are in addition to the library's current leave policies. Staff will be provided with printed explanations of the Act's requirements and benefits as well as the forms necessary to request leave under the FFCRA.

**Library Revenue during Pandemic:** a summary sheet of the library's operating revenue position and outlook is provided in the Board Packet for review and discussion.

**Library Services and Staffing during Pandemic:** Mr. Dillie will provide a summary of the services the library is offering during the Stay at Home Order and will offer a tentative plan for moving forward with drive-up service.

**Draft Resolution 20-04-03:** the library will resume service at the drive-up window on May 4. The Director will set the number of staff hours for on-site work as he sees fit. Between May 4 and May 31, 2020, Emergency Time will be used to make up any difference between the staffs' on-site work hours and the hours of work required by each staff member's job classification. The Director may require some work from home from staff, and that work will be considered paid for within the Emergency Time.

**Draft Resolution 20-04-04:** the director will use his best judgement in determining whether to open the library building to the public in the month of May, as well as determining what hours the library building is open to the public and what limitations to place on services.

### **Correspondence**

None this month.

### **Director's Report**

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

**Annual Library Statistics:** Door count in February was just under 1% higher than that of February, 2019, putting us at 10.55% up year-to-date then. Checkouts were down but renewals were up leaving in-house circ down .2% for the month. Overall circ was up almost 1% for the month and 2.8% year-to-date. The library closed to patrons on March 17 and offered drive-up service only through the 20<sup>th</sup>. Closed for all on-site services beginning Monday, March 23 and that closing continues to date.

### **Accept Gifts**

#### **February and March Restricted Individual Contributions to the General Fund**

None

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

\$ 275.11\*

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**Total Restricted and Unrestricted**

\$ 275.11

Includes \$100 donated by Vera Godert in memory of Ruby Smith

**In-kind Gifts**

Anonymous

9 hardcovers; 11 trade  
paperbacks; 1 DVD

Joe and Lee Deagan

200+ jigsaw puzzles

Sharon Lewis

1 trade paperback

**Adjourn**

The next Regular Board Meeting will be held on May 27, 2020 at 6:30 pm, the venue to be determined

**Minerva Public Library Board of Trustees**  
**Minutes of the February 19, 2020 Regular Meeting**  
**February 19, 6:30 pm in the Library Board Room**

**Call to Order:** the meeting was called to order by Mr. Rutledge at 6:30 pm in the library Boardroom.

**Attendance:** Library Trustees Jennifer Beard, Virginia Birks, Sarah Repella, Diane Ruff, Dick Rutledge; Library Director, Tom Dillie.

**Adjustments to the Agenda:** none

**Public Participation:** none

**Minutes:** Ms. Birks moved to approve minutes of the January 22, 2019 Board Meeting as presented. Ms. Repella seconded. Motion carried.

**Ongoing Business**

**Ohio Governor's Imagination Library:** Mr. Dillie updated the Board on the Stark County Imagination Library project. Minerva currently has 23 kids registered, bringing us ever closer to the 10% cap of 29 registrations. The revised MOU approved last month by the Board does not mention limiting registrations to Stark County residents and refers only to residents in the library's service area. The library now has \$1225 set aside to support this program so there would be no problem paying for additional registrations beyond the 10% cap if there were a means to do so. The participating libraries are all aware of this problem of limiting registrations, and Mr. Dillie thinks there will need to be another Directors' meeting this spring to discuss it further.

**Strategic Plan Update:** Mr. Dillie shared that Mandy Simon from the State Library of Ohio visited on February 7 to look around and talk about the facilities planning process. She has floor plans of the building to create log sheets for an observation study of how many patrons use what parts of the building and when. She will also help develop some survey tools to use for patron feedback, and will conduct focus later this year. Mr. Dillie has told her there is not a hurry on this process but we would like to complete it this year.

**Fiscal Officer's Report**

Ms. Repella moved to **accept** the monthly financial reports for January, 2020. Dr. Beard seconded. Motion carried.

**PLF Distribution:** the February distribution was \$66,048, a 3.1% increase over the \$64,031 received last February. At the state level, the distribution was 4.7% over last year's for the month.

### 2020 General Revenue Net Operating Position

Jan. Revenue =	\$56,128	Total Annual Revenue =	\$56,128
Jan. Expenses =	<u>\$66,472</u>	Total Annual Expenses =	<u>\$66,472</u>
Difference =	(\$10,344)	Difference =	(\$10,344)

**Unique Management:** \$35.80 for four placements in January. Mr. Dillie reminded the Board that the library still uses Unique to contact patrons with long overdue materials. Mr. Rutledge asked if the Prosecutor's Office was going to offer any similar service. Mr. Dillie said that it would, but did not want to deal with accounts of less than \$500 and Minerva has only three delinquent accounts, and none recent, that are that large. Ms. Repella asked if the library got money from delinquent patrons who were contacted by Unique. While Unique provides a return on investment showing a positive account for the library, that total value really reflects the value of overdue library materials that are returned rather than cash. Since the library wants its materials back, that calculation does show useful value for the service to the library.

### New Business

**Library Associate II, Early Literacy Associate Position:** with the upcoming retirement of Jan Oneacre, the library has the opportunity to redirect a full-time position in the Youth Services Department. A draft job description was included in the Board packet and reviewed and discussed by the Trustees. The current position focuses on materials processing for Youth Services. This new position will focus on programs for the youngest patrons. It not supervisory, but will develop and coordinate storytimes and other programs for pre-school children.

Ms. Ruff moved to **approve Resolution 20-02-01** to approve the job description for the Library Associate II, Early Childhood Associate, as presented. Ms. Repella seconded. Motion carried.

**Stark County PLF Distribution Formula:** The Directors of the seven public libraries in Stark County appear to have reached a consensus on a revision to the PLF distribution formula. Mr. Dillie had explained at the January meeting that the Directors of the seven public libraries in Stark County had generally agreed on a freeze to the distribution formula. Since then a consensus has developed around taking an average of the last five years' distribution percentages and averaging that with the current, 2020 percentage. A copy of the proposed solution was included in the Board packet for review (Attachment A). Since Minerva's share of the county PLF has been slowly, but steadily decreasing for years, any freeze will benefit this library over the next few years. The proposed rate brings the library back to 3.99% from this year's 3.93%. The County Budget Commission will need to agree to this recommendation but there is no reason to think it will

object if the majority, or all, of the libraries agree. Ms. Birks wondered if there was a particular reason for the library's decline in the its share of the PLF. Mr. Dillie said that the library spends less on materials and technology than any of the other six libraries, and also has a smaller service area population and fewer cardholders than the other six. However, he believes that the expenditures are in line with patron needs, and that the library is diligent about culling the patron the database of records of patrons who aren't active users.

Ms. Birks moved to **accept Resolution 20-02-02** to accept a fixed Stark County PLF distribution rate for Minerva Public Library of 3.96610902% for the distribution years 2021-2025. This rate is calculated as the average of the sum of the 2016-2020 Minerva distribution rates averaged with the 2020 distribution rate. Dr. Beard seconded. Motion carried.

### **Correspondence**

None this month.

### **Director's Report**

Ms. Ruff moved to **Accept monthly reports** from the Director, and the Youth Services Manager, which were included in the Board Packet. Ms. Birks seconded. Motion carried. Mr. Dillie provided information on recent incidents that resulted in middle school students being banned from the library for the remainder of the school year. He also updated the Board on recent problems with the air handlers.

**Annual Library Statistics:** Door count January was 21% higher than that of January, 2019, reflecting in part the much milder weather this year compared to last. However, it's worth noting that this was the highest January door count since 2013. Checkouts for the month were also up, 17.4%, although renewals were down 12.2%; again, likely reflecting that it was much easier for people to get to the library this January as opposed to last. Total in-house circ was up 3.2% and overall circ was up 4.6%.

### **Accept Gifts**

#### **January Restricted Individual Contributions to the General Fund**

None

#### **January Unrestricted Individual Contributions to the General Fund**

	\$ 60.27
<hr/>	
<b>Total Restricted and Unrestricted</b>	<b>\$ 60.27</b>

#### **In-kind Gifts**



Anonymous

9 hardcovers; 5 trade  
paperbacks; 8 mass market; 6  
DVDs; 1 audiobook

The Friedman Family

1 hardcover

Ms. Birks moved to **Adjourn** the meeting at 7:35 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on March 25, 2020 at 6:30 pm in the Minerva Public Library Board Room. The library's annual Records Commission meeting will immediately precede the Regular Board Meeting.

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Richard Rutledge

Date

**Minerva Public Library Board of Trustees  
Emergency Meeting Minutes  
March 16, 2020 2:00 pm  
Library Board Room**

**Call to Order:** the meeting was called to order at 2:00 pm.

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Library Fiscal Officer Christina Davies.

**Temporary Library Closure:** Given the concern over maintaining social distancing in response to the COVID-19 outbreak, and the State of Ohio's recent orders to close schools, bars, and restaurants, Mr. Dillie recommended closing the library until April. Mr. Dillie reviewed the Library's response to the outbreak so far. His intention was to keep the library open while the supply of disinfectant and hand sanitizer held out, or until library was instructed to close. However the orders yesterday to close bars and restaurants, and expected order to shut-down daycares, along with the continued emphasis on social distancing suggested it is prudent to close.

The library will continue to offer drive-up window service Monday-Friday from noon-5:00 pm, and patrons will be encourage to call and request materials for pick-up. A small number of staff will report for work in short shifts each day, 10 hours a week for full-time staff, and 5 hours a week for part-time. Staff will be paid for the remainder of their regular hours as emergency time. Returns are being held on carts for three days before being checked in and made available for circulation. Since the library is no longer open to the public, the current supply of hand sanitizer and disinfectant wipes is sufficient. The cleaning contractor will the clean the rest-rooms once a week.

Mrs. Davies asked if the library's wi-fi signal would reach into the parking lot. Mr. Dillie said that it does and that wi-fi router is on all the time so that patrons may sit in the parking lot and access the wi-fi.

Mr. Rutledge moved to **Approve Resolution 20-03-01:** to close the Minerva Public Library building to public beginning Tuesday, March 17, 2020 with a re-opening date tentatively scheduled for Monday, April 6. Staff may be scheduled to work as needed during this closure. Ms. Miller seconded.

**Discussion:** Mr. Dillie explained that the library will monitor the situation and hopes to have guidance for libraries from the State of Ohio as we get closer to April 6. If the closed period needs to be extended, the Board will need to meet again. Ms. Miller and Ms. Ruff said that there was no indication as yet from the

school district that the school closure would continue through the rest of the semester.

Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 20-03-02**: to authorize emergency time to pay all regular staff for their regular hours not scheduled for work between Tuesday, March 17 2020 and Saturday, April 4, 2020. Dr. Beard seconded. Motion carried unanimously.

Dr. Beard moved to **Approve Resolution 20-03-03**: to cancel the March regular Board Meeting scheduled for March 25, 2020 at 6:30 pm. Ms. Miller seconded. **Discussion:** Mr. Dillie pointed out that the Ohio Attorney General has issued guidance saying that public boards can meet using conference software, those meetings still have to be accessible to the public. That process is beyond the library's capacity right now. Motion carried unanimously.

Ms. Miller moved to **Adjourn** at 2:20. Dr. Beard seconded.

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Roger Bartley

Date

**Minerva Public Library Board of Trustees**  
**Minutes of the Emergency Meeting**  
**April 6, 2020, 3:00 pm**  
**Via Zoom**

**Call to Order:** the meeting via Zoom was called to order by Mr. Bartley at 3:07 pm.

**Attendance:** Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sara Repella, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Library Fiscal Officer Christina Davies. Two members of the public also attended.

Mr. Dillie gave a summary of what had been going on at MPL and at libraries in general in Ohio. At the Emergency Board Meeting held on March 16 in the Library, the Board approved closing the library to the public until April 6 and paying staff their full wages during that time. All Ohio public schools had been ordered to close beginning March 17, Minerva Local students had their last day on March 13. At that time, MPL planned to provide drive-up window service to the public and have all public service staff report for work a few hours a week. At that point a number libraries in Ohio had closed to the public, and many more closed following the school closure order. A number libraries continued to provide curbside or drive-up service during the week of March 16, and a number of libraries will still open to the public as well. On March 22, the Ohio Department of Health issued a Stay at Home order to take effect on March 24. At that point the few remaining libraries in Ohio that were open, announced their closing as well; libraries that were providing some on-site services stopped including MPL.

**Extended Closing:** the Ohio Department of Health has extended the Stay at Home order to last through the month of April and expire at midnight on May 1. The exceptions for essential services in the Order do not include libraries; therefore the library needs to remain closed and provide no on-site service.

Mr. Rutledge moved to **Approve Resolution 20-04-01:** to close the library for all on-site services until May 2, 2020. Ms. Miller seconded. Motion carried unanimously.

Mr. Dillie mentioned that his intention is open the drive-up service again once the Stay at Home Order is lifted. Opening the building is a different decision and will require guidance from the State.

**Paying Staff:** the library has been paying regular staff their regular wage under the Emergency Closing provisions of the library Personnel Policy. This policy was

not intended to cover closings lasting weeks rather than days. Mr. Dillie shared that he was part of two e-mail discussions with library Directors from our area, and from the SEO consortium, about how staff were compensated and what work was expected of staff during this the Stay at Home period. These discussions took place at the end of March and beginning of April, before the Order was extended to May 1. At the time of discussion, 38 of the 40 Directors reporting said they were paying staff their full wages under some kind of emergency or calamity provision in their libraries' policies. A number mentioned that this practice would be reviewed at their April Board meeting. Two Directors had plans to either pay partial wages or offer staff the option to be laid off. Libraries are requiring all kinds of different levels of work from staff, from pretty much no work at all, to some attempts to keep staff their full hours. At MPL, Mrs. Heller and Mr. Dillie are coming to the library occasionally to check on the building, empty the book drops, and do some work. Jennifer Bates and Sarah Pearson are remotely managing the library's social media and website. There are positions at the library which can do self-directed work; there are also positions for which the majority of work is public facing and driven by patron activity. Mr. Dillie has compiled the e-mail addresses of all staff and will begin assigning staff homework, i.e. online training, at the end of this week. This training will not require staff to work their full number of regular hours. Mr. Dillie also pointed out that the library is reimbursing employer for unemployment insurance and would be responsible for any payments made by the State to employees who were laid off or furloughed.

Ms. Ruff moved to **Approve Resolution 20-04-02**: to pay regular library staff their wages for their usual hours of work--20 hours a week for part-time positions and 40 hours a week for full-time positions-- through May 3, 2020, the end of Pay Period 10. The Director may require some work from home, but there is no expectation that staff will provide work equivalent to the hours of work in their regular schedule. Dr. Beard seconded. Motion carried unanimously.

**April Board Meeting:** Since the Zoom meeting seemed to work well enough, Mr. Dillie recommended holding the regular April Board meeting, but moving the date to the end of the month in order to allow the Board to respond to any new COVID-19 information.

Ms. Miller moved to **Approve Resolution 20-04-03**: to move the regular April Board Meeting to 6:30 pm on April 29, 2020 and to hold that meeting using the Zoom platform. Ms. Birks seconded. Motion carried unanimously.

Mr. moved to **Adjourn** at 3:40. Dr. Beard seconded. Meeting was adjourned.

# **Minerva Public Library**

## **February 2020 Financial Reports**

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

**Fiscal Officer Summary**

**Revenue Status**

**Appropriation Status**

**Payment Listing**

**Fund Status**

**Investment Status**

Minerva Public Library  
 Summary of Financial Information- Feb 2020

Current Month:                      General Fund                      Restricted                      Capital Projects

Receipts:

Public Library Fund	66,047.87		
Sales Tax	0.21		
Patron Fines & Fees	50.65		
Lost Card/Items	84.27		
Copier	37.36		
Fax	108.00		
Contributions	223.89		
Resale	2.79		
Interest	367.46		
printer/paper	266.62		
Meeting Room-Dolly Parton	125.00		
misc			
<b>Total *Revenue Ledger</b>	<b>67,324.12</b>		

Expenditures:

Salaries	26,084.69		
Benefits-Opers	3,612.73		
Medicare	348.34		
Insurance-Medical and Life	3,065.63		
Catalog/Processing	522.48		
Programming supplies	164.48		
Adult Books	1,505.82		
Youth Books	1,605.12		
AV Adult	654.41		
AV Downloadable	1,805.16		
AV Youth	247.36		
Office Supplies	52.42		
Dues/Memberships	425.00		
Taxes	48.00		
Other Purchased Contract Serv	366.55		
IT	12.85		
Periodicals	4,880.19		
Rent/Lease	409.95		
Telephone	649.78		
Mn and Repair on Equip	2,340.00		
Travel and Meeting	950.00		
Utilities-Gas, Electric, Water and Trash	2,061.48		
Other Property Mtn Repair/Security	1,703.72		
Misc	50.46		
other Communication/Publicity	120.00		
Bonds	132.00		
Postage	63.83		
Resale Supplies			
Refunds			
	<b>53,482.53</b>		

Ending Cash Balance:

Checking/Cash on Hand	121,143.42	38,466.51	159,599.93
Savings (Chase)	22,038.82		22,038.82
Certificates of Deposit (CNE)	223,270.02		223,270.02
Certificates of Deposit (Chase)	6,523.89	95,361.94	101,885.83
Petty Cash/Registers	271.00		271.00
<b>Total</b>	<b>373,247.15</b>	<b>133,818.45</b>	<b>507,065.60</b>

Monthly Summary of General Fund

Receipts	67,324.12
Appropriations	53,482.53
<b>Net Position</b>	<b>13,841.59</b>

## Revenue Status

By Fund

As Of 2/29/2020

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$1.48	\$33.52	4.229%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$529,377.00	\$93,055.88	\$436,321.12	17.578%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$24,958.53	\$117,111.47	17.568%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$2,987.47	\$14,044.53	17.540%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$199.63	-\$199.63	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$92.27	\$157.73	36.908%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$3.00	\$72.00	4.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$4,000.00	\$202.26	\$3,797.74	5.057%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$50.00	\$0.00	\$50.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$500.00	\$456.67	\$43.33	91.334%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$171.50	\$528.50	24.500%
1000-611-0000	Restricted Contributions - Individuals	\$750.00	\$0.00	\$750.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,250.00	\$0.00	\$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	\$284.16	\$3,215.84	8.119%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$734.64	\$4,265.36	14.693%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$20.02	\$229.98	8.008%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$1,300.00	\$200.00	\$1,100.00	15.385%
1000-871-0000	Refunds for Overpayment	\$75.00	\$0.00	\$75.00	0.000%
1000-872-0000	Insurance Reimbursements	\$100.00	\$75.12	\$24.88	75.120%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$9.99	-\$9.99	0.000%
Fund 1000 Sub-Total:		\$706,314.00	\$123,452.62	\$582,861.38	17.478%

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	\$0.00	\$0.00	\$0.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.000%
Report Total:		\$706,314.00	\$123,452.62	\$582,861.38	17.478%



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

As Of 2/29/2020

Fund: General  
Pooled Balance: \$149,947.13  
Non-Pooled Balance: \$223,270.02  
Total Cash Balance: \$373,217.15

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	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$86,515.00	\$0.00	\$16,639.31	\$69,875.69	19.233%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$39,795.00	\$0.00	\$6,815.92	\$32,979.08	17.128%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$205,500.00	\$0.00	\$33,151.42	\$172,348.58	16.132%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$788.54	\$4,211.46	15.771%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,290.00	\$0.00	\$1,955.77	\$10,334.23	15.914%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$9,140.11	\$38,648.89	19.126%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$901.20	\$4,160.75	17.803%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$27,304.25	\$9,105.75	\$0.00	25.009%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$293.86	\$91.14	\$0.00	23.673%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,370.00	\$0.00	\$0.00	0.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	0.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$3,335.52	\$164.48	\$0.00	4.699%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$23,000.00	\$705.07	\$2,690.40	\$19,604.53	11.697%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$187.33	\$3,226.29	\$18,586.38	14.665%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$2,400.06	\$5,099.94	\$0.00	67.999%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,000.00	\$933.07	\$803.15	\$10,263.78	6.663%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$21,000.00	\$9,698.49	\$2,703.20	\$8,608.31	12.872%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$42.01	\$323.12	\$5,634.87	5.385%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

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

As Of 2/29/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$50.46	\$449.54	10.092%
1000-120-498-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$4,500.00	\$3,977.52	\$522.48	\$0.00	11.611%
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	\$6,441.82	\$1,308.18	\$0.00	16.860%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$14,200.79	\$2,707.21	\$12,002.00	9.364%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$1,042.00	\$208.00	\$0.00	16.640%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$20,603.54	\$3,251.46	\$2,000.00	12.576%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$25,320.14	\$2,179.86	\$0.00	7.927%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$3,100.00	\$6,258.42	\$1,841.58	\$0.00	22.736%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$4,939.51	\$60.49	\$0.00	1.210%
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	\$600.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,500.00	\$950.00	\$550.00	\$0.00	36.667%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$161.17	\$63.83	\$0.00	28.369%
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	\$500.00	\$360.00	\$120.00	\$20.00	24.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	0.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$118.00	\$132.00	\$0.00	52.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$3,918.22	\$1,281.78	\$0.00	24.650%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$5,000.00	\$3,100.00	\$0.00	\$5,000.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$3,100.00	\$0.00	\$0.00	0.000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,000.00	\$7,933.20	\$5,066.80	\$0.00	38.975%
1000-230-390-0014	Other - Purchased and Contracted Services{COMPUTER SVCS & I}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$3,377.43	\$122.57	\$0.00	3.502%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$15,187.48	\$3,748.52	\$0.00	19.796%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$125.00	\$2.94	\$122.06	\$0.00	97.648%

Report reflects selected information.

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

By Fund  
As Of 2/29/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$2,970.00	\$130.10	\$25.90	\$2,814.00	0.872%
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	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$767,171.95	\$177,781.94	\$117,387.92	\$472,002.09	15.301%

Fund: Capital Projects  
Pooled Balance: \$133,848.45  
Non-Pooled Balance: \$0.00  
Total Cash Balance: \$133,848.45

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	0.000%
Report Total:		\$0.00	\$0.00	\$822,171.95	\$177,781.94	\$117,387.92	\$527,002.09	14.278%

**Payment Listing**

February 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
47-2020	02/08/2020	02/08/2020	CH	OVERDRIVE	\$779.25	C
48-2020	02/06/2020	02/08/2020	CH	FIRST COMMUNICATIONS	\$649.78	C
49-2020	02/04/2020	02/08/2020	CH	BAYSCAN TECHNOLOGIES	\$115.20	C
50-2020	02/04/2020	02/08/2020	CH	WHITAKER-MYERS INSURANCE	\$132.00	C
51-2020	02/04/2020	02/08/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
52-2020	02/04/2020	02/08/2020	CH	PROSOURCE SPECIALTIES LLC	\$155.70	C
53-2020	02/08/2020	02/08/2020	CH	MINERVA AREA CHAMBER OF COMMERC	\$120.00	C
55-2020	02/13/2020	02/13/2020	CH	PAYCHEX	\$1,248.54	C
56-2020	02/13/2020	02/13/2020	CH	PAYCHEX	\$97.04	C
57-2020	02/19/2020	02/13/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
58-2020	02/12/2020	02/13/2020	CH	PAYCHEX	\$9,386.92	C
59-2020	02/18/2020	02/20/2020	CH	COLUMBIA GAS OF OHIO	\$780.10	C
60-2020	02/18/2020	02/20/2020	CH	AMERICAN ELECTRIC POWER	\$1,177.38	C
61-2020	02/14/2020	02/20/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,072.67	C
62-2020	02/13/2020	02/20/2020	CH	copeco	\$409.95	C
63-2020	02/13/2020	02/20/2020	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$170.05	C
64-2020	02/13/2020	02/20/2020	CH	NATURESCAPES	\$360.00	C
65-2020	02/13/2020	02/20/2020	CH	STANDARD PLUMBING AND HEATING CO	\$1,625.00	C
66-2020	02/13/2020	02/20/2020	CH	RENTWEAR, INC.	\$48.23	C
67-2020	02/13/2020	02/20/2020	CH	J & D Cleaning Service	\$1,235.00	C
68-2020	02/13/2020	02/20/2020	CH	MIDWEST TAPE	\$1,025.91	C
69-2020	02/13/2020	02/20/2020	CH	DEMCO, INC.	\$332.28	C
70-2020	02/13/2020	02/20/2020	CH	EBSCO	\$4,813.69	C
71-2020	02/13/2020	02/20/2020	CH	BAKER & TAYLOR BOOKS	\$168.91	C
72-2020	02/20/2020	02/20/2020	CH	BAKER & TAYLOR BOOKS	\$34.77	C
73-2020	02/21/2020	02/21/2020	CH	AMAZON	\$1,419.76	C
74-2020	02/21/2020	02/21/2020	CH	AMAZON	\$45.82	C
75-2020	02/21/2020	02/21/2020	CH	BAKER & TAYLOR BOOKS	\$2,418.32	C
76-2020	02/21/2020	02/21/2020	CH	FARM AND DAIRY	\$66.50	C
77-2020	02/21/2020	02/21/2020	CH	STANDARD PLUMBING AND HEATING CO	\$525.00	C
78-2020	02/21/2020	02/21/2020	CH	STARK COUNTY TREASURER	\$48.00	C
79-2020	02/25/2020	02/25/2020	CH	CHASE CARD SERVICES	\$571.05	C
80-2020	02/25/2020	02/25/2020	CH	OHIO LIBRARY COUNCIL	\$200.00	C
81-2020	02/27/2020	02/28/2020	CH	PAYCHEX	\$99.46	C
82-2020	02/27/2020	02/28/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
83-2020	02/27/2020	02/28/2020	CH	PAYCHEX	\$1,222.81	C
84-2020	02/27/2020	02/28/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,120.57	C
85-2020	02/26/2020	02/28/2020	CH	PAYCHEX	\$9,087.86	C
86-2020	02/28/2020	02/28/2020	CH	Solid Waste And Recycling	\$104.00	C
6781	02/08/2020	02/08/2020	AW	AMERICAN LIBRARY ASSOCIATION	\$100.00	C
6782	02/08/2020	02/08/2020	AW	OHIO LIBRARY COUNCIL	\$325.00	C
6783	02/25/2020	02/25/2020	AW	PETTY CASH	\$28.00	C
6784	02/25/2020	02/25/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
6785	02/25/2020	02/25/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF C	\$45.20	C
6786	02/25/2020	02/25/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF C	\$5,166.81	C
Total Payments:					\$53,482.53	

**Payment Listing**

February 2020

Total Conversion Vouchers:	\$0.00
Total Less Conversion Vouchers:	<u>\$53,482.53</u>

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

**Fund Status**

As Of 2/28/2020

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	52.836%	\$373,217.15	\$223,270.02	\$149,947.13
4001	Capital Projects	47.164%	\$133,848.45	\$0.00	\$133,848.45
<b>All Funds Total</b>			<b>\$507,065.60</b>	<b>\$223,270.02</b>	<b>\$283,795.58</b>
Pooled Investments					\$123,924.65
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$159,599.93

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Investment Listing**  
 System Year 2020

3/3/2020 2:37:06 PM  
 UAN v2020.1

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo 8/2/20	\$101,885.83	1.30%	\$0.00	\$1,885.83	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,233.31	1.50%	\$53.67	\$910.51	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106624019 25 month CD	\$21,311.97	1.05%	\$80.57	\$787.51	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$105,885.77	2.05%	\$364.48	\$4,593.40	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03/	\$21,203.58	1.50%	\$53.60	\$1,025.84	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,193.25	2.25%	\$121.71	\$1,891.92	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2/	\$21,442.14	1.50%	\$54.20	\$695.08	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,038.82	0.10%	\$6.41	\$28,066.63	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**

**February 2020 Financial  
Reports**

**Submitted for March 2020  
Board Meeting**



# **Minerva Public Library**

## **March 2020 Financial Reports**

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

**Fiscal Officer Summary**

**Revenue Status**

**Appropriation Status**

**Payment Listing**

**Fund Status**

**Investment Status**

Minerva Public Library  
 Summary of Financial Information- March 2020

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<u>Receipts:</u>			
Public Library Fund	48,450.92		
Sales Tax	0.40		
Patron Fines & Fees	47.35		
Lost Card/Items	19.94		
Copier	212.93		
Fax	62.00		
Contributions			
Resale	5.60		
Interest	344.94		
printer/paper	198.00		
Meeting Room-Dolly Parion	100.00		
misc	49.22		
Total *Revenue Ledger	<u>49,490.30</u>		
<u>Expenditures:</u>			
Salaries	23,906.78		
Benefits-Opers	3,570.44		
Medicare	343.98		
Programming supplies	73.92		
Adult Books	2,006.32		
Youth Books	1,288.18		
AV Adult	617.47		
AV Downloadable	992.94		
AV Youth	39.92		
Office Supplies	248.58		
Dues/Memberships	1,855.00		
Other Purchased Contract Serv	206.97		
IT	12.95		
Periodicals	228.99		
Rent/Lease	409.95		
Telephone	650.53		
Mtn and Repair on Equip	2,080.00		
Utilities-Gas, Electric, Water and Trash	2,029.26		
Other Property Mtn Repair/Security	2,172.23		
Property Maintenance/Supplies	304.17		
Bonds	110.00		
Postage	11.58		
workers comp	233.00		
Capital-Furniture and Equipment			
	<u>43,393.16</u>		
		3,264.00	
		<u>3,264.00</u>	
			46,657.16 Total payments
<u>Ending Cash Balance:</u>			
Checking/Cash on Hand	126,895.62		162,088.13
Savings (Chase)	22,042.30		22,042.30
Certificates of Deposit (CNB)	223,611.48		223,611.48
Certificates of Deposit (Chase)	6,523.89		101,885.83
Petty Cash/Registers	271.00		271.00
Total	<u>379,344.29</u>	<u>130,564.45</u>	<u>509,898.74</u>
FUND STATUS			
<u>General Fund Summary</u>			
Receipts	49,490.30		
Appropriations	43,393.16		
Net Position	6,097.14		

**Revenue Status**

By Fund  
As Of 3/31/2020

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$1.88	\$33.12	5.371%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$529,377.00	\$130,316.82	\$399,060.18	24.617%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$34,952.29	\$107,117.71	24.602%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$4,183.69	\$12,848.31	24.564%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$246.98	-\$246.98	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$111.21	\$138.79	44.484%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$4.00	\$71.00	5.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$4,000.00	\$415.19	\$3,584.81	10.380%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$50.00	\$0.00	\$50.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$500.00	\$654.67	-\$154.67	130.934%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$233.50	\$466.50	33.357%
1000-611-0000	Restricted Contributions - Individuals	\$750.00	\$0.00	\$750.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,250.00	\$0.00	\$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	\$332.38	\$3,167.62	9.497%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$1,079.58	\$3,920.42	21.592%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$25.62	\$224.38	10.248%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$1,300.00	\$300.00	\$1,000.00	23.077%
1000-871-0000	Refunds for Overpayment	\$75.00	\$0.00	\$75.00	0.000%
1000-872-0000	Insurance Reimbursements	\$100.00	\$75.12	\$24.88	75.120%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$9.99	-\$9.99	0.000%
Fund 1000 Sub-Total:		\$706,314.00	\$172,942.92	\$533,371.08	24.485%

**Revenue Status**

By Fund  
As Of 3/31/2020

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.000%
Report Total:		\$706,314.00	\$172,942.92	\$533,371.08	24.485%

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

As Of 3/31/2020

Fund: General  
Pooled Balance: \$155,702.81  
Non-Pooled Balance: \$223,611.48  
Total Cash Balance: \$379,314.29

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	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$86,515.00	\$0.00	\$21,737.26	\$64,777.74	25.125%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$39,795.00	\$0.00	\$9,632.99	\$30,162.01	24.207%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$205,500.00	\$0.00	\$47,958.17	\$157,541.83	23.337%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,028.75	\$3,971.25	20.575%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$12,290.00	\$0.00	\$2,900.57	\$9,389.43	23.601%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$12,710.55	\$35,078.45	26.597%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$1,245.18	\$3,816.77	24.599%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$27,304.25	\$9,105.75	\$0.00	25.009%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$293.86	\$91.14	\$0.00	23.673%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,137.00	\$233.00	\$0.00	17.007%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services{RES/RI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$10.00	0.000%
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,875.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$3,261.60	\$238.40	\$0.00	6.811%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

By Fund

As Of 3/31/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-224-0000	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	\$374.18	\$4,696.72	\$17,929.10	20.421%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$820.82	\$4,514.47	\$16,664.71	20.520%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$2,171.07	\$5,328.93	\$0.00	71.052%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,000.00	\$315.60	\$1,420.62	\$10,263.78	11.839%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$21,000.00	\$8,695.55	\$3,696.14	\$8,608.31	17.601%
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	\$42.01	\$363.04	\$5,594.95	6.051%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$50.46	\$449.54	10.092%
1000-210-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,500.00	\$3,977.52	\$522.48	\$0.00	11.611%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$5,791.29	\$1,958.71	\$0.00	25.274%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$12,120.79	\$4,787.21	\$12,002.00	16.559%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$1,042.00	\$208.00	\$0.00	16.640%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$18,431.31	\$5,423.69	\$2,000.00	20.977%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$24,298.08	\$3,201.92	\$0.00	11.643%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$542.43	\$157.57	\$0.00	22.510%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$5,408.79	\$2,691.21	\$0.00	33.225%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$4,635.34	\$364.66	\$0.00	7.289%
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

By Fund

As Of 3/31/2020

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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	0.0000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$425.00	\$75.00	85.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,500.00	\$950.00	\$550.00	\$0.00	36.667%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$149.59	\$75.41	\$0.00	33.516%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising{LEGAL ADS & PUBLICATIONS}	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.0000%
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$360.00	\$120.00	\$20.00	24.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	0.0000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.8000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$3,508.27	\$1,691.73	\$0.00	32.533%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0000%
1000-230-372-0000	Uniform,Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$3,100.00	\$0.00	\$0.00	0.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,000.00	\$7,726.23	\$5,273.77	\$0.00	40.567%
1000-230-390-0014	Other - Purchased and Contracted Services{COMPUTER SVCS & I}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$3,128.85	\$371.15	\$0.00	10.604%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$13,332.48	\$5,603.52	\$0.00	29.592%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$125.00	\$2.94	\$122.06	\$0.00	97.648%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	0.0000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$2,970.00	\$117.15	\$38.85	\$2,814.00	1.308%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0000%
	General Fund Total:	\$0.00	\$0.00	\$767,171.95	\$165,847.00	\$160,781.08	\$440,543.87	20.958%

Fund: Capital Projects  
Pooled Balance: \$130,584.45  
Non-Pooled Balance: \$0.00  
Total Cash Balance: \$130,584.45  
Report reflects selected information.

**Appropriation Status**

By Fund

As Of 3/31/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$25,000.00	\$492.00	\$0.00	\$24,508.00	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$3,264.00	\$6,736.00	32.640%
Capital Projects Fund Total:		\$0.00	\$0.00	\$55,000.00	\$492.00	\$3,264.00	\$51,244.00	5.935%
Report Total:		\$0.00	\$0.00	\$822,171.95	\$166,339.00	\$164,045.08	\$491,787.87	19.953%



## Payment Listing

March 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
87-2020	03/03/2020	03/03/2020	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$220.00	C
88-2020	03/05/2020	03/06/2020	CH	FIRST COMMUNICATIONS	\$650.53	C
89-2020	03/05/2020	03/06/2020	CH	LIBRARY JOURNAL	\$129.99	C
90-2020	03/05/2020	03/06/2020	CH	SCHOOL LIBRARY JOURNAL	\$99.00	C
91-2020	03/05/2020	03/06/2020	CH	MIDWEST TAPE	\$992.94	C
92-2020	03/05/2020	03/06/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
93-2020	03/05/2020	03/06/2020	CH	copeco	\$409.95	C
94-2020	03/05/2020	03/06/2020	CH	WATER AND SEWER DEPT.	\$157.57	C
95-2020	03/05/2020	03/06/2020	CH	DAMON INDUSTRIES INC	\$200.96	C
96-2020	03/06/2020	03/06/2020	CH	RENTWEAR, INC.	\$48.23	C
97-2020	03/06/2020	03/06/2020	CH	BAKER & TAYLOR BOOKS	\$233.71	C
98-2020	03/11/2020	03/11/2020	CH	PAYCHEX	\$9,345.88	C
99-2020	03/11/2020	03/11/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
100-2020	03/11/2020	03/11/2020	CH	NATURESCAPES	\$684.00	C
101-2020	03/11/2020	03/11/2020	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$17.90	C
102-2020	03/11/2020	03/11/2020	CH	LOVELESS EXTERMINATING	\$120.00	C
103-2020	03/11/2020	03/11/2020	CH	Ted Fellows	\$85.00	C
104-2020	03/11/2020	03/11/2020	CH	J & D Cleaning Service	\$1,235.00	C
105-2020	03/11/2020	03/11/2020	CH	BAKER & TAYLOR BOOKS	\$1,851.36	C
106-2020	03/13/2020	03/16/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,018.91	C
107-2020	03/12/2020	03/16/2020	CH	PAYCHEX	\$94.40	C
108-2020	03/12/2020	03/16/2020	CH	PAYCHEX	\$1,199.93	C
109-2020	03/16/2020	03/16/2020	CH	WHITAKER-MYERS INSURANCE	\$110.00	C
110-2020	03/17/2020	03/17/2020	CH	CENTER POINT LARGE PRINT	\$215.53	C
111-2020	03/17/2020	03/17/2020	CH	OHIO BUREAU OF WORKERS' COMPENSA	\$233.00	C
112-2020	03/17/2020	03/17/2020	CH	STANDARD PLUMBING AND HEATING CO	\$1,890.00	C
113-2020	03/17/2020	03/17/2020	CH	BAKER & TAYLOR BOOKS	\$164.23	C
114-2020	03/17/2020	03/17/2020	CH	AMAZON	\$901.22	C
115-2020	03/18/2020	03/24/2020	CH	COLUMBIA GAS OF OHIO	\$849.63	C
116-2020	03/18/2020	03/24/2020	CH	AMERICAN ELECTRIC POWER	\$1,022.06	C
117-2020	03/24/2020	03/24/2020	CH	BAKER & TAYLOR BOOKS	\$281.37	C
118-2020	03/24/2020	03/24/2020	CH	CHASE CARD SERVICES	\$4,018.71	C
119-2020	03/26/2020	04/02/2020	CH	PAYCHEX	\$94.67	C
120-2020	03/26/2020	04/02/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
121-2020	03/26/2020	04/02/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,101.85	C
122-2020	03/26/2020	04/02/2020	CH	PAYCHEX	\$1,225.84	C
123-2020	03/25/2020	04/02/2020	CH	PAYCHEX	\$9,128.79	C
6787	03/06/2020	03/06/2020	AW	OHIO LIBRARY COUNCIL	\$1,855.00	C
Total Payments:					\$46,657.16	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$46,657.16	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ

**Payment Listing**

March 2020

- Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

**Fund Status**

As Of 3/31/2020

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	54.387%	\$379,314.29	\$223,611.48	\$155,702.81
4001	Capital Projects	45.613%	\$130,584.45	\$0.00	\$130,584.45
<b>All Funds Total</b>			<b>\$509,898.74</b>	<b>\$223,611.48</b>	<b>\$286,287.26</b>
Pooled Investments					\$123,928.13
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$162,088.13

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Investment Listing**  
System Year 2020

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo 8/2/20	\$101,885.83	1.30%	\$0.00	\$1,885.83	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,258.46	1.50%	\$78.82	\$935.66	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,349.76	1.05%	\$118.36	\$825.30	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$106,056.68	2.05%	\$535.39	\$4,764.31	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03/	\$21,228.70	1.50%	\$78.72	\$1,050.96	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,250.34	2.25%	\$178.80	\$1,949.01	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2/	\$21,467.54	1.50%	\$79.60	\$720.48	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,042.30	0.10%	\$9.89	\$28,070.11	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**

**March 2020 Financial  
Reports**

**Submitted for April 2020  
Board Meeting**

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20

## Resuming Library Service

**Current Status:** the library has been closed to the public since March 17. Drive-up window service was offered from March 17-20 with staff rotating in to work for a few hours, but was discontinued once the Ohio Department of Health issued the Stay at Home order to take effect March 24. No on-site service has been provided since March 20, and all regular staff have been paid for their hours using Emergency Time as authorized by the Board at meetings on March 16 and April 6. I have been coming in two or three days a week for a few hours; Kathy Heller has come in once a week; Nicole is now coming in to catalog on Mondays for a few hours; Jennifer and Sarah have been maintaining the website and social media from their homes, and Jennifer is coming in to catalog magazines. I have also given all staff some online training assignments to do from home. As of May 2, the library will have been closed to the public for seven weeks, and staff have been paid their full wages using emergency time during that period.

**Drive-Up Service:** the Stay at Home order expires at midnight on May 1. Assuming that order is not extended, the library would resume drive-up window service on Monday, May 4. Service would be offered 10-6 Monday through Friday. Patrons will be able to check out materials, and have staff do copying, faxing, printing, and scanning as needed. Staff will be required to report for work a few hours each week: 15 hours for full-time and 8 hours for part-time. Staff will also continue to have occasional online learning assignments to do at home.

**Materials Handling and Safety:** all returned items will be quarantined for 72 hours before check-in. The library has ample supplies of hand sanitizer and disinfectant wipes if only staff are in the building. Because staff will be working only a few hours a week, maintaining physical distance should not be difficult. Staff will interact with patrons only through the drive-up window, and practice good hand hygiene.

**Re-opening the Building:** Before the library can re-open to the public, we will need to ensure an adequate supply of cleaning supplies for staff and patron use, install sneeze guards at the service desks, and have clear guidance from the State of Ohio on physical distancing and group gatherings, and under what circumstances staff should wear masks and gloves. I have found a good supplier for acrylic sneeze guards that will be easy to install, and am working with Damon Industries in Alliance on getting a reliable supply of disinfectants, hand sanitizer, and gloves. Masks are another question that needs sorting out.

I think we can do a good job of patron service through the drive-up window while we wait to see what conditions are required to resume in person service inside the building.

## Minerva Library Revenue Position During COVID-19 Pandemic

### Operating Revenue on Hand

January 1, 2020		<b>\$367,152</b>	(carryover from 2019)
First Quarter 2020	Revenue	\$172,943	
	Expense	<u>\$160,781</u>	
	Balance	\$ 12,162	
Position April 1, 2020		<b>\$379,314</b>	
April Activity	Revenue	\$ 39,315	(PLF only)
	Expense	\$ 44,061	(as of April 22)
	Balance	\$ ( 4,746)	(estimate)
Position May 1, 2020		\$374,568	(estimate)
Budgeted transfer to Capital		<u>\$ 50,000</u>	(set-aside)
Available Operating Revenue		<b>\$324,568</b>	
Average Monthly Operating Expenditure 2019:		\$53,242	
Average monthly wages + benefits 2020:		\$33,000	

The library has approximately six months of normal operating revenue on hand as of May 1, 2020. The library reduced staff hours of work on March 17 and offered drive-up only service through March 20. Since March 21, the library has been closed to the public and offered no on-site services. While the library is closed to the public, expenditure is less. However, the largest expense lines in the budget are staff wages and benefits, and the library has continued to pay full wages and benefits to regular staff since March 17.

It is likely that there will be a severe reduction in the State's General Revenue Fund in April and May, and a following drop in PLF receipts in May and June. The PLF projections provided by OLC on April 15 (included in the Board Packet), suggests that a gradual recovery could begin in the summer, but cautions that "at this point it is impossible to predict how severe the impact on GRF tax revenues will be in the next months and how long it will take for revenues to return to 'normal' until we receive more information from the state. " There has been no talk as yet about making a reduction in the state budget of the PLF percentage itself. The Governor has mentioned that state agencies should prepare plans for cutting 20% from their budgets.





### Brief Overview of PLF Distributions During COVID-19 Pandemic

Ohio's Public Library Fund (PLF) is based on monthly General Revenue Fund (GRF) tax revenues. In FY2020 and FY2021, the PLF is scheduled to receive 1.7% of GRF tax revenues each month. Through April 2020, total PLF distribution amounts are exceeding estimated levels for the 2020 State Fiscal Year (FY) and are down -0.19% for the 2020 Calendar Year (CY). However, as a result of the Stay-at-Home Order and other measures taken by the state in mid-March to slow the spread of the Coronavirus (COVID-19), economic activity in Ohio has slowed considerably which will in turn depress GRF tax revenues. As a result, this will reduce PLF distribution amounts.

Here are several key considerations relating to how the COVID-19 pandemic will impact PLF distributions over the next several months.

- The three largest sources of GRF are the sales tax, personal income tax and the Commercial Activity tax (CAT). The CAT is Ohio's main state business tax. In FY19 these 3 taxes combined for 90% of Ohio's GRF tax revenues. The sales tax raised nearly \$10.6 billion (45% of total GRF tax revenues), the income tax raised \$8.9 billion (38% of GRF tax revenues) and the CAT raised \$1.6 billion (7% of GRF tax revenues).
- April sales tax and income tax revenues are expected to decline significantly, which means that the May PLF distribution will likely be well below its estimated level. There are 3 main reasons for the expected decline in April tax revenues:
  - 1 April sales tax revenues will decline due to the closure of many retail establishments and other "non-essential" businesses, as well as a likely decrease in auto sales as result of the "stay-at-home" order.
  - 2 A decline in income tax withholding payments is expected due to the widespread furloughing of workers in shuttered businesses and reduced staff in many others.
  - 3 Postponement of the 2019 income tax filing date and 2020 first quarter estimated income tax filing date from April 15<sup>th</sup> to July 15<sup>th</sup>.
- However, it is important to understand that while the 3 reasons for expected revenue declines listed above will all immediately lead to a reduction in the May PLF distribution, the 3<sup>rd</sup> reason (delay of the income tax deadline from April 15<sup>th</sup> to July 15<sup>th</sup>) will only result in a shift in when Ohio receives these tax revenues, not an absolute loss in the revenue itself. This means that while the May PLF distribution will be lower than originally forecasted, the August PLF will likely be higher when 2019 income tax returns are filed and 2020 1<sup>st</sup> and 2<sup>nd</sup> quarter estimated tax payments are made.
- May is one of 4 months where large businesses file CAT payments. To the extent that the COVID-19 pandemic has depressed CAT revenues, the first time this will

impact the PLF distribution will be in June. The next time will be in September after August CAT payments are due. The impact of the CAT on the PLF will be smaller than the impacts relating to the sales tax and income tax.

- It is likely that April and May will be the 2 months where GRF tax revenues are most adversely affected by the steps taken to combat the spread of COVID-19. It is hoped that the gradual return to normal economic activity will begin in June. At this point it is impossible to predict how severe the impact on GRF tax revenues will be in the next months and how long it will take for revenues to return to “normal” until we receive more information from the state.

## **Director's Report—April, 2020**

**Building and Grounds**—The library has been closed to the public since March 17, and closed for all on-site services since March 21. I've stopped the cleaning service since only one or two staff are in the library a few times a week. Staff have checked on the building regularly and things are fine. The critter that staff heard running around the ceiling on March 20 never returned. Matt Oberholtzer of Genesis Wildlife Services put traps and bait and cameras, but found no evidence a squirrel in the ceiling. He did find a place where the soffit had been pulled at the side of building next to the service. Camera coverage found a pair of starlings getting into that opening. One bird diverter and 10 days later, and the starlings were long gone. Matt repaired the soffit and fascia and we're back in business. Down to Earth Landscaping will start the spring clean-up sometime, and I've approved a plan from the owner to pull out those evergreens along the entrance walk and replace them with flowering shrubs. He will also pull out the arborvitae around the bike racks since that is very overgrown.

**Staffing**—Jan Oneacre is retiring on April 30 after 20 years at the library. It's too bad we've been closed for weeks now, but staff will have a get-together for her once we get back to regular work. The Board approved a new position, Early Childhood Associate, to replace Jan's position. While I did advertise the opening, only one candidate responded. This is not a good time to hire, and we won't need this position until school starts in the fall. So, we'll advertise this summer and see what happens.

**Technology**—I've renewed the Minerva.info domain name for another three years. The library will likely change its anti-virus software from Symantec to Bitdefender. The former company was purchased by Broadcom last year, and is no longer providing the product we use now, nor something comparable at a similar price. Bitdefender is available to us at \$4.00 a license which is what we were paying Symantec. I did purchase eight laptops which Jennifer is about done configuring. Those will be available for patrons to check out and use in-house to help with physical distancing once the library can re-open to the public, and of course they will be available for Board meeting use once we meet in person again.

**Programming**—Since it will be some time before we have any on-site programming, staff will be trying out presenting programs online via Facebook or Youtube once staff is back in the building.

## March and April 2020 Youth Services Report

As the Pandemic deterred schedules and plans, the March report was lost in the shuffle. We did host two programs in early March: Nineteen students and families built Leprechaun traps and forty-four preschoolers and families celebrated Dr. Seuss fun.

The staff worked on in house projects the final week the library was open in March, and now are experiencing professional development sessions virtually, as they are following Stay at Home orders. Sarah in conjunction with Jennifer Bates, has faithfully updated the library website, Facebook, and Instagram accounts.

In early March, we sent letters to local businesses requesting funds for Summer Reading programming. Several have responded in kind and we will use funds for programming, albeit a different type of programming as we obey state and local health suggestions.

Sarah and I expected to make the bulk of our Summer plans during Spring Break, so individually, we are preparing ideas and will sort them out when we know our activity limits. Many libraries are doing virtual programming which is presenting a story time, craft, or science project on Youtube or Facebook. There are some tricky guidelines including copyright for both books and music. We plan to create programs when we are in the building.

The Summer theme is Imagine your Story and our original plans included an emphasis on Fairy Tales and other fantasy tales such as Harry Potter. This was the year to change our prize structure, just to keep things fresh. We searched for ways to use the funds for direct programming rather than prize baskets that only a few will win. We expected to have several book clubs where the students could keep the book. We were going to expand the popular food/cooking programs (Fairy Tale cooking) which we know will not be usable this year. Now, even our tentative plans are on hold.

Our first priority after following guidelines imposed upon us, will be finding ways to connect to the students since we usually see them during elementary classroom visits middle school library visits and personally give them teasers about our programs and that will not happen this year.

We expect to provide reading challenges for the students to complete at home. We plan to provide virtual programming. All of our large gathering programs will be postponed until students and families can safely and comfortably enjoy them. We have entered a new reality and will adapt to our circumstances, fully expecting to meet the educational and entertainment needs of the youth in our community.

**Statistics for February:**

Side door count:1627	Study Rooms Use: 29
Reference Questions: 1108	Other Questions: 38
Teacher collections: 28/ 565 books	
MES: 74 visits 1627	Outreach: 31 programs 636
YMCA Preschool Outreach: 5 programs 81	
Book Beginnings: 4 programs 79	Story Time: 4 programs 26
After School: 17 programs 159	Sensory SPOT: 14
Additional Programs: LEGO Day 4, Little Builders 20, Stuffed animal Sleepover 35	
Donations added in February: 6 hard covers, 6 paperbacks	

**Statistics for March:**

Side door count:751	Study Rooms Use:13
Reference Questions: 790	Other Questions: 19
Teacher collections: 15/ 277 books	
MES: 33 visits 751	Outreach: 13 programs 329
YMCA Preschool Outreach: 1 programs 9	
Book Beginnings: 1 programs 15	Story Time: 1 programs 2
After School: 10 programs 91	Sensory SPOT: 5
Additional Programs: Leprechaun Traps 19. Dr. Seuss Preschool Fun 44	
Donations added in March: 1 paperback	

Kathy Heller  
 Youth Services Manager  
 4/23/2020