

**Minerva Public Library  
Board of Trustees**

**September, 2020**

**Regular Board Meeting  
Packet**

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

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

**Minutes:** Approve minutes of the August 26, 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 August , 2020.

**PLF Distribution:** the September distribution was \$64,956 a 5.1% increase from the \$61,768 received last August. At the state level, the PLF was 6% above August 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.

**Kanopy:** the library going to add the Kanopy streaming service. Information is included in the Board packet.

**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

**Adjourn**

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

**Minerva Public Library Board of Trustees  
August 26, 2020 Regular Meeting Minutes  
via Zoom**

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

**Attendance:** Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Repella, Diane Ruff; Library Director Tom Dillie, Fiscal Officer Christina Davies. Trustee Becky Miller joined the meeting at 6:35.

Ms. Birks **moved to Approve** the minutes of the July 29, 2020 Regular Board Meeting, and August 12, 2020 Special Board Meeting. Dr. Beard seconded. Motion carried unanimously.

**Ongoing Business**

**Ohio Governor's Imagination Library Update:** Mr. Dillie reported that at the end of July the library has 97 kids from its service area registered for the program; that number is 33% of the eligible children. Stark Library continues to fund all registrations from the county-wide donations.

**Library Service During Pandemic Update:** As indicated by the statistics reported later in the agenda, traffic remains slow at the library. Circulation has picked up a bit, but still is well below 2019. Almost all patrons visiting have pitched in and worn facial coverings, and most have brought their own masks. The library does provide free disposable masks for patrons who need one. School resumed on August 20, and almost no kids are stopping by the library after school. The library provided Minerva Local with a text for an all call message that Gary Chaddock did send out; the Middle School also posted the same message on its Facebook page, as did the library. Press releases also went to the three weekly papers.

**Fiscal Officer's Report**

Ms. Miller moved to **Accept** the monthly financial reports for July, 2020. Ms. Repella seconded. Motion carried. In general discussion Mr. Dillie pointed out that the library's net general revenue position remains positive. The year-to-date deficit is the caused by transferring money from general revenue to capital, rather than any expenditure. Setting aside the transfer cost, the library is still ahead over \$16,000 in current revenue due to savings from two unfilled positions, the cut in staff costs caused by the reduction in hours of work as of June 1, and a cut in materials expenditures. PLF revenue is also better than was estimated. Ms. Davies said that at this rate, it's likely can make another transfer to capital this year.

**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 from 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**

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$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. Mr. Dillie explained to the Budget Commission the measures the library took this year so far to reduce expenditures in light of reduced revenues, pointed out the positive revenue position that resulted, explained that the library is transferring money from general revenue to capital to reduce carryover and prepare for future capital improvements, and explained that the presented tax budget would be revised to reduce expense for the 2021 appropriation. As has been the case in previous hearings, the Budget Commissioners asked no questions and made no comments. If the Commission follows past practice, the Auditor should issue a Certificate of Resources for 2021 soon.

Ms. Birks moved to **Approve** hiring Laken Hamilton as Library Associate II, Early Childhood Associate in the Youth Services Department. Ms. Ruff seconded. Motion carried unanimously. Mr. Dillie reported that he and Mrs. Heller had interviewed five candidates and selected Laken as the best fit for this new position.

**Coronavirus Relief Fund (CRF) Public Library Assistance Program:** earlier in the pandemic, federal money was made available to each of the states to assist state and local governments in their response to COVID-19. Public libraries were

not included in that original funding. More recently, the Ohio Senate has been working to provide some money for public libraries, and that funding was recently released by the Controlling Board. Each public library building in Ohio is eligible to receive \$25,000 toward expenses related to pandemic response. This money is a grant with specific restrictions and can be used by the library to reimburse itself for any qualified expenses accrued since the end of March, December 31, and unspent money must be returned. So far, this library has spent about \$3,500 on eligible supplies and equipment. Mr. Dillie mentioned that additional bookcarts, a better camera for filming remote programs, water bottle filling stations are things we can use. There will still be money to return at the end of the year. The Auditor of State has advised setting up a specific fund account to track the grant money, and the Board must approve accepting the grant as well.

Dr. Beard **moved to approve** Resolutions 20-08-03, 20-08-04, and 20-08-05. Ms. Birks seconded. Motion carried unanimously.

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

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

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

**Changing Board meeting date:** for many years the library Board has met on the fourth Wednesday of the month for its regular meeting. The library will be open on Monday and Thursday evenings beginning September 10. In anticipation of meeting in-person sometime in the next few months, the meeting date should move to an evening when the library is open. There was general agreement among the trustees that the fourth Thursday would work.

Ms. Miller **moved** to set the regular Board meeting date as the fourth Thursday of the month at 6:30 pm beginning September 24, 2020. Ms. Birks seconded. Motion carried unanimously.

**OLC Trustee Dinners:** the OLC has moved its annual Trustee dinners to an online presentation. Mr. Dillie reminded the Trustees that this is a free online event and encouraged them to attend.

Ms. Birks commented that she thought the landscaping improvements at the front of the building looked very good.

## **Correspondence**

None this month.

**Director's Report**

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

**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 95<sup>th</sup> 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 24, 2020 at 6:30 pm, the venue to be determined.

# **Minerva Public Library**

## **August 2020 Financial Reports**

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

**Fiscal Officer Summary**

**Revenue Status**

**Appropriation Status**

**Payment Listing**

**Fund Status**

**Investment Listing**



Minerva Public Library  
 Financials August 2020

Current Month:

General Fund

Restricted

Capital Projects

<u>Receipts:</u>			
Fines and Fees	125.00		
Covid 19 Grant	25,000.00		
Lost Item			
Unrestricted Donations	17.00		
Columbiana County PLF	1,730.35		
Stark County PLF	53,898.14		
Carroll County PLF	14,456.02		
CID Interest	339.08		
Taxes	0.46		
Printer paper	136.00		
Copier	129.25		
Fax	33.00		
Resale	6.54		
Total *Revenue Ledger	<u>95,870.84</u>		

Expenditures:

<u>Salaries</u>			
Dept 1	3,977.73		
Dept 2	2294.51		
Dept 3	9924.58		
Dept 4	144.04		
Dept 5	708.60		
OPERS	2,345.31		
Medicare	279.14		
Help Wanted Ad	191.35		
Insurance-Board Share			
Programming Supplies	94.84		
Adult Books	1,072.63		
Youth Books	1,386.35		
Periodicals			
Adult Audiovisual	231.80		
Downloadable Content	988.55		
Youth Audiovisual	12.99		
Catalog/processing			
Telephone	660.48		
Dues and Membership	3,661.00		
Min and Repair on Equipment	5,472.50		
Other Property Main/Repair and Security	1,481.00		
Electric	1,648.07		
Office Supplies	45.76		
Furniture			
Postage			
Natural Gas	515.53		
Property Mtn/Repair Supplies and Parts	653.95		
Lease Copier	409.95		
Other Communications			

Other Purchased and Contract Services	333.06		
Information Tech	372.95		
Refunds	25.95		
Sales Tax			
Trash	112.00		
	<u>39,044.62</u>		

Capital:			
Maintenance and Repair		3,029.00	
Land		539.75	
Furniture	<u>39,044.62</u>	<u>3,568.75</u>	<u>42,613.37</u>

<u>Ending Cash Balance:</u>			
Checking/Cash on Hand	204,794.54	25,896.19	230,690.73
Savings (Chase)	22,053.65		22,053.65
Certificates of Deposit (CNB)	225,304.66		225,304.66
Certificates of Deposit (Chase)	7,870.52	95,361.90	103,232.42
Petty Cash/Registers	271.00		271.00
Transfer In			
Total	<u>460,294.37</u>	<u>121,258.09</u>	<u>581,552.46</u>

FUND STATUS

Sep-20

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**  
 By Fund  
 As Of 8/31/2020

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Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$3.41	\$31.59	9.743%
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	\$338,820.97	\$190,556.03	64.004%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$90,875.20	\$51,194.80	63.965%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$10,877.51	\$6,154.49	63.865%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$470.06	-\$470.06	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	\$800.00	\$3,200.00	20.000%
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	\$1,047.22	-\$547.22	209.444%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$326.00	\$374.00	46.571%
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	\$555.31	\$2,944.69	15.866%
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	\$4,130.80	\$869.20	82.616%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$47.59	\$202.41	19.036%
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	\$483,243.01	\$223,070.99	68.418%

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Revenue Status

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By Fund  
As Of 8/31/2020

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$0.00	\$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	\$533,243.01	\$173,070.99	75.497%

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

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By Fund

As Of 8/31/2020

Fund: General  
 Pooled Balance: \$184,989.71  
 Non-Pooled Balance: \$225,304.76  
 Total Cash Balance: \$410,294.47

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
1000-100-590-2020	Other - Other(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$86,515.00	\$0.00	\$53,891.54	\$32,623.46	62.292%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$39,795.00	\$0.00	\$24,162.20	\$15,632.80	60.717%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$205,500.00	\$0.00	\$118,407.48	\$87,092.52	57.619%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,350.07	\$3,649.93	27.001%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,290.00	\$0.00	\$7,435.61	\$4,854.39	60.501%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$28,273.40	\$19,515.60	59.163%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.95	\$0.00	\$2,930.47	\$2,131.48	57.892%
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	\$386.00	\$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	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,137.00	\$233.00	\$0.00	17.007%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(FRESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$1,875.00	0.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pt)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.000%
1000-110-451-0007	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$2,511.86	\$988.14	\$0.00	28.233%
1000-110-451-0015	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$22,950.00	\$1,503.75	\$9,155.35	\$12,290.90	39.893%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$21,555.00	\$124.49	\$7,954.30	\$13,476.21	36.902%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,995.00	\$1,397.64	\$6,597.36	\$5.56	82.449%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,000.00	\$507.81	\$2,508.91	\$8,983.28	20.908%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$22,000.00	\$2,984.76	\$10,406.51	\$7,608.73	49.555%
1000-120-413-2004	Audiovisual Materials(YOUTH CD)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$257.89	\$625.44	\$5,116.67	10.424%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

UAN v2020.3

By Fund

As Of 8/31/2020

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
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
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	\$3,639.41	\$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	0.000%
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	\$2,541.64	\$5,208.36	\$0.00	67.205%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$6,013.38	\$17,172.12	\$5,724.50	59.399%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$506.00	\$74.00	\$0.00	59.520%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$13,668.81	\$11,486.39	\$701.80	44.426%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$18,127.79	\$9,372.21	\$0.00	34.031%
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	\$2,614.78	\$5,485.22	\$0.00	67.191%
1000-210-360-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$2,407.95	\$2,592.05	\$0.00	51.841%
1000-230-110-0001	D Salaries/ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$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	\$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	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	0.000%
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	\$160.00	\$320.00	\$20.00	64.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$125.00	\$8,875.00	\$0.00	98.611%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$1,458.52	\$3,741.48	\$0.00	71.952%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,894.05	\$0.00	\$0.00	\$2,894.05	0.000%
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	\$2,261.68	\$12,842.49	\$0.00	85.026%
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	\$2,951.12	\$548.88	\$0.00	15.682%
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	\$4,272.17	\$14,663.83	\$0.00	77.439%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**  
 By Fund  
 As Of 8/31/2020

9/15/2020 2:58:18 PM  
 UAN v2020.3

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
1000-230-620-0000	D Taxes and Assessments	\$0.00	\$0.00	\$126.78	\$2.94	\$123.84	\$0.00	97.661%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$224.05	\$25.95	\$0.00	10.380%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$2,778.65	\$52.40	\$1,150.72	\$1,575.53	41.413%
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	100.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	General Fund Total:	\$0.00	\$0.00	\$767,171.95	\$98,732.04	\$440,100.99	\$228,338.92	57.367%

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	\$56.42	\$4,118.52	\$4,825.06	51.185%
	Capital Projects Fund Total:	\$0.00	\$0.00	\$55,000.00	\$276.32	\$12,590.36	\$42,133.32	22.892%
	Report Total:	\$0.00	\$0.00	\$822,171.95	\$98,008.36	\$452,691.35	\$270,472.24	55.060%