

**Minerva Public Library
Board of Trustees**

August, 2020

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
August, 2020 Regular Meeting
August 26, 6:30 pm via Zoom**

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

Minutes: Approve minutes of the July 29, 2020 Regular Board Meeting, and August 12, 2020 Special Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update

Library Service During Pandemic Update

Fiscal Officer's Report

Accept: Monthly financial reports for July, 2020.

PLF Distribution: the August distribution was \$70,084, a 29.5% increase from the \$54,120 received last August. At the state level, the PLF was 37.4% above August 2019, and 14.7% above the revised Ohio Dept. of Taxation estimate for the month. The large increase in August revenue is likely mostly due to the receipt of the delayed 2019 income tax payments which finally came due in July.

2020 General Revenue Net Operating Position

July Revenue = \$65,131	Total To-date Revenue = \$367,372
July Expenses = \$59,978	Total To-date Expenses = \$401,056
Difference = \$ 5,153	Difference (\$ 33,634)*

*Includes \$50,000 transfer from general revenue to capital projects.

Operating Expenses as Percentage of Appropriation

2020 Appropriation	Year-to-Date Expenses	As Percentage
\$767,172	\$401,056	52.3%

Unique Management: \$17.90 for two placements.

New Business

Carroll County Budget Hearing: Mr. Dillie and Ms. Davies attended the virtual budget hearing on August 11.

Approve hiring Laken Hamilton as Library Associate II, Early Childhood Associate in the Youth Services Department.

Coronavirus Relief Fund (CRF) Public Library Assistance Program: update on CARES Act funds provided to the State of Ohio as grants for public libraries.

Approve draft Resolution 20-08-03: to approve applying for and accepting money provided by the Coronavirus Relief Fund within the program's restrictions and stipulations.

Approve draft Resolution 20-08-04: to create a Special Revenue Fund to track the receipt and expenditure of CRF funds.

Approve draft Resolution 20-08-05: to amend the 2020 revenue appropriation adding \$25,000 from the CRF.

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: July doorcount was 56% less than July, 2019, which is no surprise. In-house circ was down 34% from last July, and because there was very little going out to other libraries, overall circ was down 40%. However, it's worth pointing out that circ decline is much less than the drop in doorcount which suggests that patrons who use the collection more also returned to the library more quickly than the casual user.

Accept Gifts

July Restricted Individual Contributions to the General Fund

July Unrestricted Individual Contributions to the General Fund

\$105.93

Includes \$95 from Marcia and Larry Tarbet in honor of Bill Pilati's 95th birthday

In-kind Gifts

Anonymous

10 hardcovers; 5 trade
paperback; 7 mass market
paperback

Adjourn

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

**Minerva Public Library Board of Trustees
July 29, 2020 Regular Meeting Minutes
Via Zoom**

Call to Order: the meeting was called to order at 6:30 pm.

Attendance: Trustees Roger Barley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge. Library Director Tom Dillie.

Minutes: Dr. Beard moved to Approve the minutes of the June 24, 2020 Regular Board Meeting. Mr Rutledge seconded. No additions or corrections presented. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that as of the end of June, 61 of 294, or 20.7%, of eligible children were registered with the Imagination Library. As yet, Stark Library has asked for no matching funds from Minerva to support local registrations; the full cost is being paid through county-wide fundraising. Ms. Birks asked if donations made to Stark Library for this program were used to only support registrations for kids in the Stark Library service area? Mr. Dillie said that his understanding was that all fund-raising for the Imagination Library managed through Stark Library was funding the program for all participating agencies. While there was discussion among the library Directors of a percentage cap on registrations from each service area, it appears that enough money had been raised so far to support all registrations.

Library Service During Pandemic Update: Mr. Dillie reported that since the library re-opened for in-building service on June 16 doorcount has averaged 42% of the usual count for this period. The library is open two evenings a week rather than four, and closes at 2:00 rather than 5:00. No patrons have mentioned about the reduced hours, and evenings are very slow indeed. In light of new research on how low virus can detected on library materials, returned items are now held for four days on carts before being checked in.

Fiscal Officer's Report

Ms. Birks moved to **Accept** the monthly financial reports for June, 2020. Ms. Repella seconded. Mr. Dillie pointed out that the library was still in good shape when considering operating expenses vs. revenue. Savings from two unfilled positions, the reduced staffing hours that began June 1, and reduced materials expenditures have all helped keep the balance positive. Motion carried unanimously.

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

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

2020 General Revenue Net Operating Position

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

Operating Expenses as Percentage of Appropriation

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

Unique Management: No placements in June.

New Business

Tax Budget: the library is required to file a tax budget with the County Auditors to summarize the library's spending plan for the coming year. The tax budget is a placeholder to confirm that the library expects to receive PLF money from the county and intends to spend it. It does not represent the library's intended budget since it is too early to work on that yet. The budget as presented shows expected revenue of \$628,116, which probably a little high, and expected operating expenses, less a transfer out to Capital Projects, of \$680,202, which is also higher than the final appropriation will be. However, It is likely that the 2021 appropriation will be in deficit just as the 2020 appropriation is.

Mr. Rutledge move to Approve **Resolution 20-07-01** to approve the 2021 tax budget as presented. Ms. Birks seconded. Motion carried unanimously.

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

Ms. Birks moved to Approve **Resolution 20-07-02:** to maintain the reduced summer open hours through December 30, 2020. Library open hours will be Monday 10-8; Tuesday 10-5; Wednesday 10-8; Thursday and Friday 10-5; Saturday 10-2. Ms. Miller seconded. Motion carried.

Ms. Repella moved that the Board enter **Executive Session** to discuss employee hours of work and compensation at 7:00 pm. Ms. Miller seconded.

Roll Call: Bartley _Aye_; Beard_Aye_; Birks Aye__; Miller Aye__; Repella Aye; Rutledge Aye.

Ms. Repella moved to return to regular session at 7:22. Ms. Miller seconded.

Hours of Work Reduction: all regular staff are working reduced hours beginning June 1: full-time staff are working at 30% reduced; part-time staff at 25% reduced. Eligible staff are enrolled in a SharedWorkOhio plan. Mr. Dillie recommended continuing reduced hours through the end of the year, although with a less severe cut, with a review each Board meeting to determine if staffing hours needed to be increased to meet demand for service.

Ms. Birks moved to **Approve Resolution 20-07-03:** to reduced regular hours of work by 20% for all staff beginning August 24, 2020 and continuing through December 27, 2020. Ms. Miller seconded. Motion carried unanimously.

Mr. Rutledge moved to **Approve Resolution 20-07-04:** to provide staff with a least 10 years of service and a current pay rate at the base rate of their job classifications with a one-time wage adjustment as presented. Ms. Repella seconded. In order to make sure that new hires were not paid the same rate as veteran employees, Mr. Dille asked for this adjustment to make sure that veteran employees were moved off the base rates that had been adjusted at the end of last year. Motion carried unanimously.

After School Services: Mr. Dillie and the Trustees discussed ways the library might manage the crowds of kids who usually show up after school at the library. Mr. Dillie also shared staff concerns about how difficult it could be to keep social distancing and enforce mask wearing, especially after the kids have spent all day in school with more restrictions than usual on their freedom of movement.

School dismissal times remain the same, with the older kids dismissed 45 minutes before MES, creating the usual demand for a place for kids to wait for rides or to hang out before picking up younger siblings. While there are kids who check out materials after school, and others who come for library programs, most simply come to hang out, and the library will offer any after school in-person programs for a while.

Correspondence

None this month.

Director's Report

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

Annual Library Statistics: The library offered pick-up serviced only for the first two weeks of June, and then re-opened the building on June 16. Door count was 963, 39% of the 2472 for the comparable period in 2019. Total renewals for the month were almost the same as 2019. Total circ in-house was 39% below last year. There were very few loans to other libraries and downloadable content was similar to last year; therefore, total circ was 43% below 2019.

Accept Gifts

June Restricted Individual Contributions to the General Fund

None

June Unrestricted Individual Contributions to the General Fund

Peg Paumier	\$100.00
In honor of Bill Pilati's 95 th birthday	

In-kind Gifts

Anonymous	none
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Adjourn

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

**Minerva Public Library Board of Trustees Minutes
August 12, 2020 Special Meeting
via Zoom**

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

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sara Repella, and Dick Rutledge; Library Director, Tom Dillie.

Back to School Planning

Mr. Dillie requested the Board hold a special meeting to discuss options for managing the library's afterschool traffic. This topic had been discussed at the July 29 Regular Board meeting, but there were varying views among the Trustees as to how to proceed. Minerva Local Schools return to the classroom on August 20. Because of the library's location, it serves as an after-school hangout and waiting room for students. Because of the state-wide requirement for facial coverings and the occupancy limits imposed by the need for social distancing, the library needs a plan in place to limit the number of people in the library after school, while maintaining the mask requirement, and ensuring social distancing. Mr. Dillie suggested different options:

Close the building: the library building could close between 2:15 and 3:30 every day school is in session. Drive-up service would be maintained. Patrons in the building at 2:15 could stay or leave as they wished during the closed period. Ms. Birks, Ms. Miller, and Dr. Beard had expressed via e-mail various concerns with this option.

Limit access by minors: the library could require minors below a certain age to be accompanied by an adult caregiver when entering the building. The age limit could be set anywhere below 18 years. The library has not heretofore within recent memory limited access to the building or collection based on age. The library did not restrict access by age when re-opening for in-person service on June 16; some libraries have done so.

Limit access based on capacity: the library could limit the number of patrons in the building at one time similar to the current practice at high-demand, high traffic businesses. Staff would count patrons entering the building and, once the limit was reached, ask additional patrons to wait outside until someone leaves the building. Capacity can be set at pretty much any limit the library chooses. This summer we set a limit of 30 people on the main floor and 25 people downstairs; that limit has never yet been reached. The very limited available seating also imposes a limit since students will not be allowed to sit on the floor.

General discussion of these options followed. Ms. Birks wondered how staff would keep track of the number of patrons coming in. Mr. Dillie explained that staff would stand at the door and count, then, once capacity was reached, require additional arriving patrons to wait outside until someone in the building left. Entry to the building would be first come, first served. Mr. Dillie shared the latest enrollment numbers for both online and in-school attendance at Minerva Local Schools. Around 20% of students at both the Elementary and Middle Schools have enrolled for online classes. Until school starts, we won't know how the changes in enrollment and parent behavior will effect afterschool traffic at the library. Trustees agreed that staff should limit entry to the library based on capacity and see how well that works.

Dr. Beard moved to **approve Draft Resolution 20-08-01**: the library will continue to offer regular services and maintain regular hours of service within the limits required by orders or regulations from the Ohio Department of Health and the Stark County Health Department. Ms. Repella seconded. Motion carried unanimously.

Evening Hours: at its July meeting, the Board approved maintaining the current shortened open hours through December, subject to monthly review. After discussion with library staff, Mr. Dillie recommends stay open on Monday and Thursday evenings rather than Monday and Wednesday beginning in September.

Ms. Birks moved to **approve Resolution 20-08-02**: to amend library evening hours to Monday 10-8 and Thursday 10-8 beginning September 10 and continuing through December subject to monthly review. Dr. Beard seconded. Motion carried unanimously.

Dr. Beard moved to **Adjourn** the meeting at 7:10. Ms. Repella seconded.

Minerva Public Library

July 2020 Financial Reports

Submitted for the August 2020 Board Meeting

Fiscal Officer Summary

Revenue Status

Appropriation Status

Payment Listing

Fund Status

Investment Listing

Revenue Status

By Fund
As Of 7/31/2020

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$2.95	\$32.05	8.429%
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	\$284,922.83	\$244,454.17	53.822%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$76,419.18	\$65,650.82	53.790%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$9,147.16	\$7,884.84	53.706%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$345.06	-\$345.06	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$134.16	\$115.84	53.664%
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	\$670.75	\$3,329.25	16.769%
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	\$911.22	-\$411.22	182.244%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$293.00	\$407.00	41.857%
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	\$538.31	\$2,961.69	15.380%
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	\$3,791.72	\$1,208.28	75.834%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$41.05	\$208.95	16.420%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$1,300.00	\$300.00	\$1,000.00	23.077%
1000-871-0000	Refunds for Overpayment	\$75.00	\$8,214.57	-\$8,139.57	10952.760%
1000-872-0000	Insurance Reimbursements	\$100.00	\$776.22	-\$676.22	776.220%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$9.99	-\$9.99	0.000%
Fund 1000 Sub-Total:		\$706,314.00	\$387,372.17	\$318,941.83	54.844%

Revenue Status

By Fund
 As Of 7/31/2020

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	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$0.00	\$50,000.00	-\$50,000.00	0.0000%
	Fund 4001 Sub-Total:	\$0.00	\$50,000.00	-\$50,000.00	0.0000%
	Report Total:	\$706,314.00	\$437,372.17	\$268,941.83	61.923%

Appropriation Status

By Fund
As Of 7/31/2020

Fund: General
Pooled Balance: \$128,501.64
Non-Pooled Balance: \$224,966.61
Total Cash Balance: \$353,468.25

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	\$49,913.81	\$36,601.19	57.694%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$39,795.00	\$0.00	\$21,867.69	\$17,927.31	54.951%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$205,500.00	\$0.00	\$108,482.90	\$97,017.10	52.790%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,206.03	\$3,793.97	24.121%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,290.00	\$0.00	\$6,727.01	\$5,562.99	54.736%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$25,928.09	\$21,860.91	54.255%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$2,651.33	\$2,410.62	52.378%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$19,744.76	\$16,665.24	\$0.00	45.771%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$155.84	\$229.16	\$0.00	59.522%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,137.00	\$233.00	\$0.00	17.007%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	0.0000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$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	\$2,606.70	\$893.30	\$0.00	25.523%
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	\$22,950.00	\$1,082.84	\$8,082.72	\$13,784.44	35.219%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$21,555.00	\$752.93	\$6,567.95	\$14,234.12	30.471%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,995.00	\$1,387.64	\$6,591.80	\$9.56	82.449%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,000.00	\$387.44	\$2,277.11	\$9,335.45	18.976%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$21,000.00	\$3,973.31	\$9,417.96	\$7,608.73	44.847%
1000-120-413-2004	Audiovisual Materials(YOUTH CD's)	\$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	\$270.88	\$612.45	\$5,116.67	10.208%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 7/31/2020

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
1000-120-416-0000	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	\$3,639.41	\$860.59	\$0.00	19.124%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$3,202.12	\$4,547.88	\$0.00	58.682%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$5,208.38	\$11,699.62	\$12,002.00	40.468%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$618.00	\$632.00	\$0.00	50.560%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$15,147.81	\$10,005.39	\$701.80	38.688%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$19,775.86	\$7,724.14	\$0.00	28.088%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$444.40	\$255.60	\$0.00	36.514%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$3,130.31	\$4,969.69	\$0.00	61.354%
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	\$3,061.90	\$1,938.10	\$0.00	38.762%
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	85.0000%
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	\$90.20	\$134.80	\$0.00	59.911%
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	\$160.00	\$320.00	\$20.00	64.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$125.00	\$8,875.00	\$0.00	98.611%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$1,868.47	\$3,331.53	\$0.00	64.068%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,894.05	\$0.00	\$0.00	\$2,894.05	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	\$15,104.17	\$2,584.74	\$12,509.43	\$0.00	82.821%
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	\$2,996.88	\$503.12	\$0.00	14.375%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$7,933.17	\$11,002.83	\$0.00	58.105%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$126.78	\$2.94	\$123.84	\$0.00	97.681%

Report reflects selected information.

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	\$65.35	\$777.77	\$2,126.88	26.183%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$468.03	\$1,531.97	23.402%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.0000%
General Fund Total:		\$0.00	\$0.00	\$767,171.95	\$108,670.28	\$401,056.37	\$257,446.30	52.277%

Fund: Capital Projects
 Pooled Balance: \$174,826.84
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$174,826.84

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$25,000.00	\$0.00	\$492.00	\$24,508.00	1.968%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$20,000.00	\$219.90	\$3,950.84	\$15,829.26	19.754%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$596.17	\$4,578.77	\$4,825.06	45.788%
Capital Projects Fund Total:		\$0.00	\$0.00	\$55,000.00	\$816.07	\$9,021.61	\$45,162.32	16.403%
Report Total:		\$0.00	\$0.00	\$822,171.95	\$109,486.35	\$410,077.98	\$302,607.62	49.877%

Payment Listing

July 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
215-2020	07/06/2020	07/07/2020	CH	CHASE CARD SERVICES	\$739.62	C
216-2020	07/02/2020	07/07/2020	CH	PAYCHEX	\$89.61	C
217-2020	07/02/2020	07/07/2020	CH	PAYCHEX	\$911.55	C
218-2020	07/01/2020	07/07/2020	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$190.43	C
219-2020	07/01/2020	07/07/2020	CH	PAYCHEX	\$7,512.73	C
220-2020	07/10/2020	07/13/2020	CH	FIRST COMMUNICATIONS	\$646.06	C
221-2020	07/09/2020	07/13/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
222-2020	07/09/2020	07/13/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$1,972.49	C
223-2020	07/07/2020	07/13/2020	CH	BAKER & TAYLOR BOOKS	\$129.39	C
224-2020	07/07/2020	07/13/2020	CH	BAKER & TAYLOR BOOKS	\$101.79	C
225-2020	07/07/2020	07/13/2020	CH	BAKER & TAYLOR BOOKS	\$450.69	C
226-2020	07/07/2020	07/13/2020	CH	copeco	\$409.95	C
227-2020	07/07/2020	07/13/2020	CH	Solid Waste And Recycling	\$112.00	C
228-2020	07/07/2020	07/13/2020	CH	QUILL CORPORATION	\$149.20	C
229-2020	07/07/2020	07/13/2020	CH	NEO-RLS	\$1,507.00	C
230-2020	07/07/2020	07/13/2020	CH	DEMCO, INC.	\$109.97	C
231-2020	07/07/2020	07/13/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
232-2020	07/07/2020	07/13/2020	CH	MIDWEST TAPE	\$1,037.28	C
233-2020	07/07/2020	07/13/2020	CH	TREASURER, STATE OF OHIO	\$6,396.95	C
234-2020	07/13/2020	07/14/2020	CH	J & D Cleaning Service	\$1,140.00	C
235-2020	07/14/2020	07/14/2020	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$168.00	C
236-2020	07/14/2020	07/14/2020	CH	BAKER & TAYLOR BOOKS	\$21.20	C
237-2020	07/16/2020	07/17/2020	CH	PAYCHEX	\$96.77	C
238-2020	07/16/2020	07/17/2020	CH	COLUMBIA GAS OF OHIO	\$463.13	C
239-2020	07/16/2020	07/17/2020	CH	PAYCHEX	\$791.45	C
240-2020	07/16/2020	07/17/2020	CH	AMERICAN ELECTRIC POWER	\$1,650.28	C
241-2020	07/15/2020	07/17/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
242-2020	07/15/2020	07/17/2020	CH	PAYCHEX	\$6,544.54	C
243-2020	07/17/2020	07/17/2020	CH	Ted Fellows	\$85.00	C
244-2020	07/17/2020	07/17/2020	CH	KISHMAN'S IGA	\$119.76	C
245-2020	07/17/2020	07/17/2020	CH	BAKER & TAYLOR BOOKS	\$414.52	C
246-2020	07/21/2020	07/21/2020	CH	MINERVA AREA CHAMBER OF COMMERCE	\$80.00	C
247-2020	07/21/2020	07/21/2020	CH	AMAZON	\$227.06	C
248-2020	07/21/2020	07/21/2020	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$17.90	C
249-2020	07/21/2020	07/21/2020	CH	BAKER & TAYLOR BOOKS	\$198.56	C
250-2020	07/28/2020	07/28/2020	CH	TREASURER, STATE OF OHIO	\$1.78	C
251-2020	07/28/2020	07/28/2020	CH	BAKER & TAYLOR BOOKS	\$92.29	C
252-2020	07/28/2020	07/28/2020	CH	CHASE CARD SERVICES	\$853.76	C
253-2020	07/28/2020	07/28/2020	CH	HERFF JONES YEARBOOKS	\$60.00	C
254-2020	07/30/2020	08/10/2020	CH	PAYCHEX	\$84.77	C
255-2020	07/30/2020	08/10/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
256-2020	07/30/2020	08/10/2020	CH	PAYCHEX	\$774.18	C
257-2020	07/30/2020	08/10/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$1,988.23	C
258-2020	07/30/2020	08/10/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$2,067.50	C
259-2020	07/30/2020	08/10/2020	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$190.43	C
260-2020	07/30/2020	08/10/2020	CH	PAYCHEX	\$6,420.42	C

Payment Listing

July 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
6801	07/07/2020	07/07/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$113.18	C
6802	07/07/2020	07/07/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$41.73	C
6803	07/07/2020	07/07/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
6804	07/14/2020	07/14/2020	AW	BAKER & TAYLOR BOOKS	\$96.28	C
6805	07/28/2020	07/28/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,429.66	C
6806	07/28/2020	07/28/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$270.00	C
6807	07/28/2020	07/28/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$41.73	C
Total Payments:					\$53,250.82	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$53,250.82	

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

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

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

Fund Status

As Of 7/31/2020

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	42.364%	\$353,468.25	\$224,966.61	\$128,501.64
4001	Capital Projects	57.636%	\$174,826.84	\$0.00	\$174,826.84
All Funds Total			\$528,295.09	\$224,966.61	\$303,328.48
Pooled Investments					\$125,285.14
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$177,772.34

Last reconciled to bank: 07/31/2020 – Total other adjusting factors: \$0.00

Investment Listing

System Year 2020

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo 8/2/20	\$103,232.42	1.30%	\$1,346.59	\$3,232.42	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,364.60	1.50%	\$184.96	\$1,041.80	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,422.25	1.05%	\$190.85	\$897.79	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$106,778.73	2.05%	\$1,257.44	\$5,486.36	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,334.69	1.50%	\$184.71	\$1,156.95	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,491.63	2.25%	\$420.09	\$2,190.30	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2/	\$21,574.71	1.50%	\$186.77	\$827.65	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,052.72	0.10%	\$20.31	\$28,080.53	08/24/2000	12/31/2099		
STAR OHIO	STATE TREASURY ASSET RESERVE OF O	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		

End

Minerva Public Library

July 2020 Financial Reports

**Submitted for August 2020
Board Meeting**

Director's Report—August, 2020

Building and Grounds: the AC went out a couple of times at the end of July and beginning of August. I closed the library early on Monday, August 3, because the AC had likely shut off over the weekend, and it was 80 degrees in the library at opening. The Standard Plumbing tech borrowed the manual for the controls on the AC compressors outside, and went through and reset everything to the factory specifications; he also added coolant to one unit. Things have been working well since then. Down to Earth came out on August 7 and weeded the landscaping; it looks much better.

Staffing: Mrs. Heller and I interviewed five applicants for the full-time position in Youth Services and ended up hiring Laken Hamilton who was working part-time in the Department. She has the most relevant and recent preschool experience and education and has plenty of ideas for developing this new position.

Meetings: I attended a meeting of area library directors on August 7, the Carroll County Budget Commission hearing on August 11, an OLC Directors of Small Libraries forum on August 13, and the Chamber Board meeting on August 19. All meetings were held via Zoom.

Professional Development: I have been re-elected to a second, and final, term on the OLC Board of Directors. This new term will run 2021-2023.