

**Minerva Public Library
Board of Trustees**

January, 2019

**Regular Board Meeting
And
2020 Organization Meeting
Packet**

**Minerva Public Library Board of Trustees
2020 Annual Organization Meeting
January, 2020 Regular Meeting
January 22, 6:30 pm in the Library Board Room**

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

Annual Organization Meeting Business

Election of Officers for calendar year 2020. 2019 Officers are listed in parenthesis.

President (Roger Bartley) _____

Vice President (Dick Rutledge) _____

Secretary (Virginia Birks) _____

Appointment of Library Committee Members for organizational year 2020 (2019 members in parenthesis)

Building & Grounds (Birks, Ruff, Rutledge) _____

Finance & Audit (Bartley, Repella, Rutledge) _____

Personnel (Birks, Ruff, Rutledge) _____

Policy Committee (Repella, Miller, Beard) _____

Development Chair (Bartley) _____

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) _____

Accept: Monthly regular Board meeting calendar for 2020. Meetings will be held at 6:30 p.m. on the 4th Wednesday of each month, except for the months of February, November, and December when the meeting will be held the 3rd Wednesday of the month, or otherwise as may later be scheduled by the Board. The 2020 regular meeting schedule is:

January 22	May 27	September 23
February 19	June 24	October 28
March 25	July 22	November 18
April 22	August 26	December 16

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2020, resolutions are numbered 20-01-01, 20-01-02, 20-01-03, etc.

Administering oath of Office to Fiscal Officer

Board President Bartley will administer the oath of office to Fiscal Officer Davies.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Enact enabling resolutions:

Approve Resolution: 20-01-01: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting.

Approve Resolution: 20-01-02: that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting, as long as said expenditures fall within the 2020 or 2021 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 20-01-03: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting, as long as said expenditures fall within the 2020 or 2021 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 20-01-04: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2020 and continuing through to the 2021 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 20-01-05: that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2020 and continuing through to the 2021 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 20-01-06: to renew the Public Official Bond in the amount of \$35,000 for Christina Davies, Fiscal Officer, for the period of one year upon expiration of the current bond in 2019.

Approve Resolution: 20-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2020 and continuing until the 2021 organizational meeting, as long as said bills fall within the 2020 or 2021 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2020 and continuing through to the 2021 Organization Meeting as approved by the Board.

Approve Resolution: 20-01-08: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2020 and continues through to the 2021 Organization Meeting.

Approve Resolution 20-01-09: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2020 and continuing through to the 2021 Organization Meeting.

Approve Resolution 20-01-10: to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2019 and through to the 2020 Organization Meeting.

Regular Meeting Business

Minutes: Approve minutes of the December 18, 2019 Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update: A revised memorandum of understanding is included in the Board packet.

Strategic Plan Update: A copy of the strategic plan is included in the Board Packet for discussion.

Fiscal Officer's Report

Accept: Monthly financial reports for December, 2019.

PLF Distribution: The January PLF receipts are \$53,244, slightly more than the \$52,607 received in January, 2018. On December 20, the Ohio Dept. of Taxation reduced its 2019 PLF estimate from what it had certified in July, 2018. Minerva's 2019 certified estimate, received from the County Auditors' Offices is \$668,846. The revised county receipt estimate from the Ohio Dept. of Taxation is \$661,604. Unless we receive new Certificates of Resources from the County Auditors' Offices, the library does not need to amend its appropriation to account for the reduced estimate. However, we will keep an eye on the expenses since the approved operating budget of \$710,965 was a deficit budget already.

2019 General Revenue Net Operating Position

Dec. Revenue =	\$61,222	Total Annual Revenue =	\$684,506
Dec. Expenses =	\$60,343	Total Annual Expenses =	\$638,900
Difference =	\$ 879	Difference =	\$ 45,606

Note: at the October meeting, the Board approved a transfer of \$50,000 from the library's General Revenue Fund to its Capital Projects Fund. This transfer does not reflect actual expenditures and is not shown in this net position summary. It is shown on the financial documents included in the Board Packet.

Carryover: the library's carryover of General Revenue Fund cash to start 2020 was \$367,152, the equivalent of more than six months of normal operating

expenditures. As Mr. Dillie discussed with the Board last fall, if 2020 PLF revenue arrives as predicted, the library will make two transfers out into the Capital Projects fund this year. The goal is to end 2020 with the equivalent of four months of operating revenue as carryover.

Unique Management: Unique Management's December invoice was \$53.70 for 6 placements.

Bonds: The Fiscal Officer is bonded annually for \$35,000 at a cost of \$132.00. The Director, acting in limited capacity as Deputy Fiscal Officer, is also to be bonded annually for \$35,000, which costs \$110.00.

Approve Resolution: 20-01-11: to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year.

New Business

Managing Delinquent Patron Accounts: the Directors of the public libraries in Stark County met with a representative from the County Prosecutor's Office to discuss whether that Office could act for the libraries and contact patrons with large billed charges. Mr. Dillie will update the Board on the options available.

Stark County PLF Distribution Formula: The Directors of the public libraries in the county met on 01/16 to discuss revising the PLF distribution formula. Mr. Dillie will update the Board on the discussion.

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: Door count for 2019 was 98,569, 4% more than the total for 2018. The increase was entirely in the main entrance count. Total in-house circulation (physical checkouts plus renewals) was 217,025 down 2.2% from 2018, but still better than the annual count for 2014-2016. Total circulation, which includes loans to other libraries and downloadable content was 286,327, 1.3% below 2018, and almost exactly the same as 2006 total circ. Downloadable content saw another record year at 18,329 checkouts or 6.4% of total circulation.

Accept Gifts

Restricted Individual Contributions to the General Fund

Herb Eglie for Adult Books	\$500.00
Virginia Birks (\$250 for OGIL and \$250 for good books)	\$500.00
Ann K. Myers for adult audiobooks	\$100.00

Unrestricted Individual Contributions to the General Fund

	\$ 14.00
<hr/>	
Total Restricted and Unrestricted	\$1,114.00

In-kind Gifts

anonymous	1 hardcovers; 10 trade paperbacks; 1 mass market; 2 DVDs; 1 CD
Deborah Edmisten	2 trade paperbacks

Adjourn

The next Regular Board Meeting will be held on February 19, 2022 at 6:30 pm in the Minerva Public Library Board Room.

**Minerva Public Library Board of Trustees
December 18, 2019 Regular Meeting Minutes
Library Board Room**

Call to Order: the meeting was called to order at 6:35 pm.

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

Adjustments to the Agenda: because Ms. Miller needed to leave the meeting early, the executive session was moved forward in the agenda.

Public Participation: none

Minutes: Ms. Birks moved to approve the minutes of the November 20, 2019 Board Meeting. Ms. Ruff seconded. Motion carried.

Director and Fiscal Officer Performance Evaluations: the Personnel Committee of the Board of Trustees has evaluated the job performance of the library Administrators. The Board go into Executive Session to discuss those performance reviews.

Dr. Beard moved to to Enter Executive Session at 6:38 pm to discuss the job performance of the Director and Fiscal Officer. Ms. Ruff seconded.

Roll Call: Bartley_aye__ Beard_ aye __ Birks_ aye __ Miller_ aye __ Ruff_ aye __ Rutledge_ aye __

Mr. Rutledge moved to leave Executive Session and return to Open Meeting at 7:30 pm. Dr. Beard seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie reported that Ray Electric installed occupancy sensors in the six restrooms on December 16. The additional energy saving feature boosted the expected rebate from AEP to \$8,277. The library has signed the rebate paperwork and is waiting to receive a check from AEP.

Sculpture Installation: Mr. Dillie reported that the Sarah's Pencils sculpture was installed by the Village on 11/25. Ray Electric is waiting on whatever additional concrete work is to be done before installing the lights. Interestingly, there has been no patron comment or question about the new sculpture on library grounds.

Ohio Governor's Imagination Library: Mr. Dillie shared the new branding for the Ohio Governor's Imagination Library program in Stark County. Stark County

District Library staff developed the new local program name, "Books for Kids," and the new pamphlet following a meeting with the county Library Director's on November 7. There is as yet no new Memorandum of Understanding between SCDL, acting as the program's Fiscal Agent, and the participating libraries. As was reported at November's Board meeting, there are a number of questions around limits on participation and fundraising that need to be resolved between the libraries. For now, Minerva continues to send in registrations from eligible patrons.

Dumpster Fencing: Mr. Dillie reported that the new fence was installed on December 13. It should be much sturdier than the old fence and looks good.

Fiscal Officer's Report

Accept: Mr. Rutledge moved to accept the monthly financial reports for November, 2019. Ms. Ruff seconded. Motion carried.

PLF Distribution: The December PLF distribution was \$58,482, a 1.1% decrease from last December receipts of \$59,147. PLF receipts for 2019 are \$687,946, a \$24,149 or 3.6% increase over 2018 total receipts of \$663,797.

2019 Net Operating Position

November Revenue=\$59,301	Year to Date Revenue	= \$654,916
November Expense=\$50,302	Year to Date Expenses	= \$585,385
Difference	\$ 8,999	\$ 69,531

Note: at the October meeting, the Board approved a transfer of \$50,000 from the library's General Revenue Fund to its Capital Projects Fund. This transfer does not reflect actual expenditures and is not shown in this net position summary. It is shown on the financial documents included in the Board Packet.

Unique Management: \$71.60 for 8 placements in November. The directors of the various Stark County libraries will meet with the Prosecutor's Office in January to discuss alternative means of contacting delinquent patrons. Since Unique can no longer credit report delinquent accounts, several libraries are wondering whether it makes sense to continue to pay for that service.

Transfer: At Ms. Davies request, Ms. Birks moved to transfer \$3830.00 from Fund Account 1000-230-290-0000 to Fund Account 1000-110-110-003 to cover the tuition reimbursement for Sarah Pearson. Mr. Rutledge seconded. Motion carried.

The Trustees were pleased to learn that Sarah has finished the coursework necessary for completing her MLIS degree from Kent State.

New Business

Hiring the Director and Fiscal Officer: having received and discussed the performance evaluations of the Library Administrators, the Board will determined to hire them for another year. The new formal employment agreements will be presented and signed at the January, 2020 Regular Board Meeting.

Mr. Rutledge **moved** to approve Resolution 19-12-01 to hire Tom Dillie as the Minerva Public Library Director from December 16, 2019 through the 2021 Organization Meeting of the Library Board of Trustees at his current annual salary of \$64,292.80 and with \$1000.00 performance award to paid in two equal installments during the 2020 pay year, and under the conditions and benefits as described in the current employment agreement. Ms. Ruff seconded. Motion carried.

Ms. Ruff **moved** to approve Resolution 19-12-02: to hire Christian Davies as the Fiscal Officer of the Minerva Public Library from December 16, 2019 through the 2021 Organization Meeting of the Library Board of Trustees at a new hourly rate of \$20.40 and under the conditions and benefits as described in the current employment agreement. Ms. Birks seconded. Motion carried.

2020 Appropriation Review: at the November meeting the Board approved the 2020 Permanent Appropriation. Mr. Dillie reviewed a small change he made to hourly staffing costs that does not affect the approved 2020 appropriation.

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

Going Fine Free: at the November meeting Mr. Dillie informed the Board that he had not included overdue fine revenue in the 2020 appropriation and would like to go fine free January 2. Information to inform a discussion was included in the Board Packet and was reviewed by Mr. Dillie and the Trustees. Ms. Birks wondered whether patrons would be inclined to hold on to popular materials longer after those items were due if there were no fines. Mr. Dillie pointed out that patrons do that now if they aren't finished with a high-demand that can't renewed; the 10 cent a day fine is not disincentive enough for most people. He also explained that the library has shortened the length of time it takes before an overdue is marked as assumed lost and the replacement cost billed to the patron. There was a general discussion about whether eliminating fines would increase library use. Mr. Dillie said he thought it was unlikely, but it certainly won't reduce use.

Ms. Birks **moved** to approve resolution 19-12-03 to eliminate overdue fines for all library materials beginning January 2, 2020, and to waive all outstanding overdue fines on that date. Dr. Beard seconded. Motion carried.

Ms. Birks **moved** to approve resolution 10-12-04 to eliminate the current \$3.00 processing fee for each billed item and replace it with a \$1.00 per item billing fee. Ms. Ruff seconded. Motion carried.

Correspondence

None this month.

Director's Report

Ms. Ruff to accept the monthly reports from the Director, and the Youth Services Manager, which were included in the Board Packet. Dr. Beard seconded. Motion carried.

Library Statistics: Door counts were down slightly, 0.4% in November, and are now running 5.6% ahead year-to-date. In-houses circulation was up 0.8% and is running 2.6% behind year to date. Total circulation was down 0.45% for November and is now 1.7% behind year-to-date.

Gifts

November Restricted Individual Contributions to the General Fund	\$	0.00
November Unrestricted Individual Contributions to the General Fund	\$	11.75
Total Restricted and Unrestricted	\$	11.75

November In-kind Gifts

anonymous	33 hardcovers; 37 trade paperbacks; 8 DVDs
Beth Zbasnik	1 trade paperback

Adjourn: Dr. Beard moved to adjourn the meeting at 8:05. Ms. Ruff seconded.

The next Regular Board Meeting and the Annual Organization Meeting will be held on January 22, 2020 at 6:30 pm in the Minerva Public Library Board Room.

Roger Bartley, Board President

Date

Memorandum of Understanding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Stark County District Library and _____ to offer the Stark County Imagination Library.

Background

Stark County residents are served by 7 distinct and individual library districts depending on the school district assigned to their residential address.

Purpose

The purpose of this agreement is to establish the relationship amongst participating libraries in Stark County for the provision of books via Dolly Parton's Imagination Library to registered children ages 0-5.

The above goals will be accomplished by undertaking the following activities:

_____ will :

- a) Pay for official printed application forms.
- b) Enroll children ages 0-5 in the Imagination Library using either official printed applications or online forms and indicating assigned library district on application.
- c) Promote program to families in service area.
- d) Submit applications via mail to Stark County District Library.
- e) Communicate any known address changes to Stark County District Library.
- f) Make monthly payments to Stark County District Library for all registered children assigned to library district.
- g) Participate on Stark County Imagination Library Advisory Committee.
- h) Seek fundraising sponsors in local service area.
- i) Send literacy and library program information for inclusion in the email newsletter.
- j) Determine annual growth percentage of program with fellow library directors.

Stark County District Library will:

- a) Place orders for all official printed application forms.
- b) Receive applications from the partner library and enter the application information into the Book Order System for Dolly Parton's Imagination Library so that the child will receive his first book the following month.
- c) Place orders for books in the Book Order System on a monthly basis.
- d) Maintain addresses in the Book Order System.
- e) Work with local Postmaster to resolve returned packages.
- f) Fundraise for county-wide donations.

- g) Issue monthly invoices to the partner library for all registered children assigned to local school district. Cost will be the price as billed by the OH Governor's Imagination Library per child based on the Book Order System report of registrants by school district.

School Districts are assigned as followed:

Alliance CSD	Rodman Public Library
Brown LSD	Malvern District Library
Canton CSD	SCDL
Canton LSD	SCDL
Fairless LSD	SCDL
Jackson LSD	SCDL
Lake LSD	SCDL
Louisville CSD	Louisville Public Library
Marlington LSD	Rodman Public Library
Massillon CSD	Massillon Public Library
Minerva LSD	Minerva Public Library
North Canton CSD	North Canton Public Library
Northwest LSD	Canal Fulton Public Library
Osnaburg LSD	SCDL
Perry LSD	SCDL
Plain LSD	SCDL
Sandy Valley LSD	SCDL
Southeast LSD	SCDL
Tuscarawas Valley LSD	SCDL
Tuslaw LSD	SCDL

- h) Communicate with Dolly Parton's Imagination Library and OH Governor's Imagination Library staff and share pertinent program information with partner library.
- i) Maintain records of children enrolled in the program to ensure enrollment does not exceed agreed upon percentage by year, as determined by the public library directors of Stark County.
- j) Send email newsletters to registered families promoting the program and related literacy and library programs.
- k) Develop evaluation tool.

Funding

Fundraising will be done on a county-wide level. These county-wide donations will be applied to all incoming OH Governor's Imagination Library invoices first. Thereafter, each partner library is responsible for the payment of registered children who reside in their assigned school district.

Stark County District Library is responsible for funding of the administrative functions of database management and invoicing/billing of partner libraries.

Reporting

Monthly invoices will be sent by Stark County District Library to indicate total number of registered children and cost per child.

Enrollment and evaluation data will be shared with partners.

Partners will meet once per year to review the agreement and service.

Duration

This MOU shall become effective upon signature by the authorized officials and will remain in effect for not longer than 1 year. This MOU is at-will and may be modified by mutual consent of authorized officials from partner organizations.

Contact Information

Partner name
Partner representative
Position
Address
Telephone
E-mail

Partner name
Partner representative
Position
Address
Telephone
E-mail

_____ Date:
(Partner signature)
(Partner name, organization, position)

_____ Date:
(Partner signature)
(Partner name, organization, position)

Strategic Plan Progress as of January, 2020

Service Response: Visit a Comfortable Space: Physical and Virtual Spaces

Residents will have safe and welcoming physical spaces to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces to support networking.

Goal A: Library users will have access to up-to-date library computers and software, and have wireless access that will support the use of their own devices.

Objectives

- Improve speed and reach of wireless access in the library building
- Add easy-to-use wireless printing.
- Replace library computers in 2018.
- Install the most recent version of Microsoft Office on all public computers.
[All the above were completed by August, 2018]
- Install Adobe Acrobat Pro and Adobe Photoshop Element and Premier Elements on select Public Computers.
[Not applicable. We are no longer able to purchase Adobe software at deep discount. Adobe only offers cloud access with annual license renewal through the Techsoup service.]

Goal B: Library users will have comfortable and productive space in which to work, enjoy personal time, and make use of library resources.

[The library is working on facilities planning in 2020 with a consultant from the State Library. The planning will be completed in 2020, although implementation may not be begin until 2021.]

Objectives

- Review and rearrange the public furniture in the upstairs spaces to improve the comfort of library users.
- Complete the upstairs exhibit space.

Goal C: Visitors to the library will find an attractive building and grounds

Objectives

- Replace the bollard lights along the sidewalks and drives with lampposts.
[Completed August, 2018]
- Improve the landscaping around the fountain and patio with low-maintenance plants.
[Ongoing, work to be done in 2020.]

Goal: Virtual visitors to the library will find an attractive, easy-to-navigate, and content-rich library website, and a lively social media presence.

Objectives

- Redesign and re-launch the library website
[Completed March, 2019.]
- Organize regular and frequent posting to Facebook from both Adult and Youth Services Departments.
[Ongoing from April, 2019.]
- Establish a library presence on additional social media platforms as appropriate.
[Ongoing from April, 2019. Library posts actively on Facebook and Instagram.]

Service Response: Know Your Community: Community Resources and Services

Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Goal A: People seeking information about the Minerva area will have a one-stop, current, online source of information.

[It is a project the library still intends to work on.]

Objectives

- Working with local agencies and organizations create and maintain a database of services and contact information.
- Partner with a local agency to keep that information online and accessible.

Goal B: Minerva area residents, agencies, and organizations will think of the library first when looking for a site to host meetings or gatherings.

[The library has seen a dramatic increase in the use of the meeting rooms and is partnered with nine different agencies or organizations to provide regular weekly or monthly meeting space. During the school day, meeting room space is often full.]

Objectives

- Promote effectively the library's meeting facilities.
- Create packages of equipment that can be used to facilitate meetings and gatherings.
[This is still an objective, although none of the regular meeting room partners have needed such an equipment package.]

Goal C: The library and local organizations will have formal, mutually beneficial partnerships to increase the public profile and use of both partners' resources.

Objectives

- Establish a regular schedule to exhibit materials from the Minerva Area Historical Society and serve as a host site for MAHS events.
[The library is hosting exhibits from MAHS twice a year.]

Service Response: Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Goal A: Minerva area residents will have the opportunity to effectively use library resources to improve and develop job skills.

Objectives

- Staff will provide formal one-on-one assistance in using Microsoft Office products.
- Staff will provide resume assistance using the Winway resume software.
- The library will effectively promote the new online workforce skills training products provided by the Ohio Web Library, and staff will assist patrons in using the same.

[The library has been asked for formal training on Microsoft Office products. Staff does assist patrons with using those products and with Winway. The library has promoted Linda.com but staff have had practice with it, but there has been little patron interest.]

Goal B: Library users will make effective use of library technology and electronic resources for their personal enjoyment and growth.

Objectives

- Staff will provide one-on-one task-specific computer training.
- Staff will provide one-on-one assistance to patrons in using their personal electronic devices.
- All staff will be able to assist patrons in using downloadable content provided by the library.

[Adult Services staff provide scheduled one-on-one assistance with computer training and personal devices. Adult services can effectively assist patrons in downloading content and using the library's wireless printing.]

Goal C: Minerva area residents will have opportunities to enjoy a selection of library resources and services outside of the library building.

[The library has a limited trail of a deposit collection at St. Luke's, but this goal has not been given as much attention as others]

Objectives

- Work with local nursing homes and senior living facilities to provide satellite collections of library materials.
- Where appropriate, offer programming opportunities to local nursing homes and senior living facilities.
- Offer local businesses with waiting areas small collections of popular materials using the "little free library" model.

Goal D: Minerva area residents will enjoy recreational and educational events provided by a variety of sources.

Objectives

- The library will seek out traveling exhibits on topics of general interest and arrange for speakers and programs in support of such exhibits.
- The library will create a formal series of adult programs for fall and for spring using outside presenters.

[The library has not applied for a traveling exhibit in this program cycle because none have seemed appropriate. Beginning with fall, 2018, the library is hosting six to eight presenters each fall and spring. Attendance overall has been good.]

Minerva Public Library

December 2019 Financial Reports

Submitted for the January 2020 Board Meeting

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

Minerva Public Library
 Summary of Financial Information- December 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
<i>LSTA GRANT</i>			
Public Library Fund	58,482.60		
Sales Tax	2.38		
Patron Fines & Fees	273.37		
Lost Card/Items	16.99		
Copier	187.15		
Fax	64.90		
Contributions	1,114.00		
Resale	34.12		
Interest	354.99		
printer /paper	53.05		
Meeting Room-Dolly Parton	375.00		
misc	263.15		
Total *Revenue Ledger	61,221.70		
<i>Expenditures:</i>			
Salaries	34,062.64		
Benefits-Opers	3,372.26		
Medicare	346.71		
Insurance-Medical and Life	0.00		
BWC	556.00		
Catalog/Processing	0.00		
Programming supplies	38.72		
Adult Books	1,510.50		
Youth Books	1,659.94		
AV Adult	894.84		
AV Downloadable	3,253.72		
AV Youth	208.38		
LAN	762.00		
Office Supplies	453.38		
Other Purchased Contract Sarv	1,710.80		
Rent/Lease	186.00		
Telephone	657.33		
Mtn and Repair on Equip	747.28		
Other Property Mtn Repair/Security	858.23		
Utilities-Gas, Electric, Water and Trash	2,163.62		
Property Maintenance/Repair Supplies and Parts	8.55		1,678.10
Capital-Maintenance and Repair			5,150.00
Capital-Land			
Resale Supplies	9.99		
Refunds			
travel	54.48		
Total Expenditures	53,515.37		60,343.47

Ending Cash Balance:

Checking/Cash on Hand	154,269.87		
Savings (Chase)	22,032.41		
Certificates of Deposit (C/NB)	222,541.79		
Certificates of Deposit (Chase)	101,885.83		
Petty Cash/Registers	271.00		
Total		501,000.90	

General Account

	115,783.36
	22,032.41
	222,541.79
	6,523.89
	271.00
Total	367,152.45

Capital Balance

	38,486.51
	95,361.94
Total	133,848.45

Total Pooled Cash

	154,269.87
	22,032.41
	222,541.79
	101,885.83
	271.00
Total	501,000.90

FUND STATUS

General Revenue Summary

	Month	Year
Receipts	61,221.70	684,506.00
Expenditures	60,343.47	638,900.00
Net Position December 2019	878.23	45,606.00

General Revenue Receipts

Total General Revenue Appropriation (with Capital transfer out)	684,506.00
Net Position End of Year	688,900.00
	-4,000.00

General Revenue Receipts

Total Appropriations (including Capital Expenditures)	684,506.00
Net Position End of Year	736,243.94
	-51,734.94

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
By Fund

As Of 12/31/2019

Fund: General
Pooled Balance: \$144,610.66
Non-Pooled Balance: \$222,541.79
Total Cash Balance: \$367,152.45

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
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	\$80,283.00	\$0.00	\$72,954.73	\$7,338.27	90.861%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$37,243.93	\$1,221.07	96.826%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$195,922.00	\$0.00	\$195,496.59	\$426.41	99.782%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$4,500.00	\$0.00	\$3,781.14	\$718.86	84.025%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$20,808.00	\$0.00	\$18,632.68	\$2,175.32	89.546%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$45,399.56	\$3,171.06	93.471%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$4,714.53	\$0.00	\$4,539.74	\$174.79	96.293%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$42,101.00	\$98.82	\$42,002.18	\$0.00	99.765%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$22.39	\$362.61	\$0.00	94.184%
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	\$589.00	\$781.00	\$0.00	57.007%
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(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00	\$0.00	100.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$1,600.00	\$254.18	\$1,345.82	\$0.00	84.114%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$2,816.00	\$280.20	\$2,535.80	\$0.00	90.050%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,147.40	\$352.60	89.926%
1000-110-451-0007	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	\$24,500.00	\$0.00	\$20,749.15	\$3,750.85	84.690%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$19,500.00	\$19.95	\$19,262.25	\$237.80	98.781%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$504.99	\$6,994.01	\$1.00	93.253%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$10,460.23	\$232.61	\$7,051.52	\$3,176.10	67.413%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$19,383.67	\$5,427.50	\$13,574.51	\$381.66	70.031%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$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	\$100.00	\$5,377.24	\$522.76	89.621%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

1/2/2020 11:55:11 AM
 UAN v2019.2

As Of 12/31/2019

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	\$799.10	\$0.00	\$799.10	\$0.00	100.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$176.42	\$323.58	35.284%
1000-120-499-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,697.00	\$3,631.46	\$3,065.54	\$0.00	45.775%
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	\$7,752.50	\$0.00	\$7,751.49	\$1.01	99.987%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,469.50	\$7,664.80	\$19,726.27	\$1,078.43	69.289%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$2.00	\$1,248.00	\$0.00	99.840%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,918.00	\$415.52	\$7,494.88	\$7.60	94.856%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$12,004.54	\$22,995.46	\$0.00	65.701%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$34.17	\$665.83	\$0.00	95.119%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,575.00	\$0.00	\$8,547.70	\$27.30	99.682%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$6,835.24	\$0.00	\$6,565.00	\$270.24	96.046%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,089.76	\$0.00	\$4,089.76	\$0.00	100.000%
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	\$725.00	\$278.00	\$447.00	\$0.00	61.855%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	100.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$1,034.37	\$965.63	\$0.00	48.282%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$74.24	\$150.76	\$0.00	67.004%
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	\$0.00	\$0.00	\$50.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,274.00	\$0.00	\$8,274.00	\$0.00	100.000%
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	\$2,393.46	\$40.00	\$2,318.00	\$35.46	96.847%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,700.00	\$652.00	\$3,048.00	\$0.00	82.378%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,100.00	\$1,551.96	\$10,548.04	\$0.00	87.174%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$1,258.59	\$0.00	\$1,164.34	\$94.25	92.511%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$347.44	\$3,652.56	\$0.00	91.314%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$377.95	\$0.00	\$370.02	\$7.93	97.902%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$16,946.00	\$0.00	\$16,946.00	\$0.00	100.000%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$18.87	\$72.42	\$3.71	76.232%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 12/31/2019

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	\$40.01	\$209.99	\$0.00	83.986%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$900.00	\$1,100.00	45.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.000%
	General Fund Total:	\$0.00	\$0.00	\$750,965.15	\$35,327.02	\$688,900.07	\$26,738.06	91.735%

Fund: Capital Projects
Pooled Balance: \$133,848.45
Non-Pooled Balance: \$0.00
Total Cash Balance: \$133,848.45

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	\$45,000.00	\$346.71	\$37,068.87	\$6,984.42	83.709%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$0.00	\$9,017.00	\$963.00	90.170%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$658.00	\$9,342.00	6.580%
	Capital Projects Fund Total:	\$0.00	\$0.00	\$65,000.00	\$346.71	\$47,343.87	\$17,309.42	72.837%
	Report Total:	\$0.00	\$0.00	\$815,965.15	\$35,673.73	\$736,243.94	\$44,047.48	90.230%

Payment Listing

December 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
450-2019	12/05/2019	12/05/2019	CH	FIRST COMMUNICATIONS	\$657.33	C
451-2019	12/05/2019	12/05/2019	CH	OHIO BUREAU OF WORKERS' COMPENSA	\$556.00	C
452-2019	12/04/2019	12/05/2019	CH	BAKER & TAYLOR BOOKS	\$760.58	C
453-2019	12/04/2019	12/05/2019	CH	BAKER & TAYLOR BOOKS	\$542.38	C
454-2019	12/05/2019	12/05/2019	CH	TRINITY DOOR	\$170.00	C
455-2019	12/05/2019	12/05/2019	CH	PAYCHEX	\$9,077.24	C
456-2019	12/05/2019	12/05/2019	CH	PAYCHEX	\$92.55	C
457-2019	12/05/2019	12/05/2019	CH	PAYCHEX	\$1,161.38	C
458-2019	12/06/2019	12/06/2019	CH	TREASURER, STATE OF OHIO	\$762.00	C
459-2019	12/06/2019	12/06/2019	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$172.67	C
460-2019	12/06/2019	12/06/2019	CH	MIDWEST TAPE	\$772.18	C
461-2019	12/05/2019	12/06/2019	CH	BAKER & TAYLOR BOOKS	\$71.53	C
462-2019	12/05/2019	12/06/2019	CH	J & D Cleaning Service	\$1,235.00	C
463-2019	12/05/2019	12/06/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	C
464-2019	12/05/2019	12/06/2019	CH	QUILL CORPORATION	\$99.97	C
465-2019	12/05/2019	12/06/2019	CH	WATER AND SEWER DEPT.	\$91.86	C
466-2019	12/06/2019	12/06/2019	CH	KATHRYN A. HELLER	\$54.48	C
467-2019	12/09/2019	12/09/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,935.93	C
468-2019	12/09/2019	12/09/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00	C
469-2019	12/09/2019	12/12/2019	CH	BAKER & TAYLOR BOOKS	\$130.78	C
470-2019	12/09/2019	12/12/2019	CH	BAKER & TAYLOR BOOKS	\$426.24	C
471-2019	12/09/2019	12/12/2019	CH	NATURESCAPES	\$60.00	C
472-2019	12/09/2019	12/12/2019	CH	LOVELESS EXTERMINATING	\$120.00	C
473-2019	12/17/2019	12/17/2019	CH	COLUMBIA GAS OF OHIO	\$855.33	C
474-2019	12/16/2019	12/17/2019	CH	AMERICAN ELECTRIC POWER	\$1,112.43	C
475-2019	12/17/2019	12/17/2019	CH	BAKER & TAYLOR BOOKS	\$685.91	C
476-2019	12/12/2019	12/17/2019	CH	RENTWEAR, INC.	\$48.23	C
477-2019	12/12/2019	12/17/2019	CH	Ted Fellows	\$85.00	C
478-2019	12/17/2019	12/17/2019	CH	BAKER & TAYLOR BOOKS	\$57.59	C
479-2019	12/17/2019	12/17/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
480-2019	12/17/2019	12/17/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$53.70	C
481-2019	12/17/2019	12/17/2019	CH	RAY ELECTRIC	\$2,071.38	C
482-2019	12/17/2019	12/17/2019	CH	AMAZON	\$1,058.31	C
483-2019	12/17/2019	12/17/2019	CH	AMAZON	\$398.40	C
484-2019	12/17/2019	12/17/2019	CH	AMAZON	\$183.83	C
485-2019	12/18/2019	12/18/2019	CH	PAYCHEX	\$9,303.09	C
486-2019	12/18/2019	12/18/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$630.00	C
487-2019	12/20/2019	12/20/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,845.08	C
488-2019	12/20/2019	12/20/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00	C
489-2019	12/20/2019	12/20/2019	CH	PAYCHEX	\$88.15	C
490-2019	12/20/2019	12/20/2019	CH	PAYCHEX	\$1,275.45	C
491-2019	12/23/2019	12/26/2019	CH	PAYCHEX	\$19.79	C
492-2019	12/24/2019	12/26/2019	CH	PAYCHEX	\$239.47	C
493-2019	12/24/2019	12/26/2019	CH	PAYCHEX	\$48.35	C
494-2019	12/26/2019	12/26/2019	CH	PAYCHEX	\$108.35	C
495-2019	12/26/2019	12/26/2019	CH	CHASE CARD SERVICES	\$131.76	C

Payment Listing

December 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
496-2019	12/26/2019	12/26/2019	CH	CENTER POINT LARGE PRINT	\$166.84	C
497-2019	12/26/2019	12/26/2019	CH	BAKER & TAYLOR BOOKS	\$46.18	C
498-2019	12/26/2019	12/26/2019	CH	Southway Fence Co	\$5,150.00	C
499-2019	12/26/2019	12/26/2019	CH	OVERDRIVE	\$2,481.54	C
500-2019	12/26/2019	12/26/2019	CH	Solid Waste And Recycling	\$104.00	C
501-2019	12/30/2019	12/30/2019	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$220.03	C
502-2019	12/31/2019	01/02/2020	CH	PAYCHEX	\$9,593.58	C
6771	12/20/2019	12/20/2019	AW	HANNAH REED	\$307.60	C
6772	12/26/2019	12/26/2019	AW	PETTY CASH	\$24.00	C
Total Payments:					\$60,343.47	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$60,343.47	

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 12/31/2019

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	51.932%	\$367,152.45	\$222,541.79	\$144,610.66
4001	Capital Projects	48.068%	\$133,848.45	\$0.00	\$133,848.45
All Funds Total			<u>\$501,000.90</u>	<u>\$222,541.79</u>	<u>\$278,459.11</u>
Pooled Investments					\$123,918.24
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$154,269.87

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2019

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%	\$1,885.83	\$1,885.83	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,179.64	1.50%	\$346.54	\$856.84	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,231.40	1.05%	\$365.74	\$706.94	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$105,521.29	2.05%	\$2,120.43	\$4,228.92	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03.	\$21,149.98	1.50%	\$350.29	\$972.24	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,071.54	2.25%	\$707.26	\$1,770.21	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2	\$21,387.94	1.50%	\$276.74	\$640.88	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,032.41	0.10%	\$39.63	\$28,060.22	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

**December 2019 Financial
Reports**

**Submitted for January
2020 Board Meeting**

Director's Report—January, 2020

Building and Grounds—Little snow so far this year means not much snow plowing. The tech from Standard Plumbing and Heating was out at the end of December for the quarterly maintenance visit. He replaced the gas valve on Boiler #2, but found that there was another part that wasn't right either. That furnace is working more reliably than it was, but still isn't quite right. The tech is determined to figure out what's wrong, which is more than American Heattek was willing to do. We are still waiting on a rebate check from AEP for the LED project. I hope to have more information by the time of the Board meeting.

Personnel: Jan Oneacre has put in her retirement notice with her last day of work scheduled for April 30. Jan has been with the library 20 years. Kathy Heller and I would like to rework job description for the position has now to reflect the current needs of the library. I should have a draft description for the Board at the February meeting.

Programs: the Adult Winter Reading Club is going on now and runs through the middle of February. I am scheduling presenters for the spring program series.

Meetings: I attended a meeting of Stark County Directors on 01/16 where we met with Stephen Babik from the Prosecutor's Office to discuss what the Office might do for tracking down delinquent patrons. We then discussed the distribution formula. I attended the OLC Board meeting in Columbus on 01/17.

January 2020 Youth Services Report

The new year brings anticipation for new programs and services. Reviewing 2019 shows that although attendance was down slightly, the Minerva Public Library Youth Department still provided an abundance of programs that met the needs of a variety of patrons' interests. From the new babies to the grandparents, the year was full of entertainment and education from January through December.

Looking back on the enormously popular summer unicorn party and equally enthusiastically embraced Frozen party, gives encouragement for future plans suitable for the 2020 summer reading theme "Imagine Your Story". Art and cooking interests figure into this theme, as well as standard library fare such as story times.

The elementary school classes faithfully visit, teachers request a variety of materials, and middle school students receive quarterly visits to learn about new books and programs.

January programming consists of old favorites like LEGO Day and Little Builders and Tech Time Game day with new games like Just Dance 2020 thanks to the new controllers. Kendra Selby capably planned this event and danced her way through the recent school "day off" afternoon. Story Time, Book Beginnings, After school Hang Out, and the Sensory SPOT complete the schedule of on going activities.

Statistics for December:

Side door count: 921	Study Rooms Use: 10
Reference Questions: 860	Other Questions: 53
Teacher collections: 17/ 453 books	
MES: 40 visits 945	Outreach: 22 programs 494
MMS: 3 visits 165	
YMCA Preschool Outreach: 3 programs 33	
Book Beginnings: 3 programs 58	Story Time: 3 programs 15
After School: 14 programs 135	Sensory SPOT: 12
Additional Programs: Winter Wonderland Parade 71, Star Wars 19	
Donations added in December: 1 hard cover, 2 Paperbacks	

Kathy Heller
Youth Services Manager
1/16/2020