

**Minerva Public Library
Board of Trustees**

October, 2020

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
October, 2020 Regular Meeting
October 22, 6:30 pm via Zoom**

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

Minutes: Approve minutes of the September 24, 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 September, 2020.

PLF Distribution: the October distribution was \$55,776 a 0.1% decrease from the \$56,342 received last October. At the state level, the PLF was .001% below October 2019, and 11.4% above the revised Ohio Dept. of Taxation estimate for the month.

2020 General Revenue Net Operating Position

August Revenue = \$66,091	Total To-date Revenue = \$549,334
August Expenses = \$40,782	Total To-date Expenses = \$480,883
Difference = \$25,309	Difference \$ 68,451*

*Includes \$25,000 CARES Act grant to revenue, \$50,000 transfer to capital in expenses.

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$480,883	62.6%

Unique Management: \$205.85 for 23 placements.

New Business

Transfer Out: at its September meeting, the Board approved amending the 2020 Appropriation to include an addition transfer into Capital Projects.

Approve Resolution 20-10-01: to transfer \$50,000 from General Revenue to Capital Projects.

Performance Evaluations for Director and Fiscal Officer: the personnel committee of the Board should plan to meet and review the performance of the Board's direct hires.

Correspondence

None

Director's Report

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

Annual Library Statistics: September door count was 70% less than September, 2019. Class visit headcount was down 85% and the upstairs count was down 65%. In-house circ was down 28% from last September; checkouts were much lower but renewals were close last year's. Overall circ was 28% below September last year.

Gifts

September Restricted Individual Contributions to the General Fund

\$0.00

September Unrestricted Individual Contributions to the General Fund

\$127.75*

*includes a \$100 contribution from Jean Culp for adult books

In-kind Gifts

Anonymous	6 hardcovers; 23 trade paperbacks 3 mass market paperbacks; 5 DVDs
Richard and Ann Myers	1 hardcover
Molly Gartner Pirie	1 hardcover; 1 trade paperback

Adjourn

The next Regular Board Meeting will be held on November 19, 2020 at 6:30 pm, via Zoom.

**Minerva Public Library Board of Trustees
September 24, 2020 Regular Meeting Minutes
via Zoom**

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

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

Dr. Beard moved to Approve the Minutes of the August 26, 2020 Regular Board Meeting. Ms. Birks seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: As of the end of August, 113 of 294 (39%) eligible kids were enrolled in the program. That participation rate is higher than any other local service area except that of Rodman Public Library. As yet, the library has not been billed for any registrations. Stark Library continues to pay all registration fees from the county-wide donations.

Library Service During Pandemic Update: Visits to the library are much lower than usual. Drive-up window service was 79% higher in August than in August, 2019. There is no afterschool traffic to speak of in the library. As Mrs. Heller describes in her report, Youth Services is finding new ways to provide programs and to continue to connect with kids. Although there are some class visits to the library, more teachers than not are choosing to keep their classes at school. The library has received its \$25,000 CARES Act grant. So far, eligible expenses are about \$4500; the library will report its expenses in October and again at the end of December. Unused funds will be returned. Mr. Dillie mentioned that he will ask Catlett Plumbing for a price to add water bottle filling stations to the driving fountains. The fountains are now shut off, and it would be helpful to offer patrons a way to get water while visiting the library.

Fiscal Officer's Report

Accept: Monthly financial reports for August , 2020.

PLF Distribution: the September distribution was \$64,956 a 5.1% increase from the \$61,768 received last September. At the state level, the PLF was 6% above September 2019, and 9.4% above the revised Ohio Dept. of Taxation estimate for the month.

2020 General Revenue Net Operating Position

August Revenue = \$95,871*

Total To-date Revenue = \$483,243

August Expenses = \$49,045	Total To-date Expenses = \$440,101
Difference = \$46,826	Difference \$ 43,142**

*Includes \$25,000 CARES Act grant

**Includes \$25,000 CARES Act grant to revenue, \$50,000 transfer to capital in expenses.

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$440,101	57.3%

Unique Management: \$161.10 for 18 placements.

New Business

HVAC Upgrades: Standard Plumbing has submitted several proposed improvements to the HVAC system. A copy of the proposal is included for discussion. Mr. Dillie reviewed the two options available for finally fixing the control system. Mr. Bartley pointed out that if the cheaper plan to simply repair the existing controls failed, the library would have spent \$14,000 and still need to then spend another \$60,000 to solve the problem. Mr. Rutledge asked what the terms are for the warranty on the new controls, since it does cost over \$1000. Mr. Dillie will find out. Dr. Beard asked if doing the work now, when the weather is getting colder, would require the library to close because of lack of heat. Mr. Dillie said there was no suggestion from Standard that there would be any disruption in service, but he would check to make sure. The library does have the money available in the Capital Fund, but choosing the full replacement requires amending the appropriation to make money available to spend. Mr. Dillie also suggested if the Board wished to proceed with the project that amending the appropriation should also include adding an additional transfer out from General Revenue to Capital. More discussion followed.

Mr. Rutledge moved to **approve Resolution 20-09-01:** to the amend the 2020 Appropriation and add \$47,000 to Capital Projects—Maintenance and Repair of Facilities 4001-760-331-0000. Dr. Beard seconded. Motion carried unanimously.

Ms. Birks moved to **approve Resolution 20-09-02:** to amend the 2020 Appropriation to show an additional transfer out of \$50,000 from General Revenue to Capital Projects. Ms. Repella seconded. Motion carried unanimously.

Ms. Birks moved to **approve Resolution 20-09-03:** to approve the proposal presented by Standard Plumbing and Heating to replace the existing HVAC

control system and to recommission the whole building humidifier at a total estimated cost of \$62,000. Mr. Rutledge seconded. Motion carried unanimously.

Kanopy: Mr. Dillie reviewed information included in the Board Packet about the Kanopy streaming service. The pricing model is pay only for what is used, similar to Hoopla's and the collection complements what is offered by Hoopla and Overdrive. There is no contract, just a month to month agreement, and the product is web-based with no IT demand on the library.

Correspondence

Letter from Alliance City Schools thanking the library for a book donation.

Director's Report

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

Annual Library Statistics: August doorcount was 61% less than August, 2019. In-house circ was down only 22.8% from last August, thanks to a healthy boost in automatic renewals. The delivery service resumed normal operations in August, and loans to other libraries are still below normal. Overall circ was 22% below this month last year.

Accept Gifts

August Restricted Individual Contributions to the General Fund
\$0.00

July Unrestricted Individual Contributions to the General Fund
\$17.00

In-kind Gifts
None

Ms. Repelled moved to **Adjourn** the meeting at 7:40 pm. Mr. Rutledge seconded. The meeting was adjourned.

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

Minerva Public Library

September 2020 Financial Reports

Submitted for the October 2020 Board Meeting

Fiscal Officer Summary

Revenue Status

Appropriation Status

Payment Listing

Fund Status

Investment Listing

Minerva Public Library
 Financials September 2020

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
Fines and Fees	207.84		
<i>Covid 19 Grant</i>			
Lost Item			
Unrestricted Donations	127.75		
Columbia County PLF	1,603.73		
Stark County PLF	49,954.11		
Carroll County PLF	13,398.20		
CD Interest	339.59		
Taxes	0.88		
Printer paper	126.25		
Copier	248.71		
Fax	71.50		
Resale	12.62		
Total *Revenue Ledger	66,091.18		

<i>Expenditures:</i>			
<i>Salaries</i>			
Dept 1	5,087.31		
Dept 2	2419.06		
Dept 3	12010.63		
Dept 4			
Dept 5	755.94		
OPERS	2,758.82		
Medicare	265.61		
Life Insurance	30.34		
Insurance-Board Share	2,546.36		
Programming Supplies	98.54		
Adult Books	2,742.92		
Youth Books	733.12		
Periodicals	293.55		
Adult Audiovisual	542.78		
Downloadable Content	1,009.84		
Youth Audiovisual	195.02		
Catalog/processing	83.16		
Telephone	660.71		
Dues and Membership			
Mtn and Repair on Equipment	610.00		
Other Property Main/Repair and Security	2,146.37		
Electric	2,185.08		
Water and Sewage	103.01		
Office Supplies	143.69		
Furniture	389.00		
Postage			
Natural Gas	683.81		
Property Mtn/Repair Supplies and Parts	587.86		
Lease Copier	409.95		

UAN 762.00
 Other Communications
 Other Purchased and Contract Services 392.20
 Information Tech 12.95
 Refunds 10.00
 Sales Tax
 Trash 112.00
40,781.53

Capital:
 Maintenance and Repair
 Land
 Furniture
40,781.53

0.00
40,781.53

Ending Cash Balance:
 Checking/Cash on Hand 229,764.60
 Savings (Chase) 22,054.55
 Certificates of Deposit (CMB) 225,643.45
 Certificates of Deposit (Chase) 7,870.52
 Petty Cash/Registers 271.00
 Transfer In
485,604.12

255,660.79
 22,054.55
 225,643.45
 103,232.42
 271.00
 606,862.21

121,258.09
 Actual Plus 50,000=171,258.09

FUND STATUS

Oct-20

Revenue Status

By Fund
As Of 9/30/2020

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$4.29	\$30.71	12.257%
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	\$25,000.00	-\$25,000.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$529,377.00	\$388,775.08	\$140,601.92	73.440%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$104,273.40	\$37,796.60	73.396%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$12,481.24	\$4,550.76	73.281%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$677.90	-\$677.90	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	\$1,048.71	\$2,951.29	26.218%
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	\$1,173.47	-\$673.47	234.694%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$397.50	\$302.50	56.786%
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	\$683.06	\$2,816.94	19.516%
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	\$4,470.39	\$529.61	89.408%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$60.21	\$189.79	24.084%
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	\$549,334.19	\$156,979.81	77.775%

Revenue Status

By Fund
 As Of 9/30/2020

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	\$50,000.00	-\$50,000.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$50,000.00	-\$50,000.00	0.000%
Report Total:		\$706,314.00	\$599,334.19	\$106,979.81	84.854%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 9/30/2020

Fund: General
Pooled Balance: \$209,960.87
Non-Pooled Balance: \$225,643.45
Total Cash Balance: \$435,604.12

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
1000-110-590-2020	Other - Other(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	\$58,978.85	\$27,536.15	68.1722%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$39,795.00	\$0.00	\$26,581.26	\$13,213.74	66.7952%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$205,500.00	\$0.00	\$130,418.11	\$75,081.89	63.4642%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,350.07	\$3,649.93	27.0011%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,290.00	\$0.00	\$8,191.45	\$4,098.55	66.6511%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$31,032.22	\$16,756.78	64.9362%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$3,196.08	\$1,865.87	63.1392%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$17,198.40	\$19,211.60	\$0.00	52.7652%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$125.50	\$259.50	\$0.00	67.4032%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$1,370.00	\$1,137.00	\$233.00	\$0.00	17.0072%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,600.00	\$3,000.00	\$0.00	\$0.00	0.0000%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$2,413.32	\$1,086.68	\$0.00	31.0482%
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	\$911.51	\$11,958.27	\$10,140.22	51.8444%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$21,555.00	\$53.54	\$8,687.42	\$12,814.04	40.3042%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,995.00	\$1,104.09	\$6,895.35	\$5.56	86.1212%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,000.00	\$542.85	\$3,051.69	\$8,405.46	25.4312%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$21,000.00	\$1,974.92	\$11,416.35	\$7,608.73	54.3642%
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	\$62.84	\$820.46	\$5,116.70	13.6742%
1000-120-414-0000	Computer Services and Information	\$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

10/7/2020 2:18:53 PM
 UAN v2020.3

By Fund
 As Of 9/30/2020

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
1000-120-415-0000	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%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,500.00	\$3,556.25	\$843.75	\$0.00	20.972%
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	\$1,880.93	\$5,869.07	\$0.00	75.730%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$5,823.38	\$17,782.12	\$5,304.50	61.509%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$394.00	\$856.00	\$0.00	68.480%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$11,520.44	\$13,632.76	\$701.80	52.728%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$15,942.71	\$11,557.29	\$0.00	42.027%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$341.39	\$358.61	\$0.00	51.230%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$1,930.97	\$6,169.03	\$0.00	76.161%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$5,000.00	\$1,820.09	\$3,179.91	\$0.00	63.598%
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%
1000-230-295-0000	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	\$291.35	\$100.00	\$191.35	\$0.00	65.677%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$500.00	\$180.00	\$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	96.8000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$1,048.57	\$4,151.43	\$0.00	79.835%
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	\$1,576.00	\$1,524.00	\$0.00	48.161%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$15,104.17	\$1,869.48	\$13,234.69	\$0.00	87.623%
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	\$2,807.43	\$692.57	\$0.00	19.789%
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	\$4,272.17	\$14,663.83	\$0.00	77.439%

Report reflects selected information.

Appropriation Status

By Fund
As Of 9/30/2020

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
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$126.78	\$2.94	\$123.84	\$0.00	97.6811%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$214.05	\$35.95	\$0.00	14.3809%
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	\$2,778.65	\$365.01	\$1,163.67	\$1,249.97	41.8799%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$857.03	\$1,142.97	42.8522%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.0000%
1000-990-990-2020	Other - Other Financing Usess(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
General Fund Total:		\$0.00	\$0.00	\$767,171.95	\$85,772.98	\$480,862.52	\$200,516.45	62.6822%

Fund: Capital Projects
 Pooled Balance: \$171,258.09
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$171,258.09

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	\$3,521.00	\$21,479.00	14.084%
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	\$1,149.89	\$5,118.52	\$3,731.59	51.185%
Capital Projects Fund Total:		\$0.00	\$0.00	\$55,000.00	\$1,369.79	\$12,590.36	\$41,039.85	22.8922%
Report Total:		\$0.00	\$0.00	\$822,171.95	\$87,142.77	\$493,472.88	\$241,556.30	60.021%

Payment Listing

September 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
304-2020	09/04/2020	09/22/2020	CH	FIRST COMMUNICATIONS	\$660.71	C
305-2020	09/09/2020	09/22/2020	CH	PAYCHEX	\$7,425.26	C
306-2020	09/10/2020	09/22/2020	CH	BAKER & TAYLOR BOOKS	\$746.47	C
307-2020	09/10/2020	09/22/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
308-2020	09/10/2020	09/22/2020	CH	J & D Cleaning Service	\$1,235.00	C
309-2020	09/10/2020	09/22/2020	CH	QUILL CORPORATION	\$121.86	C
310-2020	09/10/2020	09/22/2020	CH	SHOWCASES	\$83.16	C
311-2020	09/10/2020	09/22/2020	CH	Solid Waste And Recycling	\$112.00	C
312-2020	09/10/2020	09/22/2020	CH	THE REPOSITORY	\$268.55	C
313-2020	09/10/2020	09/22/2020	CH	WATER AND SEWER DEPT.	\$103.01	C
314-2020	09/10/2020	09/22/2020	CH	copeco	\$409.95	C
315-2020	09/10/2020	09/22/2020	CH	MIDWEST TAPE	\$1,009.84	C
316-2020	09/10/2020	09/22/2020	CH	PAYCHEX	\$930.97	C
317-2020	09/10/2020	09/22/2020	CH	PAYCHEX	\$97.00	C
318-2020	09/14/2020	09/22/2020	CH	LOVELESS EXTERMINATING	\$120.00	C
319-2020	09/14/2020	09/22/2020	CH	BAKER & TAYLOR BOOKS	\$195.66	C
320-2020	09/14/2020	09/22/2020	CH	BAKER & TAYLOR BOOKS	\$405.24	C
321-2020	09/14/2020	09/22/2020	CH	Ted Fellows	\$85.00	C
322-2020	09/14/2020	09/22/2020	CH	CENTER POINT LARGE PRINT	\$190.21	C
323-2020	09/14/2020	09/22/2020	CH	Johnson Controls Fire Protections LP	\$420.00	C
324-2020	09/14/2020	09/22/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,371.09	C
325-2020	09/14/2020	09/22/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
326-2020	09/15/2020	09/22/2020	CH	BAKER & TAYLOR BOOKS	\$32.30	C
327-2020	09/15/2020	09/22/2020	CH	DAMON INDUSTRIES INC	\$466.00	C
328-2020	09/15/2020	09/22/2020	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$205.85	C
329-2020	09/15/2020	09/22/2020	CH	COLUMBIA GAS OF OHIO	\$683.81	C
330-2020	09/16/2020	09/22/2020	CH	AMERICAN ELECTRIC POWER	\$2,185.08	C
331-2020	09/18/2020	09/22/2020	CH	TREASURER, STATE OF OHIO	\$762.00	C
332-2020	09/22/2020	09/24/2020	CH	RENTWEAR, INC.	\$100.37	C
333-2020	09/22/2020	09/24/2020	CH	BAKER & TAYLOR BOOKS	\$1,188.94	C
334-2020	09/22/2020	09/24/2020	CH	CHASE CARD SERVICES	\$76.77	C
335-2020	09/23/2020	09/24/2020	CH	PAYCHEX	\$6,693.46	C
336-2020	09/25/2020	09/24/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,358.31	C
337-2020	09/24/2020	09/24/2020	CH	PAYCHEX	\$860.06	C
338-2020	09/24/2020	09/24/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
339-2020	09/24/2020	09/24/2020	CH	PAYCHEX	\$89.35	C
340-2020	09/24/2020	09/29/2020	CH	AMAZON	\$1,455.31	C
341-2020	09/24/2020	09/29/2020	CH	GALE	\$213.87	C
342-2020	09/24/2020	09/29/2020	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$606.00	C
343-2020	09/24/2020	09/29/2020	CH	BAKER & TAYLOR BOOKS	\$53.41	C
344-2020	09/29/2020	09/30/2020	CH	BAKER & TAYLOR BOOKS	\$212.87	C
345-2020	09/30/2020	09/30/2020	CH	QUILL CORPORATION	\$86.97	C
346-2020	09/30/2020	09/30/2020	CH	Carrol County Messenger	\$25.00	C
351-2020	09/30/2020	10/07/2020	CH	CHASE BANK	\$10.00	C
6808	09/10/2020	09/10/2020	SW	Skipped Warrants 6808 to 6808 Series 2	\$0.00	V
6809	09/10/2020	09/10/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF C	\$45.16	C

Payment Listing

September 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
6810	09/10/2020	09/10/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
6811	09/10/2020	09/10/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,429.66	C
Total Payments:					\$40,781.53	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$40,781.53	

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 9/30/2020

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	55.076%	\$435,604.12	\$225,643.45	\$209,960.67
4001	Capital Projects	44.924%	\$171,258.09	\$0.00	\$171,258.09
All Funds Total			\$606,862.21	\$225,643.45	\$381,218.76
Pooled Investments					\$125,286.97
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$255,660.79

Last reconciled to bank: 09/30/2020 – 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/	\$21,418.74	1.50%	\$239.10	\$1,095.94	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,444.09	1.05%	\$212.69	\$919.63	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$107,147.55	2.05%	\$1,626.26	\$5,855.18	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,388.76	1.50%	\$238.78	\$1,211.02	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,614.93	2.25%	\$543.39	\$2,313.60	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2	\$21,629.38	1.50%	\$241.44	\$882.32	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,054.55	0.10%	\$22.14	\$28,082.36	08/24/2000	12/31/2099		

End

Minerva Public Library

**September 2020 Financial
Reports**

**Submitted for October
2020 Board Meeting**

Director's Report—October, 2020

Building and Grounds—I've signed the agreement with Standard Plumbing for the HVAC control replacement. They should get started by the end of this month or beginning of November. There will be no disruption in heating during the replacement. Down to Earth has started the fall clean-up of the landscaping and grounds. They will pick-up leaves throughout the season as well.

Staffing—Diane Woodford, LA I in Adult Services, has switched over to working only as a sub. The library now has three open part-time positions—two in Youth Services and one in Adult Services. For now, I plan to work with the staff we have and schedule additional sub hours as needed. Since there is so little traffic, we can get by fewer people working.

Projects—Maynard Miller from Bookfinders in Holmesville, picked up 112 boxes of discards and donations and wrote the library a check for \$500. That income is about half of what a spring or fall book sale brings in. If the library can not have a book sale early in the spring, I'll call Maynard for another pick-up.

Programs—The adult reading program Fall into a Book is underway. It's the same reading program we do in the summer or winter: patrons log the titles they read, watch, or listen to, and for each one, get an entry slip for the weekly book basket prized drawing. Kanopy is ready to launch and will be available through the website before the end of the month.

Meetings—I attended a Zoom meeting of area Library Directors on October 2, and will attend the Chamber Board meeting on October 21.