

**Minerva Public Library
Board of Trustees**

June, 2020

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
June, 2020 Regular Meeting
June 24, 6:30 pm via Zoom**

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

Minutes: Approve minutes of the May 27, 2020 Regular Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update

Library Service During Pandemic Update

Fiscal Officer's Report

Accept: Monthly financial reports for May, 2020.

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

2020 General Revenue Net Operating Position

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

Note: May revenue includes \$8015 rebated from AEP for the LED conversion project.

Unique Management: No placements in May.

New Business

Staffing: Hannah Reed, Library Associate I in Youth Services has put in her notice. Her last day of work was June 17. Hannah had worked her since January, 2017. For now, we will leave that position unfilled.

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

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

Approve Draft Resolution 20-06-01: to transfer \$50,000 from the General Revenue Fund to the Capital Projects Fund as appropriated.

Health Insurance Rates: the Stark Council of Governments has approved the new health insurance rates for the 2020-2021 fiscal year to take effect next month. Two premium holidays are provided in the coming year. The new monthly premium for single coverage is \$789.19 and for family coverage is 1,917.14; monthly increases of \$29.26 and \$71.07 respectively. For the premium holiday month, the consortium bills only the costly of the monthly increase. While the consortium used to bill that difference to the member institution during the holiday month, beginning with 2018-2019 it now pro-rates that charge and adds it the bills for the regular premium months. Thus, the actual monthly charge is \$795.04 for single coverage and \$1,921.36 for family coverage. The library has covered the differential cost increase for holiday months by increasing the monthly health insurance subsidy for the employees. This increase does not cover the total premium increase, just the charge that prior to July 2018 was covered by the library.

Approve Resolution 20-06-02: effective July, 2020, to increase the monthly health insurance subsidy from \$521 to \$527 for single coverage, and from \$951 to \$966 for family coverage.

Approve Resolution 20-06-03: to set the premium holiday months for July, 2020, and December, 2020.

Correspondence

None this month.

Director's Report

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

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

Accept Gifts

May Restricted Individual Contributions to the General Fund

None

May Unrestricted Individual Contributions to the General Fund

Ann Myers

\$100.00

In-kind Gifts

Anonymous

1 hardcover; 3 trade
paperbacks, 5 mass market
paperbacks

Adjourn

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

**Minerva Public Library Board of Trustees
Minutes of the May, 2020 Regular Meeting
Held May 27, 6:30 pm via Zoom**

Call to Order: meeting was called to order at 6:30

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

Adjustments to the Agenda: none

Public Participation: none

Minutes: Ms. Birks moved to **Approve** the minutes of the April 29, 2020 Regular Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie informed the Board 48 of the 294 eligible kids in the library's service area are now registered. That's a larger percentage than any Stark County school district other than Fairless and Alliance. Carroll County District Library is now participating in the OGIL program as well.

AEP Rebate Update: the second rebate check for the LED conversion project finally arrived. The first check was for \$5286 and this second was for \$2729 bringing a total rebate amount of \$8015. The original estimated rebate when the project began over a year ago was over \$9000. However, the actual rebate still covers close to a third of the project cost and the library has seen a substantial savings in electricity used since the LEDs were installed.

Library Service During Pandemic Update: the library opened for drive-up/curbside service only on May 18. Patrons are making good use of the opportunity to call and request materials for pick-up; staff are also providing faxing, printing, and copying services to patrons. The state-wide delivery remains shut down; therefore, patrons are limited to items in the library's collection. Staff are wearing masks and maintaining social distance. The library has ordered sneeze guards for the service desk and is still trying to find hand sanitizer for purchase. Until the supplies are gathered, the library building can't re-open to the public. Mr. Bartley that Summitville Labs in Minerva is making hand sanitizer and suggested that Mr. Dillie check with them.

Stark County PLF Distribution Formula: the freeze in the distribution formula that the county library Directors had agreed to, and that this library's Board approved at its February meeting, has since been approved by all six other library Boards. At the request of the other libraries, Mr. Dillie has sent a letter to County Auditor Harold requesting that the Budget Commission implement this

freeze this fall for the 2021 distribution and that the freeze remain in place for five years.

Fiscal Officer's Report

Mr. Rutledge moved to **Accept** the monthly financial reports for April, 2020. Ms. Ruff seconded. Motion carried unanimously.

PLF Distribution: the May distribution was \$45,457, a 35.7% decrease from the \$70,782 received last May. While that drop is alarming, it should be also noted that last May's distribution was unusually large. The library's May PLF receipts in 2016, 2017, and 2018 were all between \$57,000 and \$59,000. An updated overview of PLF revenues provided by the OLC was included in the Board Packet. The OLC commissioned report estimates that May and June tax collections will be down quite a bit, thus reducing the PLF for June and July. The final, delayed, 2019 income tax payments come due in July, which should boost revenue, and thus August's PLF distribution. It is uncertain at this time what the overall revenue for the rest of 2020 will be. Although the Governor has required an immediate in the budgets of State agencies in order to finish this fiscal year in balance by June 30, there is no talk in Columbus of reducing the PLF percentage from 1.7% of the General Revenue Fund.

2020 General Revenue Net Operating Position

| | |
|---------------------------|-----------------------------------|
| April Revenue = \$39,683 | Total Annual Revenue = \$212,626 |
| April Expenses = \$49,126 | Total Annual Expenses = \$209,907 |
| Difference = (\$ 9,443) | Difference \$ 2,719 |

Unique Management: No placements in April.

New Business

Northeast Ohio Regional Library System Membership: the library belongs to NEO-RLS, one four region library systems in Ohio. NEO-RLS provides all sorts of training and staff development services to its members. The library's membership is at the gold level which makes all training free, except for incidental expenses associated with on-site events. The membership year is the state fiscal year—July to June—and it is time to renew; the membership is included in this year's appropriation.

Ms. Birks moved to **Approve Resolution 20-05-01:** to renew the library's membership in NEO-RLS at the gold level for the 2020-2021 fiscal year at a cost of \$1,507. Mr. Rutledge seconded. Motion carried unanimously.

Re-opening Update: As reported above, the library is providing pick-up service only right now for patrons and is looking for, or waiting on, the supplies necessary to re-open. The state is providing no specific guidelines for library services, but libraries in general are following Ohio Dept. of Health protocols for retail or office work. Mr. Dillie shared that he has participated in multiple virtual meetings with both area library directors, and directors from the SEO consortium. No one on these calls is in a rush to re-open, and everyone is working on procedures and sourcing supplies. Mr. Dillie intends to re-open the library sometime in June, probably toward the end of the month, once supplies are available.

Reducing Expenses: because of the severe reduction in state tax collections, and the resulting reduction in PLF receipts and the uncertainty about revenue for rest of 2020, it is necessary to reduce expenditures. The Board reviewed a plan included in the Board Packet for a temporary reduction in staffing hours and the materials budget. [Attachment A].

Mr. Rutledge moved to **Approve Draft Resolution 20-05-02** as presented: to adjust the regular required hours of work for all full-time and part-time staff between June 1, 2020 and August 23, 2020. Full-time and administrative staff are required to account for 28 hours of work or 14 hours of work per week respectively. All benefits currently provided to full-time staff will be maintained. Part-time staff are required to account for 15 hours of work per week, or 30 hours of work within a single pay period. Ms. Birks seconded. Motion carried unanimously.

Dr. Beard moved to **Approve Draft Resolution 20-05-03** as presented: to allow the library to participate in a Shared Work Ohio plan beginning June 1, 2020 that will include all eligible employees. Ms. Ruff seconded. Motion carried unanimously.

Reducing Library Hours: summer is traditionally a slow time at the library, and with social distancing requirements in place, visits will likely be even fewer. With reduced staffing and reduced visits, it makes sense to also temporarily reduce the hours open. This reduction would last until August 23. Once we know how the school will re-open, we can decide whether to return to regular hours or have some other schedule.

Ms. Ruff moved to **Approve Draft Resolution 20-05-04** as presented: to set library hours for June, July, and August at Monday 10-8, Tuesday 10-5, Wednesday 10-8, Thursday and Friday 10-5, and Saturday 10-2. These hours will take effect once the building is open again to the public. Ms. Birks seconded. Motion carried unanimously.

Emergency Time: the Board has authorized paying emergency time to staff when the library was completely closed and while the library is offering drive-

up/curbside service only. Limited service will likely continue through the first part of June, and staff will continue be scheduled for fewer hours than their positions require. The Board can authorize to continue payment of emergency time as needed until the library building is re-opened. Mr. Dillie shared with the Board that there was some concern among library Fiscal Officers early in the month following a virtual meeting with Auditor of State Faber. In that meeting the Auditor seemed to suggest that libraries could not pay their staff for emergency or calamity time, i.e. paying staff for hours they were scheduled but not able to work because of the library was closed. It appears that the Auditor both misspoke and was misunderstood; he has said the libraries should document their decisions to pay emergency time and the work that staff is doing off-site. This library has done both of those things. Ms. Davies mentioned that she was not concerned about paying out that emergency time because there are repeated board resolutions approving such payments for defined periods.

Ms. Ruff moved to **Approve Draft Resolution 20-05-05** as presented: to authorize emergency time as needed to pay all regular staff for their total adjusted regular hours not scheduled for work between Monday, June 1, 2020 and Saturday, June 27, 2020. The Director may assign some work from home while the library is paying emergency time. Dr. Beard seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

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

Annual Library Statistics: Since the library was closed in April, there is no door count or circulation other than downloadable content. April saw the highest Hoopla circ ever at 644, but Overdrive circ, while large, was not out of the ordinary.

Accept Gifts

April Restricted Individual Contributions to the General Fund

None

April Unrestricted Individual Contributions to the General Fund

None

In-kind Gifts

Anonymous

11 music CDs

Ms. Davies informed the Board that she would likely be working from home beginning sometime in June following a medical procedure. She will keep the Board informed and will be able to get the documents she needs from the library.

Mr. Rutledge moved to **Adjourn** the meeting at 7:45. Dr. Beard seconded.

The next Regular Board Meeting will be held on June 24, 2020 at 6:30 pm, the venue to be determined.

Board President

Date

Minerva Public Library

May 2020 Financial Reports

Submitted for the June 2020 Board Meeting

Fiscal Officer Summary

Revenue Status

Appropriation Status

Payment Listing

Fund Status

Investment Listing

General Revenue Summary

Monthly Receipts May 2020

Monthly Appropriations May 2020

Net Position for the month

| |
|-----------------|
| 55,487.37 |
| 49,785.02 |
| <u>5,702.35</u> |

Revenue Status

By Fund
As Of 5/31/2020

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 | \$195,509.95 | \$333,867.05 | 36.932% |
| 1000-240-0012 | Public Library Fund - State{CARROLL CO.} | \$142,070.00 | \$52,437.75 | \$89,632.25 | 36.910% |
| 1000-240-0013 | Public Library Fund - State{COLUMBIANA CO.} | \$17,032.00 | \$6,276.65 | \$10,755.35 | 36.852% |
| 1000-310-0311 | Patron Fines and Lost Item Income{FINES & FEES} | \$0.00 | \$282.92 | -\$282.92 | 0.000% |
| 1000-310-0312 | Patron Fines and Lost Item Income{LOST ITEM} | \$250.00 | \$111.21 | \$138.79 | 44.484% |
| 1000-310-0314 | Patron Fines and Lost Item Income{LOST CARD FEE} | \$75.00 | \$4.00 | \$71.00 | 5.333% |
| 1000-340-0000 | Patron Coin-Operated Machine Income | \$4,000.00 | \$415.19 | \$3,584.81 | 10.380% |
| 1000-360-0000 | Patron Class and Seminar Fees | \$0.00 | \$0.00 | \$0.00 | 0.000% |
| 1000-399-0000 | Other - Patron Fines and Fees | \$50.00 | \$0.00 | \$50.00 | 0.000% |
| 1000-399-0397 | Other - Patron Fines and Fees{PRINTER PAPER} | \$500.00 | \$654.67 | -\$154.67 | 130.934% |
| 1000-399-0398 | Other - Patron Fines and Fees{FAX FEE} | \$700.00 | \$233.50 | \$466.50 | 33.357% |
| 1000-611-0000 | Restricted Contributions - Individuals | \$750.00 | \$0.00 | \$750.00 | 0.000% |
| 1000-612-0000 | Restricted Contributions - Businesses | \$0.00 | \$0.00 | \$0.00 | 0.000% |
| 1000-612-2018 | Restricted Contributions - Businesses{YOUTH SUMMER READING } | \$1,250.00 | \$850.00 | \$400.00 | 68.000% |
| 1000-613-0000 | Restricted Contributions - Foundations | \$0.00 | \$0.00 | \$0.00 | 0.000% |
| 1000-651-0000 | Unrestricted Contributions - Individuals | \$3,500.00 | \$432.38 | \$3,067.62 | 12.354% |
| 1000-652-0000 | Unrestricted Contributions - Businesses | \$0.00 | \$0.00 | \$0.00 | 0.000% |
| 1000-701-0000 | Interest or Dividends on Investments | \$5,000.00 | \$1,777.29 | \$3,222.71 | 35.546% |
| 1000-820-0000 | Sale of Supplies for Resale | \$250.00 | \$25.62 | \$224.38 | 10.248% |
| 1000-831-2017 | Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY} | \$1,300.00 | \$300.00 | \$1,000.00 | 23.077% |
| 1000-871-0000 | Refunds for Overpayment | \$75.00 | \$8,014.57 | -\$7,939.57 | 10686.093% |
| 1000-872-0000 | Insurance Reimbursements | \$100.00 | \$776.22 | -\$676.22 | 776.220% |
| 1000-892-0000 | Other - Miscellaneous Non-Operating | \$0.00 | \$9.99 | -\$9.99 | 0.000% |
| Fund 1000 Sub-Total: | | \$706,314.00 | \$268,113.79 | \$438,200.21 | 37.960% |

Revenue Status

By Fund
As Of 5/31/2020

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 | \$268,113.79 | \$438,200.21 | 37.960% |

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 5/30/2020

Fund: General
Pooled Balance: \$151,271.37
Non-Pooled Balance: \$224,302.78
Total Cash Balance: \$375,574.15

| 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 | 0.0000% |
| 1000-110-110-0000 | D Salaries | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-110-110-0001 | D Salaries(ADMINISTRATIVE SALARIES) | \$0.00 | \$0.00 | \$86,515.00 | \$0.00 | \$35,813.40 | \$50,701.60 | 41.3966% |
| 1000-110-110-0002 | D Salaries(MANAGERS) | \$0.00 | \$0.00 | \$39,795.00 | \$0.00 | \$15,845.26 | \$23,949.74 | 39.8177% |
| 1000-110-110-0003 | D Salaries(NON-PROFESSIONALS) | \$0.00 | \$0.00 | \$205,500.00 | \$0.00 | \$80,846.68 | \$124,653.32 | 39.3414% |
| 1000-110-110-0004 | D Salaries(SUBSTITUTES) | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$1,028.75 | \$3,971.25 | 20.5755% |
| 1000-110-110-0005 | D Salaries(SERVICE WORKERS) | \$0.00 | \$0.00 | \$12,290.00 | \$0.00 | \$4,742.93 | \$7,547.07 | 38.5922% |
| 1000-110-211-0000 | D Ohio Public Employees Retirement System | \$0.00 | \$0.00 | \$47,788.00 | \$0.00 | \$18,006.73 | \$29,782.27 | 37.6800% |
| 1000-110-213-0000 | D Medicare | \$0.00 | \$0.00 | \$5,061.95 | \$0.00 | \$1,994.51 | \$3,067.44 | 39.4022% |
| 1000-110-221-0000 | Medical / Hospitalization Insurance | \$0.00 | \$0.00 | \$36,410.00 | \$21,755.04 | \$14,654.96 | \$0.00 | 40.2500% |
| 1000-110-222-0000 | Life Insurance | \$0.00 | \$0.00 | \$385.00 | \$209.66 | \$175.34 | \$0.00 | 45.5433% |
| 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 | \$1,370.00 | \$233.00 | \$0.00 | 17.0077% |
| 1000-110-291-0000 | D Unemployment Benefits | \$0.00 | \$0.00 | \$10.00 | \$0.00 | \$0.00 | \$10.00 | 0.0000% |
| 1000-110-309-2017 | Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA) | \$0.00 | \$0.00 | \$1,875.00 | \$0.00 | \$0.00 | \$1,875.00 | 0.0000% |
| 1000-110-300-2019 | Purchased and Contracted Services(Mental Health FA grant pt) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-110-380-0000 | Library Material Control Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-110-390-0000 | Other - Purchased and Contracted Services | \$0.00 | \$0.00 | \$3,000.00 | \$3,000.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-110-450-0015 | Supplies(PROGRAMMING SUPPLIES) | \$0.00 | \$0.00 | \$3,500.00 | \$3,261.60 | \$238.40 | \$0.00 | 6.8111% |
| 1000-110-451-0007 | General Administrative Supplies(OFFICE SUPPLIES) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-110-0003 | D Salaries(NON-PROFESSIONALS) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-211-0000 | D Ohio Public Employees Retirement System | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-213-0000 | D Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-221-0000 | Medical / Hospitalization Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-222-0000 | Life Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-223-0000 | Dental Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-224-0000 | Vision Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-225-0000 | D Workers' Compensation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-411-1000 | Books and Pamphlets(ADULT DEPT. BOOKS) | \$0.00 | \$0.00 | \$23,000.00 | \$337.44 | \$6,236.56 | \$15,926.00 | 27.1155% |
| 1000-120-411-2000 | Books and Pamphlets(YOUTH DEPT. BOOKS) | \$0.00 | \$0.00 | \$21,555.00 | \$506.11 | \$5,440.06 | \$15,608.83 | 25.2383% |
| 1000-120-412-0000 | Periodicals | \$0.00 | \$0.00 | \$7,945.00 | \$1,868.24 | \$6,075.64 | \$1,12 | 76.4711% |
| 1000-120-413-1006 | Audiovisual Materials(Audiovisual Materials ADULT) | \$0.00 | \$0.00 | \$12,000.00 | \$729.69 | \$1,632.14 | \$9,638.17 | 13.6011% |
| 1000-120-413-1007 | Audiovisual Materials(DOWNLOADABLE CONTENT) | \$0.00 | \$0.00 | \$21,000.00 | \$6,026.81 | \$7,364.46 | \$7,608.73 | 35.0699% |
| 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 | \$243.99 | \$363.04 | \$5,392.97 | 6.0511% |
| 1000-120-414-0000 | Computer Services and Information | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-120-415-0000 | Interlibrary Loan Fees / Charges | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
By Fund
As Of 5/30/2020

| Account Code | Account Name | Reserved for Encumbrance 12/31 | Reserved for Encumbrance 12/31 Adjustment | Final Appropriation | Current Reserve for Encumbrance | YTD Expenditures | Unencumbered Balance | YTD % Expenditures |
|-------------------|--|--------------------------------|---|---------------------|---------------------------------|------------------|----------------------|--------------------|
| 1000-120-416-0000 | Library Material Repair and Restoration | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 0.0000% |
| 1000-120-419-0000 | Other - Library Materials and Information | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$50.46 | \$449.54 | 10.092% |
| 1000-120-459-0008 | Other - Supplies(CATALOGING & PROCESSING SUPPL) | \$0.00 | \$0.00 | \$4,500.00 | \$3,977.52 | \$522.48 | \$0.00 | 11.811% |
| 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 | \$4,494.46 | \$3,255.54 | \$0.00 | 42.007% |
| 1000-210-332-0000 | Maintenance and Repair on Equipment | \$0.00 | \$0.00 | \$28,910.00 | \$10,305.79 | \$6,602.21 | \$12,002.00 | 22.837% |
| 1000-210-334-0000 | Trash Removal | \$0.00 | \$0.00 | \$1,250.00 | \$730.00 | \$520.00 | \$0.00 | 41.600% |
| 1000-210-339-0000 | Other - Property Maint. Repair & Security Svc | \$0.00 | \$0.00 | \$25,855.00 | \$17,718.81 | \$7,434.39 | \$701.80 | 28.754% |
| 1000-210-361-0000 | Electricity | \$0.00 | \$0.00 | \$27,500.00 | \$22,254.68 | \$5,245.32 | \$0.00 | 19.074% |
| 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 | \$4,083.52 | \$4,016.48 | \$0.00 | 49.586% |
| 1000-210-390-0000 | Other - Purchased and Contracted Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-210-452-0000 | Property Maintenance/Repair Supplies & Parts | \$0.00 | \$0.00 | \$5,000.00 | \$3,689.41 | \$1,310.59 | \$0.00 | 26.212% |
| 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% |
| 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 | 85.000% |
| 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 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-325-0010 | Advertising(EMPLOYEE VACANCY ADS) | \$0.00 | \$0.00 | \$100.00 | \$100.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-329-0000 | Other - Communications,Printing and Publicity | \$0.00 | \$0.00 | \$500.00 | \$240.00 | \$240.00 | \$20.00 | 48.000% |
| 1000-230-341-0000 | Property Insurance Premiums | \$0.00 | \$0.00 | \$9,000.00 | \$125.00 | \$8,875.00 | \$0.00 | 98.611% |
| 1000-230-343-0000 | Fidelity Bond Premiums | \$0.00 | \$0.00 | \$250.00 | \$8.00 | \$242.00 | \$0.00 | 96.800% |
| 1000-230-351-0000 | Rents and Leases | \$0.00 | \$0.00 | \$5,200.00 | \$2,688.37 | \$2,511.63 | \$0.00 | 48.361% |
| 1000-230-371-0000 | Auditing Services | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0.0000% |
| 1000-230-372-0000 | Uniform Accounting Network Fees | \$0.00 | \$0.00 | \$3,100.00 | \$2,338.00 | \$762.00 | \$0.00 | 24.581% |
| 1000-230-390-0000 | Other - Purchased and Contracted Services | \$0.00 | \$0.00 | \$13,000.00 | \$7,335.79 | \$5,644.21 | \$0.00 | 43.417% |
| 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 | \$2,966.88 | \$503.12 | \$0.00 | 14.375% |
| 1000-230-454-0000 | Supplies Purchased for Resale | \$0.00 | \$0.00 | \$400.00 | \$400.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-510-0000 | Dues and Memberships | \$0.00 | \$0.00 | \$18,936.00 | \$9,440.17 | \$9,495.83 | \$0.00 | 50.147% |
| 1000-230-520-0000 | D Taxes and Assessments | \$0.00 | \$0.00 | \$125.00 | \$2.94 | \$122.06 | \$0.00 | 97.648% |

Report reflects selected information.

Appropriation Status

By Fund
As Of 5/30/2020

| Account Code | Account Name | Reserved for Encumbrance 12/31 | Reserved for Encumbrance 12/31 Adjustment | Final Appropriation | Current Reserve for Encumbrance | YTD Expenditures | Unencumbered Balance | YTD % Expenditures |
|------------------------------|---------------------------------------|--------------------------------|---|---------------------|---------------------------------|------------------|----------------------|--------------------|
| 1000-230-550-0000 | Refunds and Reimbursements | \$0.00 | \$0.00 | \$250.00 | \$250.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-590-0000 | Other - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-590-0511 | Other - Other{Information Technology} | \$0.00 | \$0.00 | \$2,970.00 | \$404.19 | \$438.93 | \$2,126.88 | 14.779% |
| 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 | \$134,871.13 | \$259,692.09 | \$372,608.73 | 33.851% |
| Fund: Capital Projects | | | | | | | | |
| Pooled Balance: | | | | | | | | |
| Non-Pooled Balance: | | | | | | | | |
| Total Cash Balance: | | | | | | | | |
| 4001-760-331-0000 | Maintenance and Repair on Facilities | \$0.00 | \$0.00 | \$25,000.00 | \$492.00 | \$0.00 | \$24,508.00 | 0.0000% |
| 4001-760-720-0000 | Land Improvement | \$0.00 | \$0.00 | \$20,000.00 | \$760.36 | \$760.46 | \$18,479.18 | 3.802% |
| 4001-760-750-0000 | Furniture and Equipment | \$0.00 | \$0.00 | \$10,000.00 | \$0.00 | \$4,305.77 | \$5,694.23 | 43.058% |
| Capital Projects Fund Total: | | \$0.00 | \$0.00 | \$55,000.00 | \$1,252.36 | \$5,066.23 | \$48,681.41 | 9.211% |
| Report Total: | | \$0.00 | \$0.00 | \$822,171.95 | \$136,123.49 | \$264,758.32 | \$421,290.14 | 32.202% |

Payment Listing

May 2020

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|---------------------------------|------------|------------------|------|--|-------------|--------|
| 149-2020 | 05/01/2020 | 05/01/2020 | CH | MINERVA AREA CHAMBER OF COMMERCE | \$120.00 | C |
| 150-2020 | 05/07/2020 | 05/08/2020 | CH | PAYCHEX | \$94.45 | C |
| 151-2020 | 05/07/2020 | 05/08/2020 | CH | PAYCHEX | \$2,146.14 | C |
| 152-2020 | 05/06/2020 | 05/08/2020 | CH | PAYCHEX | \$13,309.19 | C |
| 153-2020 | 05/05/2020 | 05/08/2020 | CH | FIRST COMMUNICATIONS | \$646.32 | C |
| 154-2020 | 05/01/2020 | 05/08/2020 | CH | Solid Waste And Recycling | \$104.00 | C |
| 155-2020 | 05/18/2020 | 05/18/2020 | CH | OHIO PUBLIC EMPLOYEES RETIREMENT S | \$3,009.26 | C |
| 156-2020 | 05/15/2020 | 05/18/2020 | CH | COLUMBIA GAS OF OHIO | \$686.87 | C |
| 157-2020 | 05/12/2020 | 05/18/2020 | CH | OHIO PUBLIC EMPLOYEES DEFERRED | \$290.00 | C |
| 158-2020 | 05/08/2020 | 05/18/2020 | CH | TREASURER, STATE OF OHIO | \$3,767.31 | C |
| 159-2020 | 05/08/2020 | 05/18/2020 | CH | MIDWEST TAPE | \$1,110.98 | C |
| 160-2020 | 05/08/2020 | 05/18/2020 | CH | DOWN TO EARTH LAWN & LANDSCAPING | \$760.46 | C |
| 161-2020 | 05/19/2020 | 05/19/2020 | CH | AMAZON | \$147.96 | C |
| 162-2020 | 05/19/2020 | 05/19/2020 | CH | STANDARD PLUMBING AND HEATING CO | \$1,625.00 | C |
| 163-2020 | 05/19/2020 | 05/19/2020 | CH | DAMON INDUSTRIES INC | \$146.13 | C |
| 164-2020 | 05/19/2020 | 05/19/2020 | CH | copeco | \$819.90 | C |
| 165-2020 | 05/19/2020 | 05/19/2020 | CH | AMERICAN ELECTRIC POWER | \$979.86 | C |
| 166-2020 | 05/20/2020 | 05/20/2020 | CH | OHIO PUBLIC EMPLOYEES DEFERRED | \$290.00 | C |
| 167-2020 | 05/20/2020 | 05/20/2020 | CH | PAYCHEX | \$8,827.45 | C |
| 168-2020 | 05/22/2020 | 05/22/2020 | CH | PAYCHEX | \$84.77 | C |
| 169-2020 | 05/22/2020 | 05/22/2020 | CH | PAYCHEX | \$1,262.88 | C |
| 170-2020 | 05/22/2020 | 05/22/2020 | CH | QUILL CORPORATION | \$104.97 | C |
| 171-2020 | 05/22/2020 | 05/22/2020 | CH | CHASE CARD SERVICES | \$2,053.91 | C |
| 172-2020 | 05/26/2020 | 05/26/2020 | CH | Solid Waste And Recycling | \$104.00 | C |
| 173-2020 | 05/26/2020 | 05/26/2020 | CH | The Alliance Review | \$291.51 | C |
| 174-2020 | 05/26/2020 | 05/26/2020 | CH | OVERDRIVE | \$612.44 | C |
| 175-2020 | 05/27/2020 | 05/27/2020 | CH | CHASE BANK | \$27.00 | C |
| 176-2020 | 05/27/2020 | 05/27/2020 | CH | BAKER & TAYLOR BOOKS | \$1,617.56 | C |
| 177-2020 | 05/27/2020 | 05/27/2020 | CH | Genesis Wildlife Services Ltd | \$1,298.20 | C |
| 6791 | 05/01/2020 | 05/01/2020 | SW | Skipped Warrants 6791 to 6791 Series 2 | \$0.00 | V |
| 6792 | 05/01/2020 | 05/01/2020 | AW | AMERICAN HERITAGE LIFE INSURANCE C | \$190.43 | C |
| 6793 | 05/01/2020 | 05/01/2020 | AW | STARK COUNTY SCHOOLS COUNCIL OF G | \$19.72 | C |
| 6794 | 05/01/2020 | 05/01/2020 | AW | STARK COUNTY SCHOOLS COUNCIL OF G | \$41.73 | C |
| 6795 | 05/01/2020 | 05/01/2020 | AW | STARK COUNTY SCHOOLS FLEX PLAN AC | \$180.00 | C |
| 6796 | 05/19/2020 | 05/19/2020 | AW | STARK COUNTY SCHOOLS FLEX PLAN AC | \$180.00 | C |
| 6797 | 05/19/2020 | 05/19/2020 | AW | STARK COUNTY SCHOOLS COUNCIL OF G | \$41.73 | C |
| 6798 | 05/19/2020 | 05/19/2020 | AW | STARK COUNTY SCHOOLS COUNCIL OF G | \$4,171.54 | C |
| 6799 | 05/19/2020 | 05/19/2020 | AW | MINERVA AREA CHAMBER OF COMMERCE | \$125.00 | C |
| 6800 | 05/19/2020 | 05/19/2020 | AW | BAKER & TAYLOR BOOKS | \$298.58 | C |
| Total Payments: | | | | | \$51,587.25 | |
| Total Conversion Vouchers: | | | | | \$0.00 | |
| Total Less Conversion Vouchers: | | | | | \$51,587.25 | |

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,

Payment Listing

May 2020

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 5/30/2020

| Fund Number | Fund Name | % of Total Pooled | Fund Balance | Investments (Non-Pooled) | Checking & Pooled Investments (Pooled) |
|------------------------------------|------------------|--------------------------|---------------------|---------------------------------|---|
| 1000 | General | 54.015% | \$375,574.15 | \$224,302.78 | \$151,271.37 |
| 4001 | Capital Projects | 45.985% | \$128,782.22 | \$0.00 | \$128,782.22 |
| All Funds Total | | | \$504,356.37 | \$224,302.78 | \$280,053.59 |
| Pooled Investments | | | | | \$123,934.54 |
| Secondary Checking Accounts | | | | | \$271.00 |
| Available Primary Checking Balance | | | | | \$155,848.05 |

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/ | \$21,311.46 | 1.50% | \$131.82 | \$988.66 | 01/27/2018 | 08/27/2018 | | |
| CD042517 | CONSUMERS 0106524019 25 month CD | \$21,400.78 | 1.05% | \$169.38 | \$876.32 | 04/25/2017 | 05/25/2019 | | |
| CD050916 | CONSUMERS #106631829 48 month CD | \$106,417.09 | 2.05% | \$895.80 | \$5,124.72 | 06/11/2018 | 06/11/2022 | | |
| CD072716 | CONSUMERS 0106125341 18 month CD 03, | \$21,281.63 | 1.50% | \$131.65 | \$1,103.89 | 03/27/2018 | 09/27/2019 | | |
| CD080415 | CONSUMERS 106254903 48 month CD | \$32,370.76 | 2.25% | \$299.22 | \$2,069.43 | 08/04/2018 | 08/04/2022 | | |
| CD082817 | CONSUMERS 0106774145 18 month CD 3/2 | \$21,521.06 | 1.50% | \$133.12 | \$774.00 | 08/26/2017 | 09/28/2019 | | |
| SAVINGS | CHASE BUSINESS SAVINGS | \$22,048.71 | 0.10% | \$16.30 | \$28,076.52 | 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

**May 2020 Financial
Reports**

**Submitted for June 2020
Board Meeting**

June 2020 Youth Services Report

The Youth Department staff is ready for the community. Although many restrictions for activities are still in place, the library plans to offer services and activities in a different manner and still meet the community's educational and entertainment needs.

During online meetings with youth librarians from around the state, many ideas for how to proceed with any type of Summer Reading Program emerged. Will the public embrace online story time, or are they suffering from screen fatigue? How to reach those without internet? Is it acceptable to pass out paper or other items? How should to collect information to give rewards and how to distribute any prizes?

The 2020 *Imagine Your Story* Summer Reading program for the Minerva Public Library Youth Department consists of six weeks of activities, each week related to a familiar fairy tale. Students may visit the library to pick up packets which include the story, art, crafts, or science projects and materials. They may also choose to follow the library's youtube channel and create the projects using materials from home. Sarah will record a story telling for each week's story. One example is week 4 ends with July 25 (Christmas in July). The story is Hansel and Gretel and students may create a Christmas cottage ornament from clay and learn about Christmas crackers, which are candy and trinket filled tubes, popular in England. During a special youtube event, children and librarians can crack open their craft, don their party hat, and wish someone a "Merry Christmas in July". If there has ever been a summer where "We Need a Little Christmas", it is this one.

Sarah created separate crafts packets for those ages ten and older who want a more challenging craft connected to a fantasy book, movie, or creature.

As the summer progresses, a few surprises may pop-up for our young patrons to enjoy.

This month ends with another loss, as Hannah Reed turned in her two week notice after moving to Youngstown and securing another job. That leaves the youth department short a full time staff member, Janice Oneacre, who retired April 30, and a part-time staff member.

Kathy Heller
Youth Services Manager
6/16/2020

Director's Report—June, 2020

Building and Grounds—I hung all the sneeze guards in preparation for re-opening the building. They look fine and should do the job. Most of the chairs for the public are now in storage in the meeting room. We've taken half of the public computers out of service and spread out the others in ensure social distancing. I finally was able to round up some hand sanitizer for the public, and have more on backorder. I also purchased disposable masks to offer free to the patrons. The library is not requiring nor requesting that patrons wear masks, but we are making complimentary masks obviously available. Air conditioning has been working well, almost too well since the service tech was here in May.

Staffing—all staff are now working the reduced hours approved at the May Board meeting. Full-time staff is on SharedWorkOhio. A part-time staff member in Youth Services has resigned, and I plan to leave that position open through the summer. We will advertise the full-time position that is open in Youth Services and hope to have someone hired to start by the beginning of the school year.

Technology—Microsoft released a very large update for Windows10 in May. Some of the security updates interfere with networked printing, and Microsoft belatedly issued a patch to solve that problem. However, that patch didn't solve the problem here, and Jennifer spend several days this week trying to figure it out. She discovered that the new anti-virus software had a setting that was not allowing this new patch to work; once she adjusted the anti-virus, printing worked again from all the computers.

Meetings—I attended virtual meetings with the Chamber Board; the OLC Board, and a group of library directors.