

**Minerva Public Library  
Board of Trustees**

**May, 2020**

**Regular Board Meeting  
Packet**

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

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

**Minutes:** Approve minutes of the April 29, 2020 Regular Board Meeting.

**Ongoing Business**

**Ohio Governor's Imagination Library Update**

**AEP Rebate Update**

**Library Service During Pandemic Update**

**Stark County PLF Distribution Formula**

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for April, 2020.

**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 is included in the Board Packet.

**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.

**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.

**Re-opening Update:** Mr. Dillie will share information about re-opening the library to the public.

**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 will review a plan included in the Board Packet for a temporary reduction in staffing hours and the materials budget.

**Draft Resolution 20-05-02:** 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.

**Draft Resolution 20-05-03:** to allow the library to participate in a Shared Work Ohio plan beginning June 1, 2020 that will include all eligible employees.

**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.

**Draft Resolution 20-05-04:** 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.

**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.

**Draft Resolution 20-05-05:** 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.

**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:** 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

**Adjourn**

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

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

**Call to Order:** Mr. Bartley called the meeting to order at 6:38 pm

**Roll Call:** in attendance Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge; Library Director Tom Dillie, Fiscal Officer Christina Davies.

**Adjustments to the Agenda:** Mr. Dillie added the acceptance of the delivery contract renewal to New Business.

**Public Participation**

**Regular Meeting Business**

Ms. Birks moved to **Approve** the minutes of the February 19, 2020 Regular Board Meeting, and the March 16, 2020 and April 6, 2020 Emergency Board Meetings. Ms. Miller seconded. Motion carried unanimously.

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

**Ongoing Business**

**Ohio Governor's Imagination Library Update:** Mr. Dillie reported that there were 35 kids now registered for the program; that's 11.9% of the total of 294 eligible. Minerva has on the highest registration rates in Stark County. It appears that the limit has been raised from 10 to 20% of eligible kids. Stark Library is paying the total registration fee out of the county-wide donations so far collected.

**Strategic Plan Update:** because the building has been closed to the public since March 17, the observation study of how people use the library is postponed until fall. The facilities planning work is likely now delayed for some time, possible until 2021. One of the goals of the current plan is expand the library's social media presence, and during this stay-at-home period Jennifer Bates and Sarah Pearson have increased the frequency and variety of posts. All posts are being viewed, and posts that have some interactive feature are the most popular.

**AEP Rebate Update:** after being prompted again by Mr. Dillie, the LED contractor contacted AEP again about the remainder of the expected rebate for the LED conversion. AEP has approved the additional payment and is to issue a check. Perhaps this project will finally be done by the next Board meeting.

**Library Associate II Position:** the new Early Childhood Associate position was advertised in March and received all of one response. Since the school is out

now until September, and large library programs in-person won't be permitted for months, it's not necessary to fill that position now. The library will re-post it this summer in hopes of hiring someone to start in August.

### **Fiscal Officer's Report**

Ms. Miller moved to **Accept** the Monthly financial reports for February and March, 2020. Ms. Ruff seconded. Motion carried unanimously.

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

### **2020 General Revenue Net Operating Position**

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

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

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

### **New Business**

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

Ms. Birks moved to **Accept** the renewal of the library's institutional membership in the Ohio Library Council. Dr. Beard seconded. Motion carried unanimously.

**Ohio Plan Insurance Renewal:** the library's property and liability insurance was due for renewal in March. The library is still receiving discounts but the premium did increase by \$601. Mr. Dillie mentioned that the library had not received any queries from other insurance companies about providing a competitive quote for the library's policy. The Ohio Plan has provided good with past claims and premium increases have been modest year-to-year. This renewal includes malicious acts coverage which is a new feature; it is optional and added to the renewal price.

Ms. Repella moved to **Accept** the renewal of the property and liability insurance from the Ohio Plan for the 2020-2021 premium year at a cost of \$8,274. Ms. Ruff seconded. Motion carried.

**Statewide Delivery Service:** the library just received the annual renewal notice for the delivery contract. Its price is the same as the current year's contract. Because there has been no delivery service for six weeks now, and no date yet set resuming delivery, Mr. Dillie contacted the State Library and asked what kind of credit or rebate might be offered for the missed weeks. He was told that there should be a credit applied when this contract is invoiced in June.

Ms. Ruff moved to **Accept** the renewal of the statewide delivery contract for July 1, 2020-June 30, 2021 in the amount of \$8,263.71. Ms. Miller seconded. Motion carried unanimously.

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

Ms. Birks moved to **Approve Resolution 20-04-01:** to acknowledge and thank Janice Oneacre for her service. Ms. Ruff seconded. Motion carried unanimously.

**Families First Corona Virus Response Act:** the FFCRA is a federal law in effect from April 1 through December 31, 2020. The Act requires employers to provide sick leave and Family Medical Leave specifically for COVID-19-related reasons. The Act describes those reasons in detail as well as the leave requirements. All library staff were e-mailed a copy of the Department of Labor poster explaining this Act's requirements and benefits, and a copy is included in the Board Packet. Because this Act is temporary, the library will not include it in the Employee Handbook, but the Board should acknowledge the Act and the library's compliance. Mr. Dillie reported that the library will have information material for staff about the FFCRA benefit and how to request it when they return to work on-site. The library is adapting information and forms created by Licking County Public Library. Minerva staff all earn paid sick leave already; this Act provides some additional leave but only under certain conditions

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

**Library Revenue during Pandemic:** a summary sheet of the library's operating revenue position and outlook is provided in the Board Packet for review and discussion. The library finished the first quarter ahead in operating revenue vs. expenditures. April estimated expenditures were 12% greater than April revenue. Even so, and with \$50,000 set aside for the budgeted transfer to Capital, the library should start May with approximately six months of average operating expenditure on hand. The funding report from OLC provided on April 15 (included in the Board packet) does predict a significant decline in PLF revenue in both May and June, but is cautious about predicting further losses. We should have better estimates by the next Board meeting.

**Library Services and Staffing during Pandemic:** Mr. Dillie provided a summary of the services the library is offering during the Stay at Home Order and will offered a tentative plan for moving forward. The new state orders for business re-opening permit general office work to resume on May 4, and commercial and retail work to resume on May 12. The order also requires that employees wear cloth face masks or coverings while at work. The library has ordered manufacturing cloth masks for all staff and the disposable PM2.5 filters to go in the masks. Once masks are available staff will return to work on-site in rotation for a few hours each week. The library will likely begin some kind of drive-up/curbside service the week of May 18.

Ms. Repella moved to approve **Resolution 20-04-03:** the Director will use his best judgement to determine when to resume on-site work and what kinds of services the library will offer to the public. The Director will set the number of staff hours for on-site work as he sees fit. Between May 4 and May 31, 2020, Emergency Time will be used to make up any difference between the staffs' on-site work hours and the hours of work required by each staff member's job classification. The Director may require some work from home from staff, and that work will be considered paid for within the Emergency Time. Ms. Miller seconded. Motion carried unanimously.

Mr. Rutledge moved to approve **Resolution 20-04-04:** the director will use his best judgement in determining whether to open the library building to the public in the month of May, as well as determining what hours the library building is open to the public and what limitations to place on services. Dr. Beard seconded. Motion carried unanimously.

### **Correspondence**

None this month.

### **Director's Report**



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

**Annual Library Statistics:** Door count in February was just under 1% higher than that of February, 2019, putting us at 10.55% up year-to-date then. Checkouts were down but renewals were up leaving in-house circ down .2% for the month. Overall circ was up almost 1% for the month and 2.8% year-to-date. The library closed to patrons on March 17 and offered drive-up service only through the 20<sup>th</sup>. Closed for all on-site services beginning Monday, March 23 and that closing continues to date. Mr. Dillie also mentioned that the library has a seen a noticeable increase in first-time log-ins to the wifi since the library closed to the public. The wifi signal does reach well into the parking lot, and since no one else is on the library's network now, connection speeds are very fast for those on wifi.

**Accept Gifts**

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

None

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

	\$ 275.11*
<b>Total Restricted and Unrestricted</b>	<b>\$ 275.11</b>

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

**In-kind Gifts**

Anonymous	9 hardcovers; 11 trade paperbacks; 1 DVD
Joe and Lee Deagan	200+ jigsaw puzzles
Sharon Lewis	1 trade paperback

**Adjourn**

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

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Roger Bartley, Board President

Date

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

**Updated May 2020**

Ohio's Public Library Fund (PLF) is based on monthly General Revenue Fund (GRF) tax revenues. In FY2020 and FY2021, the PLF is scheduled to receive 1.7% of GRF tax revenues each month. Through April 2020, total PLF distribution amounts were exceeding estimated levels for the 2020 State Fiscal Year (FY) and were down -0.19% for the 2020 Calendar Year (CY). However, the considerable reduction in economic activity in Ohio since mid-March, combined with a postponement of the state income tax filing date from April 15<sup>th</sup> to July 15<sup>th</sup>, reduced GRF tax revenues by \$866.5 million (35.3%) compared to estimated levels in the month of April. This in turn reduced the May PLF distribution amount from an estimated \$41.8 million to an actual amount of \$27.4 million (a 34.5% decrease).

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

- The three largest sources of GRF are the sales tax, personal income tax and the Commercial Activity tax (CAT). The CAT is Ohio's main state business tax. In FY19 these 3 taxes combined for 90% of Ohio's GRF tax revenues. The sales tax raised nearly \$10.6 billion (45% of total GRF tax revenues), the income tax raised \$8.9 billion (38% of GRF tax revenues) and the CAT raised \$1.6 billion (7% of GRF tax revenues).
- There were a few reasons for the precipitous decline in April state tax revenues:
  - April "non-auto" sales tax revenues were \$146 million (17.7%) below estimate as a result of the "stay-at-home" order and the closure of many retail establishments and other "non-essential" businesses. Additionally, auto sales taxes were \$90.5 million below estimate in April. Combined, State sales tax revenues were \$237 million (24.0%) below estimate in April.
  - April income tax revenues were \$636 million (50.5%) below estimate. This is a staggering amount. However, it is important to separate how much of the underperformance was due to a decline in income tax withholding payments resulting from the widespread furloughing of workers in shuttered businesses and reduced staff in many others vs. how much was due to the postponement of the filing date until July.
  - Income tax employer withholding payments were only \$58 million (7.5%) below estimate in April. This is much better performance than was expected.
  - However, postponement of the 2019 income tax filing date and 2020 first quarter estimated income tax filing date from April 15<sup>th</sup> to July 15<sup>th</sup> were responsible for a \$557 million decrease in revenues compared to estimated levels.

- It is important to understand that while the reasons for April GRF tax revenue decreases cited above all led to a reduction in the May PLF distribution, ***the delay of the income tax deadline from April 15th to July 15th only results in a shift in when Ohio receives these tax revenues, not an absolute loss in the revenue itself.*** This means that while the May PLF distribution was lower than originally forecast, the August PLF is expected to be higher when 2019 income tax returns are filed, and 2020 1<sup>st</sup> and 2<sup>nd</sup> quarter estimated tax payments are made.
- May is one of 4 months where large businesses file CAT payments. To the extent that the COVID pandemic has depressed CAT revenues, the first time this will impact the PLF distribution will be in June. The next time will be in September after August CAT payments are due. The impact of the CAT on the PLF will be smaller than the impacts relating to the sales tax and income tax.
- It is likely that April and May will be the 2 months where GRF tax revenues are most adversely affected by the steps taken to combat the spread of the coronavirus. It is hoped that the gradual return to normal economic activity will begin in June. At this point it is very difficult – if not impossible - to predict how severe the impact on GRF tax revenues will be in the next months and how long it will take for revenues to return to “normal”.
- Despite the above caveat, a “guesstimate” of May GRF tax revenues suggests a \$350 million decrease relative to estimated levels, which would translate into a roughly \$6 million decrease (16%) in the June PLF amount from its \$36.6 million estimated level.
- Similarly, a guesstimate for June GRF taxes suggests a \$300 million reduction in expected revenues which translates into a roughly \$5.2 million (13%) reduction in the July PLF amount from its \$40 million forecast level.
- Finally, if the April income tax withholding decrease of only 7.5% proves to be a significant anomaly, the reduction in the PLF distribution will be greater in June and July than the figures referenced immediately above.

# **Minerva Public Library**

## **April 2020 Financial Reports**

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

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

Minerva Public Library  
 Summary of Financial Information- April 2020

Current Month:      General Fund      Restricted      Capital Projects

Receipts:

Public Library Fund	39,314.64		
Sales Tax			
Patron Fines & Fees			
Lost Card/Items			
Copier			
Fax			
Contributions			
Resale			
Interest	368.86		
printer /paper			
Meeting Room-Dolly Panton			
misc			
<b>Total *Revenue Ledger</b>	<b>39,683.50</b>		

Expenses:

Salaries	25,790.80		
Benefits-Opers	6,606.41		
Medicare	340.92		
Programming supplies	190.23		
Adult Books	385.28		
Youth Books	172.63		
AV Adult	1,944.90		
AV Downloadable			
AV Youth			
Office Supplies			
Dues/Memberships	191.22		
Other Purchased Contract Serv	63.77		
IT	443.88		
Periodicals			
Rent/Lease	650.51		
Telephone	190.00		
Mm and Repair on Equip	1,805.94		
Utilities-Gas, Electric, Water and Trash	712.50		
Other Property Mnt Repair/Security			
Property Maintenance/Supplies			
Bonds			
Postage	8,875.00		
Property Insurance	762.00		
UAN	<b>49,125.99</b>		

Ending Cash Balance,

Checking/Cash on Hand	117,054.23	35,222.55	152,276.78
Savings (Chase)	22,045.56		22,045.56
Certificates of Deposit (CMB)	223,977.08		223,977.08
Certificates of Deposit (Chase)	6,523.89	95,361.94	101,885.83
Petty Cash/Registers	271.00		271.00
<b>Total</b>	<b>369,871.76</b>	<b>130,584.49</b>	<b>500,456.25</b>

FUND STATUS

**Revenue Status**

By Fund  
As Of 4/30/2020

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	\$160,551.54	\$368,825.46	30.328%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$43,061.55	\$99,008.45	30.310%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$5,154.35	\$11,877.65	30.263%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$246.98	-\$246.98	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$111.21	\$138.79	44.484%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$4.00	\$71.00	5.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$4,000.00	\$415.19	\$3,584.81	10.380%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$50.00	\$0.00	\$50.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$500.00	\$654.67	-\$154.67	130.934%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$233.50	\$466.50	33.357%
1000-611-0000	Restricted Contributions - Individuals	\$750.00	\$0.00	\$750.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,250.00	\$0.00	\$1,250.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$332.38	\$3,167.62	9.497%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$1,448.44	\$3,551.56	28.969%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$25.62	\$224.38	10.248%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$1,300.00	\$300.00	\$1,000.00	23.077%
1000-871-0000	Refunds for Overpayment	\$75.00	\$0.00	\$75.00	0.000%
1000-872-0000	Insurance Reimbursements	\$100.00	\$75.12	\$24.88	75.120%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$9.99	-\$9.99	0.000%
Fund 1000 Sub-Total:		\$706,314.00	\$212,626.42	\$493,687.58	30.104%

**Revenue Status**

By Fund  
As Of 4/30/2020

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	\$0.00	\$0.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.000%
Report Total:		\$706,314.00	\$212,626.42	\$493,687.58	30.104%

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

By Fund  
As Of 4/30/2020

Fund: General  
Pooled Balance: \$145,894.72  
Non-Pooled Balance: \$223,977.08  
Total Cash Balance: \$369,871.80

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	\$28,314.55	\$68,200.45	32.728%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$39,795.00	\$0.00	\$12,693.78	\$27,101.22	31.898%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$205,500.00	\$0.00	\$63,166.09	\$142,333.91	30.738%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,028.75	\$3,971.25	20.575%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,290.00	\$0.00	\$3,845.37	\$8,444.63	31.289%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$16,251.33	\$31,537.67	34.006%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$1,586.10	\$3,475.85	31.334%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$24,269.00	\$12,141.00	\$0.00	33.345%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$263.48	\$121.52	\$0.00	31.564%
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	\$3,261.60	\$238.40	\$0.00	6.811%
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	\$183.95	\$4,886.95	\$17,929.10	21.248%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$21,555.00	\$435.54	\$4,899.75	\$16,219.71	22.731%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$7,945.00	\$2,171.07	\$5,772.81	\$1,12	72.660%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$12,000.00	\$142.97	\$1,593.25	\$10,263.78	13.277%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$21,000.00	\$7,750.23	\$5,641.04	\$7,608.73	26.862%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$42.01	\$363.04	\$5,594.95	6.051%
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 4/30/2020

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	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$50.46	\$449.54	10.092%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL)	\$0.00	\$0.00	\$4,500.00	\$3,977.52	\$522.48	\$0.00	11.611%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$5,140.78	\$2,609.22	\$0.00	33.667%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$11,930.79	\$4,977.21	\$12,002.00	17.216%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$1,250.00	\$938.00	\$312.00	\$0.00	24.960%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$25,855.00	\$17,718.81	\$6,136.19	\$2,000.00	23.733%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$27,500.00	\$23,234.54	\$4,265.46	\$0.00	15.511%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$700.00	\$542.43	\$157.57	\$0.00	22.510%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$8,100.00	\$4,770.39	\$3,329.61	\$0.00	41.106%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$5,000.00	\$4,635.34	\$364.66	\$0.00	7.293%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employees 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	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,500.00	\$950.00	\$550.00	\$0.00	36.667%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$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	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$500.00	\$360.00	\$120.00	\$20.00	24.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$125.00	\$8,875.00	\$0.00	98.611%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$88.00	\$242.00	\$0.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$3,508.27	\$1,691.73	\$0.00	32.533%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$762.00	\$762.00	\$0.00	24.581%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,000.00	\$7,535.01	\$5,464.99	\$0.00	42.038%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$3,128.85	\$371.15	\$0.00	10.604%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$13,332.48	\$5,603.52	\$0.00	29.562%
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.

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	\$104.20	\$102.62	\$2,763.18	3.455%
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:					\$147,887.79	\$209,907.07	\$409,377.09	27.361%

Fund: Capital Projects  
 Pooled Balance: \$130,584.45  
 Non-Pooled Balance: \$0.00  
 Total Cash Balance: \$130,584.45

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$25,000.00	\$492.00	\$0.00	\$24,508.00	0.0000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.0000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$3,264.00	\$6,736.00	32.640%
Capital Projects Fund Total:					\$492.00	\$3,264.00	\$51,244.00	5.935%
Report Total:					\$148,379.79	\$213,171.07	\$460,621.09	25.928%

## Payment Listing

April 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
124-2020	04/16/2020	04/17/2020	CH	COLUMBIA GAS OF OHIO	\$638.40	C
125-2020	04/16/2020	04/17/2020	CH	AMERICAN ELECTRIC POWER	\$1,063.54	C
126-2020	04/09/2020	04/17/2020	CH	PAYCHEX	\$89.61	C
127-2020	04/09/2020	04/17/2020	CH	PAYCHEX	\$1,086.68	C
128-2020	04/08/2020	04/17/2020	CH	PAYCHEX	\$8,505.60	C
129-2020	04/06/2020	04/17/2020	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$220.00	C
130-2020	04/06/2020	04/17/2020	CH	FIRST COMMUNICATIONS	\$650.51	C
131-2020	04/06/2020	04/17/2020	CH	TREASURER, STATE OF OHIO	\$762.00	C
132-2020	04/02/2020	04/17/2020	CH	MIDWEST TAPE	\$945.32	C
133-2020	04/02/2020	04/17/2020	CH	Solid Waste And Recycling	\$104.00	C
134-2020	04/02/2020	04/17/2020	CH	WHITAKER-MYERS INSURANCE	\$8,875.00	C
135-2020	04/17/2020	04/17/2020	CH	BAKER & TAYLOR BOOKS	\$348.96	C
136-2020	04/17/2020	04/17/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$190.00	C
137-2020	04/17/2020	04/17/2020	CH	J & D Cleaning Service	\$712.50	C
138-2020	04/17/2020	04/17/2020	CH	AMAZON	\$399.18	C
139-2020	04/17/2020	04/17/2020	CH	EBSCO	\$443.88	C
140-2020	04/22/2020	04/22/2020	CH	PAYCHEX	\$9,774.97	C
141-2020	04/21/2020	04/22/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
142-2020	04/21/2020	04/22/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,736.20	C
143-2020	04/22/2020	04/22/2020	CH	CHASE CARD SERVICES	\$63.77	C
144-2020	04/22/2020	04/22/2020	CH	OVERDRIVE	\$999.58	C
145-2020	04/27/2020	05/01/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,333.70	C
146-2020	04/23/2020	05/01/2020	CH	PAYCHEX	\$101.61	C
147-2020	04/24/2020	05/01/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
148-2020	04/23/2020	05/01/2020	CH	PAYCHEX	\$1,339.53	C
6788	04/02/2020	04/02/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.20	C
6789	04/02/2020	04/02/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,936.25	C
6790	04/02/2020	04/02/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
Total Payments:					\$49,125.99	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$49,125.99	

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 4/30/2020

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	52.769%	\$369,871.80	\$223,977.08	\$145,894.72
4001	Capital Projects	47.231%	\$130,584.45	\$0.00	\$130,584.45
<b>All Funds Total</b>			<b>\$500,456.25</b>	<b>\$223,977.08</b>	<b>\$276,479.17</b>
Pooled Investments					\$123,931.39
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$152,276.78

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

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo 8/2/20	\$101,885.83	1.30%	\$0.00	\$1,885.83	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,285.38	1.50%	\$105.74	\$962.58	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,390.23	1.05%	\$158.83	\$865.77	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$106,239.69	2.05%	\$718.40	\$4,947.32	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,255.58	1.50%	\$105.60	\$1,077.84	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,311.48	2.25%	\$239.94	\$2,010.15	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2	\$21,494.72	1.50%	\$106.78	\$747.66	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,045.56	0.10%	\$13.15	\$28,073.37	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**

**April 2020 Financial  
Reports**

**Submitted for May 2020  
Board Meeting**

## **Reducing Expenditures during Pandemic Downturn**

Almost all library revenue comes from the Public Library Fund. With the steep drop in state sales and income tax collection, the money available to supply the PLF has also declined. The Ohio Dept. of Taxation will not provide any estimate of revenue for the rest of 2020, or for 2021 until later in June. While the library does have a good operating reserve, we don't have any way to estimate now how much of that money we will need to tap into to make up a current revenue shortfall and maintain normal operations, or for long we will need to draw from the reserve. The library also needs to increase its Capital Projects Fund which requires transferring money out from the General Fund.

The summer months are the slowest traffic months here, even with a full summer reading program. And, with the current restrictions on gatherings, and social distancing recommendations, summer reading will not see the parade of programs that it has had in the past. Staffing costs and the materials budget are the two areas where there is money that can be easily adjusted. Therefore, it makes sense to cut staffing hours, and library open hours during the summer months in order to save money and protect the library's operating reserve.

### **Proposed Staffing Reductions**

Full-time staff and the Fiscal Officer will have their hours of work reduced by 30% from June 1 to August 23 (6 pay periods). Part-time staff will have their hours of work reduced by 20% during the same period. The currently open Library Associate II position will remain open, with the intention to hire someone who will start work on August 24. The saved wages and OPERS contribution cost from these reductions and the unfilled position should save the library approximately \$27,800.

The library has set up a Shared Work Ohio program with the Dept. of Jobs and Family Services. The full-time staff and Fiscal Officer meet the minimum wage requirements for this program, which reimburses enrolled staff a percentage of the wages lost when an employer reduces hours of work in lieu of layoffs. That percentage is calculated against the estimated unemployment benefit if the employee were to be laid off, not as a percentage of the employee's regular wage. The library is a reimbursing employer for the unemployment benefits; however, there is now federal money that will pay half of the employee benefit. The library's reimbursement cost was included when estimating the savings discussed above. These employees also qualify now for the weekly Pandemic Unemployment Act benefit that will be paid until July 25.

Shared Work Ohio uses the same weekly average minimum wage requirement of \$269 that is required to receive regular Ohio unemployment benefits. Unfortunately, none of the library's part-time staff meet that minimum and so can not participate. These staff would qualify for Pandemic Unemployment Compensation if laid off or furloughed. However, doing so would require that full-time staff work their full hours in order to provide basic services, which would leave the library with well less than half of the wage savings that a reduction all staff hours provides. Nor would that full-time staff

then have time to do anything other than basic operations, which is not a good use of these more expensive staff. And library hours would still need to be reduced.

### **Weekly Wage Savings**

#### Full-time Hourly and Admin Staff at 30% Reduced Hours

Total Wages	\$1242.00
Less Shared Work Cost	\$ 310.50
Wage Savings	\$ 931.50
OPERS Savings	\$ 173.88
Medicare	\$ 18.01
Total Weekly Savings	\$1223.39

#### Part-time Staff at 25% Reduced Hours

Total Wages	\$ 411.90
OPERS Savings	\$ 57.67
Medicare	\$ 5.97
Total Weekly Savings	\$ 475.54

#### Unfilled LA II position

Total Weekly Savings	\$ 617.89
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#### Total Wage Savings Over 12 Weeks

$$\$1223.39 + \$475.54 + 617.89 = 2316.82 \times 12 = \$27801.84$$

### **Open Hours Reduction**

The library is currently open 54 hours a week, that includes four evenings and all day on Saturday. Door counts each month during the summer are less than those during the other nine months of the year, and evenings and Saturday afternoons can be especially slow. It makes sense then to reduce some open hours in order make sure there is enough staff under reduced staffing hours to both meet patron needs and accomplish projects that are often worked on in the slower summer months.

The proposed summer hours would eliminate two evenings and later Saturday afternoon, leaving a total of 45 open hours a week: Monday 10-8, Tuesday 10-5, Wednesday 10-8, Thursday and Friday 10-5, Saturday 10-2. These would be in effect from the time the library reopens to the public sometime in June, until August 22.

### **Materials Budget Reduction**

We have already reduced purchasing because the library has been closed since mid-March. We will continue to purchase at a reduced rate during the summer while we see what the demand for physical materials looks like and gauge what revenue will look like for the rest of the year.



## **Director's Report—May, 2020**

**Building and Grounds**—Down to Earth Landscaping finished the spring cleanup of the library grounds and did a very good job. As a separate project, their crew removed the evergreen shrubs and arborvitae along both sides of the main walk in front of the library and planted flowering shrubs there. The front of the building looks much better now. Standard Plumbing was here on 05/18 for the quarterly HVAC maintenance. It was a well-time visit because the air conditioning was out Monday morning and the building was quite warm. The tech said both compressors had locked up, each for a different reason, and that there was a bad fan motor in one of the units. He got things started again and said things should run well enough for now, and he will get a quote on the fan motor. The furnaces and air handlers were fine, but he did say that before winter we will need to sort out what to do with the control module that interferes with the boilers.

**Staffing**—As discussed at the meeting, we still want to fill the open LA II Early Childhood Specialist position, but it can wait. If I post it again early in the summer, we should be able to get more than the one response we had this spring, and find someone suitable to start with the school year.

**Staff Development**—library staff have been assigned webinars and some Lynda.com work to do while they were home on emergency time. I did not make any effort to come up with enough to do to fill up their regular hours of work because to do so would have required a certain of busy work just to make up the time; that didn't seem necessary to me.

**Technology**—Jennifer has finished configuring the new laptops and will install Bitdefender, the new anti-virus software on all computers here in the next week or so. At her recommendation I purchased a tripod, Ipad mount, and microphone for staff to use when making videos for posting online.

**Meetings**—I've attended two Chamber of Commerce Board meetings via Zoom. I was elected Chamber Board President for a term beginning May 1. I attended an OLC Board meeting via zoom on 05/22, and several meetings with area library directors via Zoom over the past month or so.

## May 2020 Youth Services Report

The Youth Department staff is in the building and ready to work under our new conditions. An overwhelming amount of books from the elementary school came back in a short time period, but staff pressed on until all items returned to their homes on the shelves.

As soon as the governor announced the new restrictions on day care openings, I contacted Beth Holderbaum from the YMCA to offer any services we could provide for them. One restriction is no field trips, and Beth said when corporate gives her their specific rules, she will contact me.

That lead to reaching out to a few other community partnerships including Ronele Symes with SPARK, Monica Ide with the backpack food program, and Stacey Bettis with the Summer food program. I offered them information about the library opening and asked if we could help in any way. Ronele responded that SPARK funding has been cut, followed by families cut (50!) and staff cut back to one with an expectation to add one back part time. The SPARK staff regularly used our study rooms and other meeting rooms and I was clear that we would do whatever she needs to disinfect before or after each session. Stacey responded with their program details for meal distribution on Tuesdays and said Monica was passing out her backpack meals at the same time, so families only needed to stop one day. I offered to advertise her program at the library, as needed, and she said she would be glad to promote our Summer reading when it gets underway.

Youth Services from the state of Ohio and NEO-RLS each offer a ZOOM Meeting once a week for Youth librarians. We have many ideas for reaching the students in our community and look forward to a different summer reading program beginning in July.

Kathy Heller  
Youth Services Manager  
5/21/2020