

Minerva Public Library Board of Trustees
February, 2019 Regular Meeting
February 27, 6:30 pm in the Library Board Room

Call to Order
Adjustments to the Agenda
Public Participation

Minutes: Approve minutes of the January 23, 2019 Board Meeting.

Ongoing Business

YMCA Expansion Project: The project continues. Teresa says that she expects they will finish in March.

Mental Health First Aid Training Grant: the library is sharing the information about the April 18th training opportunity with local organizations and agencies. The library manages the sign-ups and is taking registration through March 28.

Carroll County PLF Distribution: Director Dillie has been in touch with the Directors of the Carroll County District Library and Bowerston Public Library about meeting to discuss the PFL distribution. While the Bowerston Director is willing to meet, Ellen Finnicum, the Director of CCDL discussed this request with the CCDL Board and replied that "I spoke to my board about setting up an agreement for the budget commission. The board prefers to attend the budget hearing and views this as a great time to share what is happening at our libraries. At this time, they aren't interested in setting up an agreement."

Strategic Plan Update: The library's ad hoc website committee has worked up a basic redesign for the site as well as a proposed new logo. A copy of the new logo and letterhead is included in Board packet for review. As part of its partnership effort, the library will host another exhibit from the Historical Society later in the spring. The library will also host the Mental Health First Aid training for interested community members on April 18.

Fiscal Officer's Report

Accept: Monthly financial reports for January, 2018.

PLF Distribution: The February PLF receipts are \$64,031, 2.2% less than the \$65,532 received last February. This month's check from Carroll County was \$400 more than it should have been. The Fiscal Officer notified the Carroll County Auditor's Office of the error.

2019 Net Operating Position

January Revenue	= \$54,489	Total Annual Revenue	= \$54,489
January Expenses	= <u>\$52,799</u>	Total Annual Expenses	= <u>\$52,799</u>
Difference	= \$ 1,690	Net Position	\$ 1,690

Unique Management: Unique Management's January invoice was \$8.95 for 1 placement.

2018 Annual Financial Report: the Fiscal Officer has completed the required Report and submitted to the Auditor of State's Office. A copy is included in the Board Packet for review.

Accept the 2018 Annual Financial Report

Fax Revenue and Expenses: the library offers faxing service to the public, charging \$1.00 for the first page and 50 cents for each additional page to send a fax, and 50 cents a page to receive a fax. Sending faxes is far more common than receiving faxes for patrons. The library also encourages patrons to scan documents and e-mail them, when they are able to do so. The library does not charge for scanning and e-mailing. The library's charges for faxing are very much in line with those of other libraries in our area. The service does not quite pay for itself now and is unlikely to do so in the future, especially since the monthly line charge will increase by \$5.00 in March. However, it is a useful service to library patrons and the net cost to the library is minimal.

2018 Faxing Service

Revenue:	\$730.10
Expense:	-\$719.40 (fax line at \$59.95 a month)
	<u>-\$ 37.00</u> (toner cartridges for fax machine)
Net	-\$ 26.30

New Business

New Logo Design: A part of the website redesign, the Website Committee has drafted a new library logo. The proposed logo in color and grayscale is included in packet, along with a list of proposed tag lines that could accompany the logo. The Board will discuss the proposed logo and taglines and determine whether to approve them as is, or to suggest changes.

2018 Annual Report: the draft annual report for last year is included in the Board Packet.

Information: the local Weight Watchers group needs a place to meet weekly. The library has signed an agreement to allow the group to use half of the Community Meeting every Tuesday from 6:00-7:00 pm beginning March 5.

Weight Watchers will pay the library \$25 a meeting for use of the space, and will provide lockers to store their equipment.

Correspondence

None this month.

Director's Report

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

Library Statistics: The January door count was up 8.9% over last January. In-house circulation (checkouts and renewals of physical materials) was down 2.3% and total circulation (in-house circ + loans to other libraries + downloadable content) was down 3% due to a drop in loans to other SEO libraries. January was the best month ever for downloadable content, 1524 checkouts accounting for 5.7% of the total circulation.

Accept Gifts

Restricted Individual Contributions to the General Fund

\$ 0.00

Unrestricted Individual Contributions to the General Fund

\$246.30

Total Restricted and Unrestricted

\$246.30*

* Battista and Battista for Youth Programs \$100.00
Jenny Greco for Adult Books \$ 50.00

In-kind Gifts

anonymous

6 hardcovers; 7 trade
paperbacks; 1 book with CD;
1 CD set

Adjourn

The next Regular Board Meeting will be held on March 27, 2019 at 6:30 pm in the Minerva Public Library Board Room.

**Minerva Public Library Board of Trustees
2019 Annual Organization Meeting
January 23, 2019 Meeting Minutes**

Call to Order: Roger Bartley, called the meeting to order at 6:31 pm in the Library Board Room.

Attendance: Roger Bartley, Dick Rutledge, Jennifer Beard, Sarah Repella, Diane Ruff, Virginia Birks, Director Tom Dillie and Fiscal Officer Christina Davies

Adjustments to the Agenda: Director Dillie noted he would like to add **New Business**.

Public Participation: Judge Michael Repella

Administering Oath to Board Trustees: At its November meeting, the Minerva Local Schools Board of Education appointed Dr. Jennifer Beard and reappointed Diane Ruff to seats on the Minerva Public Library Board of Trustees with seven-year terms to begin at this organization meeting. Judge Michael Repella administered the oath of office to both Trustees:

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 faithfully and impartially will discharge your duties as a member of the board of Trustees 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 you term of office?

Diane Ruff and Jennifer Beard were sworn in and accepted the oath of office.

Annual Organization Meeting Business

Diane Ruff moved to elect the following officers for the calendar year 2019. Jennifer Beard seconded the motion. Motion carried.

President (Roger Bartley)

Vice President (Dick Rutledge)

Secretary (Virginia Birks)

Appointment of Library Committee Members for organizational year 2019. President Bartley asked the board to continue to serve on the following committees if they were comfortable with that, and asked Dr. Beard to assume

the committee assignments previously held by Phil Zbasnik. Members agreed to the following committee assignments:

Building & Grounds (Birks, Ruff, Beard)

Finance & Audit (Bartley, Kiko, Rutledge)

Personnel (Birks, Ruff, Rutledge)

Policy Committee (Kiko, Miller, Beard)

Development Chair (Bartley)

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director). Dick Rutledge moved to meet prior to the March 27, 2019 meeting. Diane Ruff seconded the motion. Motion carried.

Accept: Monthly regular Board meeting calendar for 2019. Meetings will be held at 6:30 p.m. on the 4th Wednesday of each month, except for the months of 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 2019 regular meeting schedule is:

January 23	May 22	September 25
February 27	June 26	October 23
March 27	July 24	November 20
April 24	August 28	December 18

Diane Ruff moved to accept the meeting schedule as stated above. Dick Rutledge seconded the motion. Discussion: Director Dillie noted that on a few occasions the Board meeting has seen low attendance in August and December; the Board is not required to meet monthly and may adjust its regular meeting schedule as it sees fit. Motion carried.

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 2019, resolutions are numbered 19-01-01, 19-01-02, 19-01-03, etc.

Performance Evaluations: The Personnel Committee presented its performance evaluations of the Director and Fiscal Officer for Board review and discussion.

Enter executive session attended by the Trustees to discuss the performance and compensation of a public employee.

Sara Repella moved to Enter Executive Session to discuss personnel issues at 6:44 pm. The motion was seconded by Dick Rutledge.

Roll Call was taken by Fiscal Officer Davies Bartley Beard Birks Miller Repella Ruff Rutledge .

Fiscal Officer Davies and Director Dillie left the meeting. The Personnel Committee presented its evaluations and the Board discussed them among themselves and then brought in the Director and Fiscal Officer individually to review the evaluations.

The regular business meeting was called back to order at 7:15 pm by President Bartley. Director Dillie and Fiscal Officer Davies was asked to rejoin the meeting.

Hire the Director and Fiscal Officer.

Virginia Birks moved to hire Tom Dillie as the Director of the Minerva Public Library from January 24, 2019 through the 2020 Organization Meeting of the Library Board of Trustees at an annual salary of \$64,292.80, and under the conditions and benefits as described in the employment agreement. Sarah Repella seconded the motion. Motion carried unanimously.

Diane Ruff moved to hire Christina Davies as the Fiscal Officer of the Minerva Public Library from December 17, 2018 through the 2020 Organization Meeting of the Library Board of Trustees at an hourly rate of \$19.81, and under the conditions and benefits as described in the employment agreement. Dick Rutledge seconded the motion. Motion carried unanimously.

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?

Fiscal Officer Christina Davies accepted the oath of office.

Enact enabling resolutions:

Virginia Birks moved to approve Resolutions 19-01-01, 19-01-02, 19-01-03, 19-01-04, 19-01-05 for the Director. Sarah Repella seconded the motion. Motion carried unanimously.

Approve Resolution: 19-01-01: 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 2019 and continuing through to the 2020 Organization Meeting.

Approve Resolution: 19-01-02: that the Library Director be authorized to spend up to \$3,000.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2019 and continuing through to the 2020 Organization Meeting, as long as said expenditures fall within the 2019 or 2020 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 19-01-03: 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 2019 and continuing through to the 2020 Organization Meeting, as long as said expenditures fall within the 2019 or 2020 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 19-01-04: 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 2019 and continuing through to the 2020 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 19-01-05: 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 2019 and continuing through to the 2020 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.

Diane Ruff moved to approve Resolutions 19-01-06, 19-01-07, 19-01-18 for the Fiscal Officer. Jennifer Beard seconded the motion. Motion carried unanimously.

Approve Resolution: 19-01-06: 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: 19-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2019 and continuing until the 2020 organizational meeting, as long as said bills fall within the 2019 or 2020 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 2019 and continuing through to the 2020 Organization Meeting as approved by the Board.

Approve Resolution: 19-01-08: 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 2019 and continues through to the 2020 Organization Meeting.

Dick Rutledge moved to approve Resolution 19-01-09. Diane Ruff seconded the motion. Motion carried unanimously.

Approve Resolution 19-01-09: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2019 and continuing through to the 2020 Organization Meeting.

Regular Meeting Business

Diane Ruff moved to approve the minutes of the December 19, 2018 Board Meeting. Sara Repella seconded the motion. Motion carried.

Ongoing Business

Director Dillie reviewed the following business:

YMCA Expansion Project: The walls are up and the roof is on. Director Dillie reported that the construction crew still has a portion of the library parking lot fenced off for storage and that workers are parking in the library lot.

Brownstone Books: As was reported at the November meeting, the library was one 100 Ohio public libraries selected by the State Library to receive a selection of books from the Brownstone Books Fund. Kathy Heller selected titles from a provided list and the books arrived earlier this month. The library will do some publicity about this gift once the books are processed and available to check out.

Mental Health First Aid Training Grant: as was discussed at the November meeting, the State Library of Ohio is administering a fully-funded grant for mental health training to be offered at Ohio public libraries, and has requested Ohio libraries to participate. The Board approved Minerva's application for the grant and the acceptance of the grant if it were offered. The library received formal notification this month that its grant application was approved. We have scheduled the training for Thursday, April 18. We will promote the training opportunity to local businesses and emergency services. There was some general discussion about local agencies that might be interested in the training. Director Dillie confirmed that that training is open to the public and is free of charge.

Strategic Plan Update: Nothing to Report

Fiscal Officer's Report

Sarah Repella moved to accept the financial report for December, 2018. Virginia Birks seconded the motion. Motion carried.

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.

2018 Net Operating Position

Dec. Revenue = \$61,026	Total Annual Revenue = \$683,526
Dec. Expenses = \$49,894	Total Annual Expenses = \$628,852
Difference = \$ 11,132	Net Position \$ 54,674

The library finished 2018 with a substantial operating surplus. Approximately \$25,000 of the surplus resulted from increased general revenue collections by the state which in turn increased the amount in the Public Library Fund. Most of the remainder came from unanticipated savings on staff during the course of 2018: the Youth Services Librarian position was open for 14 weeks; a LA I position in Adult Services was open for six months and remains unfilled; and Fiscal Officer Davies volunteered to change her compensation to billing just for hours worked.

Fiscal Officer Davies noted Fiscal Year 2018 was closed and the reports were sent to the State Auditor.

Unique Management: Unique Management's December invoice was \$8.95 for 1 placement.

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.

Virginia Birks moved to approve Resolution: 19-01-10: 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. Jennifer Beard seconded the motion. Motion carried.

Photocopier Operating Expenses vs. Revenue: Director Dillie reported the library has two photocopiers, one purchased and one leased (\$186 a month, or \$2232 annually), that it uses as networked printers for both the public and the staff. Maintenance is provided by Graphic Enterprises and is invoiced every six months based on the number of copies and printing done on each photocopier. This agreement covers all service calls, parts, and toner; paper is provided by the library. Prices for public printing and copying have been the same for many years. The copy and print service is not seen as a profit center, but is expected to pay for itself as well as cover the cost of all staff printing on those machines. Operating costs are summarized below; note that the net revenue covers most of the copier lease as well.

Copier Revenue	\$3,041
Printer Revenue	<u>\$1,811</u>
	\$4,852
Maintenance Cost	(\$2,194)
Paper, Toner	<u>(\$ 670)</u>
Net Revenue	\$1,988

New Business

Credit Card Policy: Last fall the Ohio Legislature passed House Bill 312 which makes changes related to the use of credit cards by political subdivisions, including public libraries; a summary is included in the Board packet. The new law provides for two types of credit card management: Custody and Control, where the Fiscal Officer holds the credit cards and signs them out to named staff when needed; and Compliance Officer, where named staff hold the credit card authorized for their use, and a Compliance Officer who will review credit card accounts every six months. In either case, the purchasing requirements really are no change from the library's current practice, and the Fiscal Officer and Director will still review credit card statements and the Director will still authorize payment. The Fiscal Officer may not act as Compliance Officer; the Director may do so. Since the library's Fiscal Officer is working flexible hours, the Compliance Officer model, which allows the Director to carry a card as needed, and pretty much conforms to the library's current policy, would be more convenient. A draft policy is included with the Board packet; this policy updates Administrative Policy 4 by including sections requiring a compliance and describing that role. There was some discussion about the current credit limit which is set at \$14,000; there was no objection to leaving that limit in place. All purchases are reviewed by the Fiscal Officer and Director and reported to the Board as part of the monthly payment listing. Payment is approved by the Director but the Fiscal Officer only has direct access to the credit card account.

Dick Rutledge moved to approve **Resolution 19-01-11:** to approve the revised Credit Card Policy as corrected. Diane Ruff seconded the motion. Motion carried.

Virginia Birks moved to Approve Resolution 19-01-12: 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. Sarah Repella seconded the motion. Motion Carried.

Diane Ruff moved to approve Resolution 19-01-13 Resolution of Appreciation and Thanks

WHEREAS the Minerva Public Library is a vital part of the community, and WHEREAS, the Minerva Public Library Board of Trustees strives to provide excellent library service to the community, and has worked to maintain that level of service during times of financial hardship, and WHEREAS, the diligence, experience, and community involvement of each Trustee is essential to the effective and efficient work of the Library Board, and WHEREAS Phil Zbnasnik has served the Library Board, the Library staff, and the patrons of the Library, as a Trustee since January, 2012, NOW, THEREFORE BE IT RESOLVED on this twenty third

day of January, Two Thousand and Nineteen, the Minerva Public Library Board of Trustees commends Phil Zbasnik for his valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past seven years, and expresses heartfelt appreciation and thanks for his work to maintain and improve the Library. Sarah Repella seconded the motion. Motion carried.

Correspondence

None this month.

Director's Report

Jennifer Beard moved to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Sara Repella seconded the motion. Motion carried.

Annual Library Statistics: Door count for 2018 was 94,750, 1% less than the total for 2017. The decline was again in the upstairs count with Youth Services showing its best count since 2013. Total in-house circulation (physical checkouts plus renewals) was 221,991 down 2.7% from 2017, but better than the annual count for 2014-2016. Total circulation, which includes loans to other libraries and downloadable content was 290,206, just .5% below 2017, and better than the annual count for the years 2013-2016. Downloadable content saw its best year ever at 15,682 checkouts or 5.5% of total circulation.

Accept Gifts

Restricted Individual Contributions to the General Fund

Herb Eglie for Adult Books	\$500.00	12/13/2018
Ann K. Myers for adult audiobooks	\$100.00	12/20/2018

Unrestricted Individual Contributions to the General Fund

	\$245.60
<hr/>	
Total Restricted and Unrestricted	\$845.60

In-kind Gifts

anonymous	4 hardcovers; 6 trade paperbacks; 2 mass market; 3 DVDs; 5 CDs
Pamela and Russell Kiko given in memory of Thomas Hagan	2 hardcovers

Adjourn

Diane Ruff moved to adjourn and Sarah Repella seconded the motion. Motion carried.

The next Regular Board Meeting will be held on February 27, 2019 at 6:30 pm in the Minerva Public Library Board Room.

Board Signature

Date

Minerva Public Library

**January 2019 Financial
Reports**

**Submitted for February
2019 Board Meeting**

Minerva Public Library
 Summary of Financial Information-January 2019

Current Month:	General Fund	Restricted	Capital Projects
<i>Receipts:</i>			
Public Library Fund	52,885.16		
Sales Tax	1.28		
Patron Fines & Fees	325.67		
Lost Cards/Items	20.55		
Copier	220.47		
Fax	77.75		
Printer	121.15		
Contributions	246.30		
Resale	17.74		
Interest	343.13		
Misc	229.99		
Total * Revenue Ledger	54,469.19		
<i>Expenditures:</i>			
Salaries	37,429.78		
Benefits-Opers	3,452.06		
Medicare	566.7		
Insurance-Medical and Life	0.00		
Other-purchased Contract Services	180.00		
Workers Comp	150.52		
Programming supplies	1,394.13		
Adult Books	1,153.18		
Youth Books	50.97		
AV Adult	886.29		
AV Downloadable	0.00		
AV Youth	0.00		
Office Supplies	382.59		
Periodicals			
Other Purchased Contract Serv	246.00		
Rent/Lease	627.46		
Telephone	957.12		
Mfn and Repair on Equip	661.89		
Other Property Mtn Repair/Security	3,024.25		
Utilities-Gas, Electric, Water and Trash	200.00		
Refunds	263.31		
Property Maintenance and Repair	934.23		
Travel and Meeting			
Postage	242.00		
Bonds= Davies & Dille	16.29		
Misc			
Speakers			
Total Expenditures-Taken from Appropriation Ledger	52,738.76		
<i>Ending Cash Balances:</i>			
General Account	96,111.35		
Checking/Cash on Hand	21,996.14		
Savings (Chase)	218,714.56		
Certificates of Deposit (CMB)	4,638.06		
Certificates of Deposit (Chase)	345.00		
Petty Cash/Registers	341,805.11		
Total	682,500.22		
		Capital Balance	35,830.38
		Total Pooled Cash	718,330.60
		As of 01/31/19	131,941.73
			21,996.14
			218,714.56
			100,000.00
			345.00
			472,997.43
<i>Receipts</i>			
Operating	54,489.19		
Appropriations	52,798.79		
Net Position FYTD	1,690.40		

Revenue Status

By Fund

As Of 1/31/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$1.26	\$33.74	3.600%
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.)	\$515,517.00	\$40,769.14	\$474,747.86	7.908%
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$136,919.00	\$10,818.41	\$126,100.59	7.901%
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$16,410.00	\$1,297.78	\$15,112.22	7.908%
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$3,000.00	\$322.87	\$2,677.13	10.762%
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$200.00	\$18.55	\$181.45	9.275%
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$75.00	\$2.00	\$73.00	2.667%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$220.47	\$2,529.53	8.017%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$200.00	\$2.80	\$197.20	1.400%
1000-399-0397	Other - Patron Fines and Fees(PRINTER PAPER)	\$2,000.00	\$121.15	\$1,878.85	6.058%
1000-399-0398	Other - Patron Fines and Fees(FAX FEE)	\$750.00	\$77.75	\$672.25	10.367%
1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$0.00	\$500.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$2,000.00	\$100.00	\$1,900.00	5.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$146.30	\$3,353.70	4.180%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$2,500.00	\$343.13	\$2,156.87	13.725%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$17.74	\$232.26	7.096%
1000-871-0000	Refunds for Overpayment	\$75.00	\$0.00	\$75.00	0.000%
1000-872-0000	Insurance Reimbursements	\$500.00	\$71.00	\$429.00	14.200%
1000-892-0000	Other - Miscellaneous Non-Operating	\$100.00	\$158.84	-\$58.84	158.840%
Fund 1000 Sub-Total:		\$687,281.00	\$54,489.19	\$632,791.81	7.928%

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	\$15,000.00	\$0.00	\$15,000.00	0.000%
Fund 4001 Sub-Total:		\$15,000.00	\$0.00	\$15,000.00	0.000%
Report Total:		\$702,281.00	\$54,489.19	\$647,791.81	7.759%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 1/31/2019

Fund: General
Pooled Balance: \$122,890.55
Non-Pooled Balance: \$218,714.56
Total Cash Balance: \$341,605.11

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	\$84,893.00	\$0.00	\$9,719.08	\$75,173.92	11.449%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$4,091.76	\$34,373.24	10.638%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$20,440.65	\$165,151.35	11.014%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$559.15	\$10,440.85	5.083%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$26,983.00	\$0.00	\$2,619.14	\$24,363.86	9.707%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$3,452.06	\$45,118.56	7.107%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,030.53	\$0.00	\$566.70	\$4,463.83	11.265%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$38,001.00	\$0.00	\$0.00	0.000%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$385.00	\$0.00	\$0.00	0.000%
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	\$1,370.00	\$0.00	\$0.00	0.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.000%
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	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$1,600.00	\$1,600.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$2,500.00	\$2,340.00	\$160.00	\$0.00	6.400%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$2,849.48	\$150.52	\$0.00	5.017%
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	\$23,000.00	\$265.29	\$1,394.13	\$21,340.58	6.061%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$303.52	\$1,153.18	\$20,543.30	5.242%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,400.00	\$7,400.00	\$0.00	\$0.00	0.000%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$13,000.00	\$1,032.32	\$50.97	\$11,916.71	0.392%
1000-120-413-2004	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$17,000.00	\$15,613.71	\$886.29	\$500.00	5.213%
1000-120-413-2006	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-414-0000	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$736.35	\$0.00	\$5,263.65	0.000%
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%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.000%

Report reflects selected information.

Appropriation Status

By Fund
As Of 1/31/2019

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
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	0.0000%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$7,122.52	\$627.48	\$0.00	8.097%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$16,572.43	\$957.12	\$11,830.45	3.260%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	0.0000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$6,741.69	\$263.31	\$500.00	3.508%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$33,125.55	\$1,874.45	\$0.00	5.356%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.0000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$6,100.00	\$6,950.20	\$1,149.80	\$0.00	14.195%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	0.0000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$3,065.77	\$934.23	\$0.00	23.356%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$4,875.00	\$300.00	\$0.00	\$4,575.00	0.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	0.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.0000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$225.00	\$0.00	\$0.00	0.0000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.0000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,500.00	\$8,100.00	\$0.00	\$400.00	0.0000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$6.00	\$242.00	\$0.00	96.8000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$2,500.00	\$2,104.00	\$246.00	\$150.00	8.840%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,700.00	\$3,700.00	\$0.00	\$0.00	0.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,100.00	\$11,447.06	\$652.94	\$0.00	5.396%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$850.00	\$841.05	\$8.95	\$0.00	1.053%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$3,617.41	\$382.59	\$0.00	9.565%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$16,980.00	\$16,940.00	\$0.00	\$40.00	0.0000%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$75.00	\$16.29	\$3.71	17.147%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$50.00	\$200.00	\$0.00	80.0000%

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
1000-230-590-0000	Other - Other	\$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	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$710,965.15	\$202,982.35	\$52,798.79	\$455,184.01	7.426%

Fund: Capital Projects
 Pooled Balance: \$131,192.32
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$131,192.32

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	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.000%
Report Total:		\$0.00	\$0.00	\$755,965.15	\$202,982.35	\$52,798.79	\$500,184.01	6.984%

Payment Listing

January 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2019	01/04/2019	01/14/2019	CH	TREASURER, STATE OF OHIO	\$16.29	C
2-2019	01/02/2019	01/14/2019	CH	PAYCHEX	\$9,382.07	C
3-2019	01/03/2019	01/14/2019	CH	PAYCHEX	\$1,250.19	C
4-2019	01/03/2019	01/14/2019	CH	PAYCHEX	\$147.41	C
5-2019	01/04/2019	01/14/2019	CH	PAYCHEX	\$469.45	C
6-2019	01/04/2019	01/14/2019	CH	PAYCHEX	\$37.81	C
7-2019	01/07/2019	01/14/2019	CH	FIRST COMMUNICATIONS	\$627.48	C
8-2019	01/08/2019	01/14/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,919.51	C
9-2019	01/07/2019	01/14/2019	CH	PAYCHEX	\$414.29	C
10-2019	01/08/2019	01/14/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
11-2019	01/14/2019	01/14/2019	CH	RENTWEAR, INC.	\$44.31	C
12-2019	01/14/2019	01/14/2019	CH	ALLIED INFOTECH	\$60.00	C
13-2019	01/14/2019	01/14/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$8.95	C
14-2019	01/14/2019	01/14/2019	CH	MINERVA AREA CHAMBER OF COMMERCE	\$160.00	C
15-2019	01/14/2019	01/14/2019	CH	AEDpeople.com	\$126.00	C
16-2019	01/14/2019	01/14/2019	CH	OVERDRIVE	\$50.97	C
17-2019	01/14/2019	01/14/2019	CH	Graphic Enterprises Office Solutions, Inc	\$957.12	C
18-2019	01/14/2019	01/14/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$135.00	C
19-2019	01/14/2019	01/14/2019	CH	NATURESCAPES	\$84.00	C
20-2019	01/14/2019	01/14/2019	CH	RAY ELECTRIC	\$328.80	C
21-2019	01/14/2019	01/14/2019	CH	BAKER & TAYLOR BOOKS	\$39.39	C
22-2019	01/14/2019	01/14/2019	CH	MIDWEST TAPE	\$886.29	C
23-2019	01/16/2019	01/16/2019	CH	PAYCHEX	\$10,297.88	C
24-2019	01/16/2019	01/16/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
25-2019	01/17/2019	01/16/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,998.30	C
26-2019	01/16/2019	01/16/2019	CH	PAYCHEX	\$91.24	C
27-2019	01/17/2019	01/16/2019	CH	PAYCHEX	\$1,395.49	C
28-2019	01/16/2019	01/16/2019	CH	TRINITY DOOR	\$396.06	C
29-2019	01/16/2019	01/16/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
30-2019	01/16/2019	01/16/2019	CH	CENTER POINT LARGE PRINT	\$263.57	C
31-2019	01/18/2019	01/18/2019	CH	COLUMBIA GAS OF OHIO	\$1,149.80	C
32-2019	01/18/2019	01/18/2019	CH	AMERICAN ELECTRIC POWER	\$1,874.45	C
33-2019	01/23/2019	01/23/2019	CH	CHASE CARD SERVICES	\$233.89	C
34-2019	01/23/2019	01/23/2019	CH	BAKER & TAYLOR BOOKS	\$2,130.10	C
35-2019	01/23/2019	01/23/2019	CH	AMAZON	\$321.11	C
36-2019	01/24/2019	01/24/2019	CH	WHITAKER-MYERS INSURANCE	\$242.00	C
41-2019	01/31/2019	02/13/2019	CH	CHASE BANK	\$175.73	C
42-2019	01/31/2019	02/13/2019	CH	PAYCHEX	\$10,624.06	C
43-2019	01/31/2019	02/13/2019	CH	PAYCHEX	\$1,393.78	C
6697	01/31/2019	01/31/2019	SW	Skipped Warrants 6697 to 6697 Series 2	\$0.00	V
6698	01/31/2019	01/31/2019	AW	Minerva YMCA	\$200.00	O
Total Payments:					\$52,798.79	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$52,798.79	

Payment Listing

January 2019

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RV - 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.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Statement of Net Position - Modified Cash Basis

1/23/2019 4:21:52 PM
 JAN v2019.1

December 31, 2018

	Governmental Activities	Business Type Activities	Total	Component Unit
Assets				
Equity in Pooled Cash and Cash Equivalents	\$252,732	\$0	\$252,732	\$0
Cash and Cash Equivalents in Segregated Accounts	0	0	0	0
Cash and Cash Equivalents with Fiscal/Escrow Agents Investments	218,375	0	218,375	0
Total Assets	\$471,107	\$0	\$471,107	\$0
Net Position				
Restricted for:				
Capital Projects	\$131,192	\$0	\$131,192	\$0
Debt Service	0	0	0	0
Other Purposes	0	0	0	0
Unrestricted	339,915	0	339,915	0
Total Net Position	\$471,107	\$0	\$471,107	\$0

See accompanying notes to the basic financial statements.
 These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

Bank Reconciliation

Reconciled Date 1/31/2019

Posted 2/13/2019 12:54:38 PM

Prior UAN Balance:		\$471,107.03
Receipts:	+	\$54,489.19
Payments:	-	\$52,798.79
Adjustments:	+	\$0.00
Current UAN Balance as of 01/31/2019:		\$472,797.43
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 01/31/2019:		<u>\$472,797.43</u>
Entered Bank Balances as of 01/31/2019:		\$472,997.43
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$200.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 01/31/2019:		<u>\$472,797.43</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 01/31/2019.

There are no outstanding adjustments as of 01/31/2019.

Bank Balances

Reconciled Date 1/31/2019

Posted 2/13/2019 12:54:38 PM

<u>Type</u>	<u>Name</u>	<u>Number</u>	<u>Prior Bank Balance</u>	<u>Calculated Bank Balance</u>	<u>Entered Bank Balance</u>	<u>Difference</u>
Primary	PRIMARY	618398119	\$130,394.46	\$131,941.73	\$131,941.73	\$0.00
Secondary	CHANGE AMT	3	\$265.00	\$265.00	\$265.00	\$0.00
Secondary	PETTYCASH2	2	\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD Chase	100078399134	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Investment	CD012716	106638111	\$20,833.10	\$20,863.73	\$20,863.73	\$0.00
Investment	CD042517	106524019	\$20,865.66	\$20,884.10	\$20,884.10	\$0.00
Investment	CD050916	106488743	\$103,400.86	\$103,579.28	\$103,579.28	\$0.00
Investment	CD072716	0106125341	\$20,799.69	\$20,830.27	\$20,830.27	\$0.00
Investment	CD080415	106254903	\$31,364.28	\$31,423.74	\$31,423.74	\$0.00
Investment	CD082817	0106774145	\$21,111.20	\$21,133.44	\$21,133.44	\$0.00
Investment	SAVINGS	1558166870	\$21,992.78	\$21,996.14	\$21,996.14	\$0.00
Investment	STAR OHIO	41981	\$0.00	\$0.00	\$0.00	\$0.00
	Total:		<u>\$471,107.03</u>	<u>\$472,997.43</u>	<u>\$472,997.43</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 1/31/2019

Posted 2/13/2019 12:54:38 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6698	01/31/2019	Minerva YMCA	\$200.00
					<u>\$200.00</u>

Cleared Payments

Reconciled Date 1/31/2019

Posted 2/13/2019 12:54:38 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	1-2019	01/04/2019	TREASURER, STATE OF OHIO	\$16.29
PRIMARY	Electronic	2-2019	01/02/2019	PAYCHEX	\$9,382.07
PRIMARY	Electronic	3-2019	01/03/2019	PAYCHEX	\$1,250.19
PRIMARY	Electronic	4-2019	01/03/2019	PAYCHEX	\$147.41
PRIMARY	Electronic	5-2019	01/04/2019	PAYCHEX	\$469.45
PRIMARY	Electronic	6-2019	01/04/2019	PAYCHEX	\$37.81
PRIMARY	Electronic	7-2019	01/07/2019	FIRST COMMUNICATIONS	\$627.48
PRIMARY	Electronic	8-2019	01/08/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,919.51
PRIMARY	Electronic	9-2019	01/07/2019	PAYCHEX	\$414.29
PRIMARY	Electronic	10-2019	01/08/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	11-2019	01/14/2019	RENTWEAR, INC.	\$44.31
PRIMARY	Electronic	12-2019	01/14/2019	ALLIED INFOTECH	\$60.00
PRIMARY	Electronic	13-2019	01/14/2019	UNIQUE MANAGEMENT SERVICES, INC.	\$8.95
PRIMARY	Electronic	14-2019	01/14/2019	MINERVA AREA CHAMBER OF COMMERCE	\$160.00
PRIMARY	Electronic	15-2019	01/14/2019	AEDpeople.com	\$126.00
PRIMARY	Electronic	16-2019	01/14/2019	OVERDRIVE	\$50.97
PRIMARY	Electronic	17-2019	01/14/2019	Graphic Enterprises Office Solutions, Inc	\$957.12
PRIMARY	Electronic	18-2019	01/14/2019	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$135.00
PRIMARY	Electronic	19-2019	01/14/2019	NATURESCAPES	\$84.00
PRIMARY	Electronic	20-2019	01/14/2019	RAY ELECTRIC	\$328.80
PRIMARY	Electronic	21-2019	01/14/2019	BAKER & TAYLOR BOOKS	\$39.39
PRIMARY	Electronic	22-2019	01/14/2019	MIDWEST TAPE	\$886.29
PRIMARY	Electronic	23-2019	01/16/2019	PAYCHEX	\$10,297.88
PRIMARY	Electronic	24-2019	01/16/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	25-2019	01/17/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,998.30
PRIMARY	Electronic	26-2019	01/16/2019	PAYCHEX	\$91.24
PRIMARY	Electronic	27-2019	01/17/2019	PAYCHEX	\$1,395.49
PRIMARY	Electronic	28-2019	01/16/2019	TRINITY DOOR	\$396.06
PRIMARY	Electronic	29-2019	01/16/2019	GREATAMERICA FINANCIAL SERVICES	\$186.00
PRIMARY	Electronic	30-2019	01/16/2019	CENTER POINT LARGE PRINT	\$263.57
PRIMARY	Electronic	31-2019	01/18/2019	COLUMBIA GAS OF OHIO	\$1,149.80

Cleared Payments

Reconciled Date 1/31/2019

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	32-2019	01/18/2019	AMERICAN ELECTRIC POWER	\$1,874.45
PRIMARY	Electronic	33-2019	01/23/2019	CHASE CARD SERVICES	\$233.89
PRIMARY	Electronic	34-2019	01/23/2019	BAKER & TAYLOR BOOKS	\$2,130.10
PRIMARY	Electronic	35-2019	01/23/2019	AMAZON	\$321.11
PRIMARY	Electronic	36-2019	01/24/2019	WHITAKER-MYERS INSURANCE	\$242.00
PRIMARY	Electronic	41-2019	01/31/2019	CHASE BANK	\$175.73
PRIMARY	Electronic	42-2019	01/31/2019	PAYCHEX	\$10,624.06
PRIMARY	Electronic	43-2019	01/31/2019	PAYCHEX	\$1,393.78
					<u>\$52,598.79</u>

Cleared Receipts

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Reconciled Date 1/31/2019

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<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		1-2019	01/04/2019	CHRISTINA L. DAVIES	\$60.80
PRIMARY	Standard		6-2019	01/04/2019	CHRISTINA L. DAVIES	\$8.99
PRIMARY	Standard		2-2019	01/08/2019	CHRISTINA L. DAVIES	\$28.70
PRIMARY	Standard		3-2019	01/10/2019	Christina L Davies	\$195.75
PRIMARY	Standard		5-2019	01/10/2019	CHRISTINA L. DAVIES	\$136.79
PRIMARY	Standard		4-2019	01/14/2019	CHRISTINA L. DAVIES	\$76.58
PRIMARY	Standard		7-2019	01/15/2019	CARROLL COUNTY AUDITOR'S OFFICE	\$10,818.41
PRIMARY	Standard		9-2019	01/15/2019	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,297.78
PRIMARY	Standard		8-2019	01/16/2019	STARK COUNTY AUDITOR'S OFFICE	\$40,769.14
PRIMARY	Standard		10-2019	01/16/2019	CHRISTINA L. DAVIES	\$76.59
PRIMARY	Standard		11-2019	01/18/2019	CHRISTINA L. DAVIES	\$134.10
PRIMARY	Standard		12-2019	01/23/2019	CHRISTINA L. DAVIES	\$135.90
PRIMARY	Standard		13-2019	01/24/2019	CHRISTINA L. DAVIES	\$42.95
PRIMARY	Standard		14-2019	01/31/2019	CHRISTINA L. DAVIES	\$363.58
CD012716	Interest		24-2019	01/31/2019	CD012716	\$30.63
CD042517	Interest		26-2019	01/31/2019	CD042517	\$18.44
CD050916	Interest		22-2019	01/31/2019	CD050916	\$178.42
CD072716	Interest		25-2019	01/31/2019	CD072716	\$30.58
CD080415	Interest		23-2019	01/31/2019	CD080415	\$59.46
CD082817	Interest		27-2019	01/31/2019	CD082817	\$22.24
SAVINGS	Interest		21-2019	01/31/2019	SAVINGS	\$3.36
						\$54,489.19

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2019

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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	\$100,000.00	0.00%	\$0.00	\$0.00	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD	\$20,863.73	1.75%	\$30.63	\$540.93	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$20,884.10	1.05%	\$18.44	\$359.64	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$103,579.28	2.05%	\$178.42	\$2,286.91	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD	\$20,830.27	1.75%	\$30.58	\$652.53	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,423.74	2.25%	\$59.46	\$1,122.41	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 25 month CD	\$21,133.44	1.24%	\$22.24	\$386.38	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$21,996.14	0.10%	\$3.36	\$28,023.95	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		

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Activity
 January 2019

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Investment:	CD012716	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/01/2019			Beginning Balance						\$20,833.10
		01/31/2019	02/13/2019	1000	Interest Receipt	\$30.63		\$30.63	\$30.63		\$20,863.73
					Total for January	\$30.63	\$0.00	\$30.63	\$30.63	\$0.00	
					Total for Investment	\$30.63	\$0.00	\$30.63	\$30.63	\$0.00	
Investment:	CD042517	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/01/2019			Beginning Balance						\$20,865.66
		01/31/2019	02/13/2019	1000	Interest Receipt	\$18.44		\$18.44	\$18.44		\$20,884.10
					Total for January	\$18.44	\$0.00	\$18.44	\$18.44	\$0.00	
					Total for Investment	\$18.44	\$0.00	\$18.44	\$18.44	\$0.00	
Investment:	CD050916	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/01/2019			Beginning Balance						\$103,400.86
		01/31/2019	02/13/2019	1000	Interest Receipt	\$178.42		\$178.42	\$178.42		\$103,579.28
					Total for January	\$178.42	\$0.00	\$178.42	\$178.42	\$0.00	
					Total for Investment	\$178.42	\$0.00	\$178.42	\$178.42	\$0.00	
Investment:	CD072716	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/01/2019			Beginning Balance						\$20,799.69

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Activity
 January 2019

Investment:	CD072716	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/31/2019	02/13/2019	1000	Interest Receipt	\$30.58		\$30.58	\$30.58		\$20,830.27
					Total for January	\$30.58	\$0.00	\$30.58	\$30.58	\$0.00	
					Total for Investment	\$30.58	\$0.00	\$30.58	\$30.58	\$0.00	

Investment:	CD080415	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/01/2019			Beginning Balance						\$31,364.28
		01/31/2019	02/13/2019	1000	Interest Receipt	\$59.46		\$59.46	\$59.46		\$31,423.74
					Total for January	\$59.46	\$0.00	\$59.46	\$59.46	\$0.00	
					Total for Investment	\$59.46	\$0.00	\$59.46	\$59.46	\$0.00	

Investment:	CD082817	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/01/2019			Beginning Balance						\$21,111.20
		01/31/2019	02/13/2019	1000	Interest Receipt	\$22.24		\$22.24	\$22.24		\$21,133.44
					Total for January	\$22.24	\$0.00	\$22.24	\$22.24	\$0.00	
					Total for Investment	\$22.24	\$0.00	\$22.24	\$22.24	\$0.00	

Investment:	SAVINGS	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		01/01/2019			Beginning Balance						\$21,992.78
		01/31/2019	02/13/2019	1000	Interest Receipt	\$3.36		\$3.36	\$3.36		\$21,996.14

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Activity
 January 2019

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Investment: SAVINGS											
Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance		
			Total for January	\$3.36	\$0.00	\$3.36	\$3.36	\$0.00			
			Total for Investment	\$3.36	\$0.00	\$3.36	\$3.36	\$0.00			
			Report Total	\$343.13	\$0.00	\$343.13	\$343.13	\$0.00			

End

Minerva Public Library

**January 2019 Financial
Reports**

**Submitted for February
2019 Board Meeting**

Minerva Public Library
2018 Annual Financial Report

MINERVA PUBLIC LIBRARY, STARK COUNTY
Statement of Activities - Modified Cash Basis
For the Year Ended December 31, 2018

	Program Cash Receipts					Primary Government			Component Units
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business Type Activities	Total		
Governmental Activities									
Current:									
Library Services:	\$0	\$9,051	\$2,800	\$0	\$11,851	\$0	\$11,851	\$0	\$0
Public Services and Programs	281,972	0	0	0	(281,972)	0	(281,972)	0	0
Collection Development and Processing	74,212	0	0	0	(74,212)	0	(74,212)	0	0
Support Services:	0	0	0	0	0	0	0	0	0
Facilities Operation and Maintenance	106,927	0	0	0	(106,927)	0	(106,927)	0	0
Information Services	0	0	0	0	0	0	0	0	0
Business Administration	165,741	0	0	0	(165,741)	0	(165,741)	0	0
Self-insurance	0	0	0	0	0	0	0	0	0
Capital Outlay	41,660	0	0	0	(41,660)	0	(41,660)	0	0
Debt Service:									
Principal Retirement	0	0	0	0	0	0	0	0	0
Payment of Capital Appreciation Bond Accretion	0	0	0	0	0	0	0	0	0
Payment to Refunded Debt Escrow Agent From:									
Bond Proceeds	0	0	0	0	0	0	0	0	0
Other Resources	0	0	0	0	0	0	0	0	0
Interest and Fiscal Charges	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Total Governmental Activities	670,512	9,051	2,800	0	(658,661)	0	(658,661)	0	0
Business Type Activities									
Total Business Type Activities	0	0	0	0	0	0	0	0	0
Total Primary Government	\$670,512	\$9,051	\$2,800	\$0	(658,661)	0	(658,661)	0	0

See accompanying notes to the basic financial statements.
These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Statement of Activities - Modified Cash Basis
 For the Year Ended December 31, 2018

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Net (Disbursements) Receipts and Changes in Net Assets			
Primary Government			
	Governmental Activities	Business Type Activities	Component Units
	Total		
General Receipts:			
Property Taxes	0	0	0
Other Local Taxes	24	0	24
Unrestricted Gifts and Contributions	3,966	0	3,966
Grants and Entitlements not Restricted to Specific Programs	663,799	0	663,799
Sale of Bonds	0	0	0
Sale of Refunding Debt	0	0	0
Sale of Notes	0	0	0
Other Debt Proceeds	0	0	0
Premium and Accrued Interest on Debt	0	0	0
Discount on Debt	0	0	0
Sale of Capital Assets	0	0	0
Earnings on Investments	2,989	0	2,989
Miscellaneous	919	0	919
Contributions to Permanent Fund	0	0	0
Special Item	0	0	0
Extraordinary Item	0	0	0
Transfers	0	0	0
Advances	0	0	0
Total General Receipts, Contributions to Permanent Fund, Special Item, Extraordinary Item, Transfers and Advances	671,697	0	671,697
<i>Change in Net Position</i>	13,036	0	13,036
Net Position Beginning of Year	458,071	0	458,071
Net Position End of Year	\$471,107	\$0	\$471,107

See accompanying notes to the basic financial statements.
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MINERVA PUBLIC LIBRARY, STARK COUNTY
Statement of Assets and Fund Balances - Modified Cash Basis
Governmental Funds
 December 31, 2018

	GENERAL FUND	Other Governmental Funds	Total Governmental Funds
Assets			
Equity in Pooled Cash and Cash Equivalents	\$121,540	\$131,192	\$252,732
Cash and Cash Equivalents in Segregated Accounts	0	0	0
Cash and Cash Equivalents with Fiscal/Escrow Agents	0	0	0
Investments	218,375	0	218,375
Total Assets	\$339,915	\$131,192	\$471,107
Fund Cash Balances, December 31			
Nonspendable	\$0	\$0	\$0
Restricted	0	131,192	131,192
Committed	0	0	0
Assigned	0	0	0
Unassigned	339,915	0	339,915
Fund Cash Balances, December 31	\$339,915	\$131,192	\$471,107

See accompanying notes to the basic financial statements.
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MINERVA PUBLIC LIBRARY, STARK COUNTY
Statement of Assets and Fund Balances - Modified Cash Basis
Governmental Funds
 December 31, 2018

GASB 54 Worksheet/Note Disclosure

Fund Balances

Amounts identified as:

 Nonspendable:

 Total Nonspendable

 Restricted for:

 Unspent restricted donations and grants

 Total Restricted

 Committed to:

 Total Committed

 Assigned to:

 Total Assigned

 Unassigned

Total Fund Cash Balances, December 31

	GENERAL FUND	Other Governmental Funds	Total Governmental Funds
	\$0	\$0	\$0
	0	131,192	131,192
	0	131,192	131,192
	0	0	0
	0	0	0
	339,915	0	339,915
	\$339,915	\$131,192	\$471,107

MINERVA PUBLIC LIBRARY, STARK COUNTY
Statement of Receipts, Disbursements and Changes in Fund Balances - Modified Cash Basis
 Governmental Funds

For the Year Ended December 31, 2018

	GENERAL FUND	Other Governmental Funds	Total Governmental Funds
Receipts			
Property and Other Local Taxes	\$24	\$0	\$24
Public Library	663,799	0	663,799
Intergovernmental	0	0	0
Patron Fines and Fees	8,808	0	8,808
Services Provided to Other Entities	0	0	0
Contributions, Gifts and Donations	6,752	14	6,766
Earnings on Investments	2,989	0	2,989
Miscellaneous	1,154	8	1,162
Total Receipts	683,526	22	683,548
Disbursements			
Current:			
Library Services:	0	0	0
Public Services and Programs	281,972	0	281,972
Collection Development and Processing	74,212	0	74,212
Support Services:	0	0	0
Facilities Operation and Maintenance	106,927	0	106,927
Information Services	0	0	0
Business Administration	165,741	0	165,741
Self-Insurance	0	0	0
Capital Outlay	0	41,660	41,660
Debt Service:			
Principal Retirement	0	0	0
Payment of Capital Appreciation Bond Accretion	0	0	0
Payment to Refunded Debt Escrow Agent	0	0	0
Interest and Fiscal Charges	0	0	0
Total Disbursements	628,852	41,660	670,512
Excess of Receipts Over (Under) Disbursements	54,674	(41,638)	13,036
Other Financing Sources (Uses)			
Sale of Bonds	0	0	0
Sale of Refunding Debt	0	0	0
Sale of Notes	0	0	0
Other Debt Proceeds	0	0	0
Premium and Accrued Interest on Debt	0	0	0
Discount on Debt	0	0	0

See accompanying notes to the basic financial statements.
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MINERVA PUBLIC LIBRARY, STARK COUNTY
Statement of Receipts, Disbursements and Changes in Fund Balances - Modified Cash Basis
 Governmental Funds

For the Year Ended December 31, 2018

	GENERAL FUND	Other Governmental Funds	Total Governmental Funds
Payment to Refunded Debt Escrow Agent	0	0	0
Sale of Capital Assets	0	0	0
Transfers In	0	0	0
Transfers Out	0	0	0
Advances In	0	0	0
Advances Out	0	0	0
Other Financing Sources	0	0	0
Other Financing Uses	0	0	0
Total Other Financing Sources (Uses)	0	0	0
Special and Extraordinary Items			
Special Item	0	0	0
Extraordinary Item	0	0	0
Net Change in Fund Balances	54,674	(41,638)	13,036
Fund Balances Beginning of Year	285,241	172,830	458,071
Fund Balances End of Year	\$339,915	\$131,192	\$471,107

See accompanying notes to the basic financial statements.
 These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

**Statement of Receipts, Disbursements and Changes in Fund Balance - Budget and
Actual - Budget Basis
1000 General**

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For the Year Ended December 31, 2018

	Budget Amounts			(Optional) Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
Receipts				
Property and Other Local Taxes	\$35	\$35	\$24	(\$11)
Public Library	638,827	638,828	663,799	24,971
Intergovernmental	0	0	0	0
Patron Fines and Fees	11,900	11,900	8,808	(3,092)
Services Provided to Other Entities	0	0	0	0
Contributions, Gifts and Donations	6,800	6,800	6,752	(48)
Earnings on Investments	1,800	1,800	2,989	1,189
Miscellaneous	1,275	1,275	1,154	(121)
<i>Total Receipts</i>	<u>660,637</u>	<u>660,638</u>	<u>683,526</u>	<u>22,888</u>
Disbursements				
Current:				
Library Services:	0	0	0	0
Public Services and Programs	295,187	295,008	281,972	13,036
Collection Development and Processing	75,996	79,419	74,212	5,207
Support Services:	0	0	0	0
Facilities Operation and Maintenance	119,462	121,212	106,927	14,285
Information Services	0	0	0	0
Business Administration	188,535	183,542	165,741	17,801
Self-Insurance	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service:				
Principal Retirement	0	0	0	0
Payment of Capital Appreciation Bond Accretion	0	0	0	0
Payment to Refunded Debt Escrow Agent	0	0	0	0
Interest and Fiscal Charges	0	0	0	0
<i>Total Disbursements</i>	<u>679,180</u>	<u>679,181</u>	<u>628,852</u>	<u>50,329</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(18,543)</u>	<u>(18,543)</u>	<u>54,674</u>	<u>73,217</u>
Other Financing Sources (Uses)				
Sale of Bonds	0	0	0	0
Sale of Refunding Debt	0	0	0	0
Sale of Notes	0	0	0	0
Other Debt Proceeds	0	0	0	0
Premium and Accrued Interest on Debt	0	0	0	0
Discount on Debt	0	0	0	0
Payment to Refunded Debt Escrow Agent	0	0	0	0
Sale of Capital Assets	0	0	0	0
Transfers In	0	0	0	0
Transfers Out	0	0	0	0
Advances In	0	0	0	0
Advances Out	0	0	0	0
Other Financing Sources	0	0	0	0
Other Financing Uses	0	0	0	0
<i>Total Other Financing Sources (Uses)</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Special and Extraordinary Items				
Special Item	0	0	0	0
Extraordinary Item	0	0	0	0

See accompanying notes to the basic financial statements.

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

**Statement of Receipts, Disbursements and Changes in Fund Balance - Budget and
Actual - Budget Basis
1000 General**

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For the Year Ended December 31, 2018

	Budget Amounts			(Optional) Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
<i>Net Change in Fund Balance</i>	(18,543)	(18,543)	54,674	73,217
Unencumbered Fund Balance Beginning of Year	283,392	283,392	283,392	0
Prior Year Encumbrances Appropriated	1,849	1,849	1,849	0
<i>Unencumbered Balance End of Year</i>	<u>\$266,698</u>	<u>\$266,698</u>	<u>\$339,915</u>	<u>\$73,217</u>

See accompanying notes to the basic financial statements.

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 1 – Description of the Library and Reporting Entity

The Minerva Public Library was organized as a school district public library in 1911 under the laws of the State of Ohio. The Library has its own Board of Trustees of seven members who are appointed by the Minerva Local School District Board of Education. Appointments are for seven-year terms and members serve without compensation. Under Ohio statutes, the Library is a body politic and corporate capable of suing and being sued, contracting, acquiring, holding, possessing, and disposing of real property, and of exercising such other powers and privileges conferred upon it by law. The Library also determines and operates under its own budget. Control and management of the Library is governed by sections 3375.33 to 3375.39 of the Ohio Revised Code with the administration of the day-to-day operations of the Library being the responsibility of the Director and financial accountability being solely that of the Fiscal Officer.

The Library is fiscally independent of the Board of Education, although the Board of Education serves in a ministerial capacity as the taxing authority for the Library. The determination to request approval of a tax levy, the role and purpose(s) of the levy, are discretionary decisions made solely by the Board of Library Trustees. Once those decisions are made, the Board of Education must put the levy on the ballot. There is no potential for the Library to provide a financial benefit to or impose a financial burden on the Board of Education.

Under the provisions of Statement No. 14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity," the Library is considered to be a related organization of the Minerva Local School District.

The Library participates in one jointly governed organization and two public entity risk pools. Notes 10 and 11 to the financial statements provides additional information for these entities. These organizations are:

- Jointly Governed Organizations:*
 - Northeast Ohio Regional Library System (NEO-RLS)
- Public Entity Risk Pools:*
 - Stark County Schools Council of Governments

The Library's management believes these financial statements present all activities for which the Library is financially accountable.

Note 2 - Summary of Significant Accounting Policies

As discussed further in the "Basis of Accounting" section of this note, the financial statements of the Minerva Public Library have been prepared on a *modified* cash basis of accounting. This *modified* cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the *modified* cash basis of accounting. The most significant of the Library's accounting policies are described below.

Basis of Presentation

The Library's basic financial statements consist of government-wide statements, including a statement of net position and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

Note 2 - Summary of Significant Accounting Policies (continued)

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Government-wide Financial Statements

The statement of net position and the statement of activities display information about the Library as a whole. These statements include the financial activities of the Library. The statements distinguish between those activities of the Library that are governmental and those that are considered business-type. Governmental activities generally are financed through taxes, intergovernmental receipts and other non-exchange transactions.

The statement of net position presents the cash and investment balances of the governmental activities of the Library at year end. The statement of activities compares disbursements with program receipts for each of the Library's governmental and business-type activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Library is responsible. Program receipts include charges paid by the recipient of the program's goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program, and receipts of interest earned on grants that are required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with certain limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function is self-financing on a modified cash basis or draws from the Library's general receipts.

Fund Financial Statements

During the year, the Library segregates transactions related to certain Library functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Library at this more detailed level. The focus of governmental fund financial statements is on major funds. The Library's two major funds are presented in separate columns.

Fund Accounting

The Library uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The Library's funds are all classified as governmental.

Governmental Funds

Governmental funds are financed primarily from intergovernmental receipts and other non-exchange transactions. Monies are assigned to the various governmental funds according to the purposes for which they may or must be used. The following are the library's major governmental funds:

General Fund – the General Fund accounts for and reports all financial resources not accounted for and reported in another fund. The General Fund balance is available to the Library for any purpose provided it is expended or transferred according to the general laws of Ohio.

Capital Projects Fund – the Capital Projects Fund accounts for monies committed or assigned by the Board specifically for major capital and technology improvements.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Basis of Accounting

The Library's financial statements are prepared using the *modified* cash basis of accounting. Except for modifications having substantial support, receipts are recorded in the Library's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the Library are described in the appropriate section in this note.

As a result of the use of this *modified* cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements. The Library uses a *modified* cash basis of accounting because it has non-pooled investments which are part of the General Fund only.

Budgetary Process

All funds are legally required to be appropriated. The appropriations resolution is the Trustees' authorization to spend resources and sets limits on cash disbursements plus encumbrances at the level of control selected by the Trustees. The legal level of control has been established at the fund and character or major category of the object code level for all funds. Budgetary modifications at the legal level of control may only be made by resolution of the Board of Library Trustees.

For control purposes, the Library estimates cash receipts for the year. These estimated receipts, together with the unencumbered carry-over balances from the prior year, set a limit on the amount the Trustees may appropriate. The estimated receipts may be revised during the year if projected increases or decreases in receipts are identified by the Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts of estimated resources at the time final appropriations were enacted by the Trustees.

The appropriations resolution is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation ordinance for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Trustees during the year.

Cash and Cash Equivalents

To improve cash management, cash received by the Library is pooled and invested. Individual fund integrity is maintained through the Library's records. Interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents".

Investments of the cash management pool and investments with an original maturity of three months or less at the time of purchase are presented on the financial statements as cash equivalents. Investments with an initial maturity of more than three months that were not purchased from the pool are reported as investments.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 2 - Summary of Significant Accounting Policies (continued)

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or negative receipts (contra revenue), respectively.

During 2018, investments were limited to a savings account and nonnegotiable certificates of deposit.

The library's savings account is recorded at \$21,992.78 the amount reported by JP Morgan Chase Bank on December 31, 2018.

Interest earnings are allocated to Library funds according to State statutes, grant requirements, or debt-related restrictions. Total interest receipts credited to the General Fund during 2018 amounted to \$2989.00.

Restricted Assets

Cash, cash equivalents, and investments are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either externally imposed by creditors, contributors, grantors, or laws of other governments, or are imposed by law through constitutional provisions or enabling legislation. Restricted assets represent \$35,366.00 restricted by donors to the General Fund to be used for specific programs, departments or types of purchases.

Inventory and Prepaid Items

The Library reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

Capital Assets

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets in the accompanying financial statements.

Accumulated Leave

In certain circumstances, such as upon leaving employment or retirement, employees are entitled to cash payments for certain types and percentages of unused leave. Unpaid leave is not reflected as a liability under the Library's modified cash basis of accounting.

Employer Contributions to Cost-Sharing Pension Plans

The Library recognizes the disbursement for their employer contributions to cost-sharing pension plans when they are paid. As described in Notes 6 and 7, the employer contributions include portions for pension benefits and for postretirement health care benefits.

Long-Term Obligations

The Library's modified cash basis financial statements do not report liabilities for bonds and other long-term obligations. Proceeds of debt would be reported when the cash is received and principal and interest payments would be reported when paid. Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither another financing source nor a capital outlay expenditure is reported at inception. Lease payments are reported when paid.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 2 - Summary of Significant Accounting Policies (continued)

Net Position

Net position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net position restricted for other purposes include federal and state grants restricted to cash disbursements for specified purposes.

The Library's policy is to first apply restricted resources when an expense is incurred for which both restricted and unrestricted resources are available.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Library is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Nonspendable The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

Restricted Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions

Committed The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (resolution) of Library Trustees. Those committed amounts cannot be used for any other purpose unless the Library Trustees remove or change the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned Amounts in the assigned fund balance classification are intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the Library Trustees or a Library official delegated that authority by resolution, or by State Statute. State Statute authorizes the Library Fiscal Officer to assign fund balance for purchases on order provided such amounts have been lawfully appropriated.

Unassigned Unassigned fund balance is the residual classification for the General Fund and includes amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 2 - Summary of Significant Accounting Policies (continued)

The Library applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Internal Activity

Internal allocations of overhead expenses from one function to another or within the same function are eliminated on the Statement of Activities. Payments for interfund services provided and used are not eliminated.

Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds.

Note 3 – Budgetary Basis of Accounting

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the General Fund is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference between the budgetary basis and the *modified* cash basis is that outstanding year end encumbrances are treated as disbursements (budgetary basis) rather than as restricted, committed or assigned fund balances (modified cash basis). There were no encumbrances outstanding at year end (budgetary basis) for the General Fund.

Adjustments necessary to convert the results of operations at the end of the year on the budget basis to the cash basis are as follows:

General

General Fund: Carry Over	339,915
Prior Year Encumbrances	0
Restricted Contributions	-35,366.00
Unencumbered Balance December 31,2018	304,549.00

Note 4 - Deposits and Investments

Monies held by the Library are classified by State statute into three categories.

Active deposits are public monies determined to be necessary to meet current demands upon the Library treasury. Active monies must be maintained either as cash in the Library treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 4 - Deposits and Investments (continued)

Inactive deposits are public deposits that the Board has identified as not required for use within the current five-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Interim monies held by the Library can be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio, and with certain limitations bonds and other obligations of political subdivisions of the State of Ohio;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio);
8. Certain bankers' acceptances and commercial paper notes for a period not to exceed one hundred eighty days in an amount not to exceed 40 percent of the interim monies available for investment at any one time if training requirements have been met.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 4 - Deposits and Investments (continued)

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the Library, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of securities representing the investments to the Fiscal Officer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

At year end, the Library had \$345 in undeposited petty cash on hand, which is included on the balance sheet of the Library as part of "Equity in Pooled Cash and Cash Equivalents" on the financial statements.

Deposits

Custodial credit risk for deposits is the risk that in the event of bank failure, the Library will not be able to recover deposits or collateral securities that are in the possession of an outside party. At year-end 2018, \$0 dollars of the Library's bank balances of \$471,107.00 was exposed to custodial credit risk because those deposits were uninsured and collateralized. Although all statutory requirements for the deposit of money had been followed, non-compliance with federal requirements could potentially subject the Library to a successful claim by the FDIC.

The Library has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Library or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

Investments

As of December 31, 2018, the Library had the following investments:

Investment Type	Fair Value	Maturity
JP Morgan Chase Bank Savings	\$ 22,992.78	
JP Morgan Chase Bank CD	100,000.00	12/31/19
Consumers National Bank CD	20,833.10	08/27/19
Consumers National Bank CD	20,799.69	09/27/19
Consumers National Bank CD	20,865.66	05/25/19
Consumers National Bank CD	21,111.20	09/28/19
Consumers National Bank CD	103,400.86	06/11/22
Consumers National Bank CD	31364.28	08/4/22
Total	\$ 341,297.57	

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 4 - Deposits and Investments (continued)

Interest Rate Risk -The Library's investment policy addresses interest rate risk by requiring that the Library's investment portfolio be structured so that securities mature to meet cash requirements for ongoing operations, thereby avoiding that need to sell securities on the open market prior to maturity, and by investing operating funds primarily in short-term investments.

Custodial Credit Risk – For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library has no investment policy dealing with investment custodial risk beyond the requirements in ORC 135.14(M)(2) which states, "Payment for investments shall be made only upon the delivery of securities representing such investments to the treasurer, investing authority, or qualified trustee. If the securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the treasurer, governing board, or qualified trustee."

Concentration of Credit Risk – The Library places no limit on the amount it may invest in any one issuer. The following investments represent five percent or more of total investments as of December 31, 2018:

<u>Investment Issuer</u>	<u>Percentage of Investments</u>
JP Morgan Chase Bank	36%
Consumers National Bank	64%

Note 5 – Interfund Transfers

During 2017, the General Fund transferred \$0 to the Capital Projects Fund. This transfer was made to use unrestricted receipts collected in the General Fund to finance future facility's needs, technology, and projects.

Note 6 - Risk Management

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In 2016, the Library continued to be a part of a self-insurance group, obtaining property and liability insurance through The Ohio Plan.

The Library contracted with The Ohio Plan (through Whitaker Myers Insurance Agency, Inc.) for coverage including commercial property, general liability, employee benefits liability, auto liability, inland marine, fine arts, boiler systems breakdown, and director's and officers' liability.

Settled claims have not exceeded coverage in any of the last three years and there was no significant reduction in coverage from the prior year.

The Ohio Plan collects dues based upon premium calculations recovering claims costs and charges and based on actuarial projections and historical cost information. The premiums are adjusted over time so that the internal service fund receipts and disbursements are approximately equal to the claims and costs with reasonable provision for expected future catastrophe losses.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 6 - Risk Management (continued)

The Ohio Plan was contracted to provide health insurance until it discontinued offering health insurance as of May 31, 2014. The Stark County Schools Council of Governments (SCOG) has provided the Library's health insurance as of June 1, 2014. The Council is governed by an assembly which consists of one representative from each participating school district or other entity (usually the superintendent, director, or designee). Note 11 to the financial statements provides additional information.

The Library pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs. The System administers and pays all claims.

Note 7 - Defined Benefit Pension Plan

Plan Description – Ohio Public Employees Retirement System (OPERS)

Plan Description - The Library participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The Traditional Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan. The Member-Directed Plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the Member-Directed Plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings. The Combined Plan is a cost-sharing, multiple-employer defined benefit pension plan. Under the Combined Plan, OPERS invests employer contributions to provide a formula retirement benefit similar in nature to, but less than, the Traditional Pension Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the Member-Directed Plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost-of-living adjustments to members of the Traditional Pension Plan. Members of the Member-Directed Plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that includes financial statements, required supplementary information and detailed information about OPERS' fiduciary net position. Interested parties may obtain a copy by visiting <https://www.opers.org/financial/reports.shtml>, by writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642, or by calling 800-222-7377.

Senate Bill (SB) 343 was enacted into law with an effective date of January 7, 2013. In the legislation, members were categorized into three groups with varying provisions of the law applicable to each group. The following table provides age and service requirements for retirement and the retirement formula applied to final average salary (FAS) for the three member groups under the traditional plan as per the reduced benefits adopted by SB 343 (see OPERS CAFR referenced above for additional information):

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 7 - Defined Benefit Pension Plan (continued)

Group A Eligible to retire prior to January 7, 2013 or five years after January 7, 2013	Group B 20 years of service credit prior to January 7, 2013 or eligible to retire ten years after January 7, 2013	Group C Members not in other Groups and members hired on or after January 7, 2013
State and Local	State and Local	State and Local
Age and Service Requirements: Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 57 with 25 years of service credit or Age 62 with 5 years of service credit
Formula: 2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	Formula: 2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	Formula: 2.2% of FAS multiplied by years of service for the first 35 years and 2.5% for service years in excess of 35

Final average Salary (FAS) represents the average of the three highest years of earnings over a member's career for Groups A and B. Group C is based on the average of the five highest years of earnings over a member's career.

Members who retire before meeting the age and years of service credit requirement for unreduced benefits receive a percentage reduction in the benefit amount.

When a benefit recipient has received benefits for 12 months, an annual cost of living adjustment (COLA) is provided. This COLA is calculated on the base retirement benefit at the date of retirement and is not compounded. For those retiring prior to January 7, 2013, the COLA will continue to be a 3 percent simple annual COLA. For those retiring subsequent to January 7, 2013, beginning in calendar year 2019, the COLA will be based on the average percentage increase in the Consumer Price Index, capped at 3 percent.

Funding Policy - The Ohio Revised Code (ORC) provides statutory authority for member and employer contributions as follows:

	<u>State and Local</u>
2016 Statutory Maximum Contribution Rates	
Employer	14.0 %
Employee	10.0 %
2016 Actual Contribution Rates	
Employer:	
Pension	12.0 %
Post-employment Health Care Benefits	<u>2.0</u>
Total Employer	<u>14.0 %</u>
Employee	<u>10.0 %</u>

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll.

The Library's contractually required contribution was \$48,460.96 for year 2018.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 8 – Postemployment Benefits

Ohio Public Employees Retirement System

Plan Description – Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: The Traditional Pension Plan – a cost-sharing, multiple-employer defined benefit pension plan; the Member-Directed Plan – a defined contribution plan; and the Combined Plan – a cost-sharing, multi-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains two cost-sharing multiple-employer defined benefit post-employment health care trusts, which fund multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement, and Medicare Part B premium reimbursements, to qualifying benefit recipients of both the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including OPERS sponsored health care coverage.

In order to qualify for postemployment health care coverage, age and service retirees under the Traditional Pension and Combined plans must have 20 years or more of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post Employment Benefit (OPEB) as described in GASB Statement 45. See OPERS' CAFR referenced below for additional information.

The Ohio Revised code permits, but does not require OPERS to provide health care to its eligible benefit recipients. Authority to establish and amend health care coverage is provided in Chapter 145 of the Ohio Revised Code.

Disclosures for the health care plan are presented separately in the OPERS financial report which may be obtained by visiting <https://www.opers.org/financial/reports.shtml>, by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 614-222-5601 or 800-222-7377.

Funding Policy – The Ohio Revised Code provides the statutory authority requiring public employers to fund post-employment health care through their contributions to OPERS. A portion of each employer's contribution to OPERS is set aside to fund OPERS health care plans.

Employer contribution rates are expressed as a percentage of the earnable salary of active members. In 2016, state and local employers contributed at a rate of 14.0 percent of earnable salary. This is the maximum employer contribution rate permitted by the Ohio Revised Code. Active member contributions do not fund health care.

OPERS maintains three health care trusts. The two cost-sharing, multiple employer trusts, the 401(h) Health Care Trust and the 115 Health Care Trust, work together to provide health care funding to eligible retirees of the Traditional Pension and Combined Plans. The third trust is a Voluntary Employee's Beneficiary Association (VEBA) that provides funding for a Retiree Medical Account for Member-Directed Plan members. Each year, the OPERS Board of Trustees determines the portion of the employer contributions rate that will be set aside to fund health care plans. The portion of employer contributions allocated to health care for members in the Traditional Pension Plan and Combined Plan was 2.0 percent during calendar year 2016. As recommended by OPERS' actuary, the portion of employer contributions allocated to health care beginning January 1, 2017 remained at 2.0 percent for both plans. The Board is also authorized to establish rules for the retiree or their surviving beneficiaries to pay a portion of the health care provided. Payment amounts vary depending on the number of covered dependents and the

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 8 – Postemployment Benefits (continued)

coverage selected. The employer contribution as a percentage of covered payroll deposited to the VEBA for participants in the Member-Directed Plan for 2016 was 4.0 percent.

Substantially all of the Library's contribution allocated to fund postemployment health care benefits relates to the cost-sharing, multiple employer trusts. The Library's contributions allocated to fund post-employment health care benefits for the years ending December 31, 2017, 2016, 2015, and 2014 were \$1000, \$965, and \$960, respectively. For 2018, 92 percent has been contributed by year-end. The full amount has been contributed for 2017, and 2016.

Note 9 – Leases

In 2018, the Library had an ongoing lease agreement with the Auditor of State's Office for Uniform Accounting Network (UAN) software and computer hardware. UAN fees are calculated on the Library's total resources (unencumbered beginning of the year cash balances plus all receipts and other financing sources except inter-fund advances, transfers, and the proceeds from the sale of bonds, notes and other debt). The total paid for UAN hardware and software during 2018 was \$2598.00. The Library also has a lease agreement with Graphic Enterprises for the OKI ES9465 copier system located in Adult Services. Payments are made to Great America Financial Services and were \$2,232 in 2018. Future lease payments are approximated as follows:

<u>Year</u>	<u>Amount</u>
2019	5,280
2020	3,792
2021	3,792
Total	\$12,864.00

Note 10 – Jointly Governed Organizations

The Library is associated with Northeast Ohio Regional Library System (NEO-RLS) which is defined as a Jointly Governed Organization under Governmental Accounting Standards Board (GASB) Statement No. 14, Reporting Entity. The Library pays annual membership dues to participate in programs and training.

Note 11 – Public Entity Risk Pool

In April 2007, the Library contracted with The Ohio Plan for property and liability insurance. Upon joining The Ohio Plan each member executes a written agreement establishing and maintaining the risk coverage program. The membership document, in conjunction with the Administration Agreement between the Plan and its Administrator, Hylant Administrative Services, Inc. and the Code of Regulations, constitute the Plan's written agreement with its members. Member political subdivisions maintain control and supervision over the program. The Plan is managed by a Board of Directors, which is composed of individual representatives from various Plan members. Participation by Plan members is through attendance at the open meetings of the Plan's Board and/or communication with the Plan agent or Administrator.

Minerva Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 11 – Public Entity Risk Pool (continued)

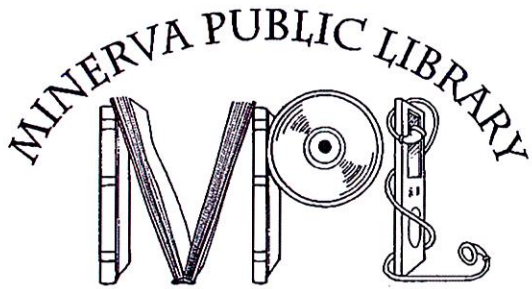
On June 1, 2014, the Library entered into an agreement for self-funded health insurance through the Stark County Schools Council of Governments (the "Council"). The Council has a Health Benefits Program which is a shared risk pool comprised of approximately 100 entities, most of which are school districts. The Library provides health and life insurance coverage through the Council. The Council is governed by an assembly which consists of one representative from each participating school district or other entity (usually the superintendent, director or designee). The assembly elects officers for one year terms to serve as the Board of Directors. The assembly exercises control over the operation of the Council. All Council revenues are generated from charges for services.

Note 12 – Fund Balances

Fund balance is classified as non-spendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Library is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for all governmental funds are presented below:

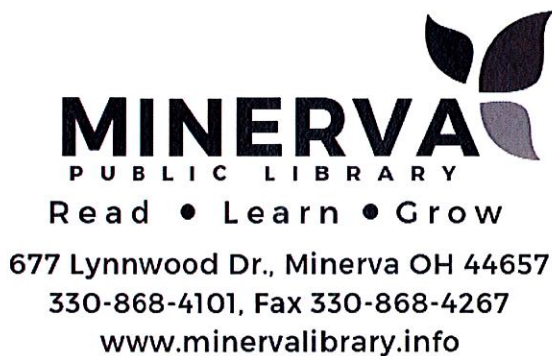
Assets	General	Other	Total Gov't
Equity in Pooled Cash and Cash Equivalents	\$121,540	\$131,192	\$252,732
Cash and Cash Equivalents in Segregated Accounts	0	0	0
Cash and Cash Equivalents with Fiscal/Escrow Agents	0	0	0
Investments	218,375	0	218,375
<i>Total Assets</i>	<i>\$339,915</i>	<i>\$131,192</i>	<i>\$471,107</i>
Fund Cash Balances, December 31			
Nonspendable	\$0	\$0	\$0
Restricted	0	131,192	131,192
Committed	0	0	0
Assigned 0 0 0			
Unassigned	339,915	0	339,915
<i>Fund Cash Balances, December 31</i>	<i>\$339,915</i>	<i>\$131,192</i>	<i>\$471,107</i>

**End of Minerva Public Library 2018
Annual Financial Report**



Library Logo and Tagline

The library's current logo was created in 2010 and it is time for a change. The staff committee working the website redesign has also proposed a new logo. Their charge was to create a logo that was simple, would scale up and down well, would look good in color or black and white, and could be used on signage, letterhead, apparel, etc.



In addition, we have discussed among the staff ideas for a library tagline. The library doesn't have one now, and it's not necessary to create one; however, it could be a useful part of a Minerva Public Library brand. Of the 251 Ohio public libraries, only around a fifth have tagline displayed on their website homepage; a copy of those taglines is attached. Staff did some brainstorming and came up with several rather similar ideas.

Read. Learn. Grow.
Learn. Explore. Discover
Read. Explore. Discover.
Imagine. Create. Grow.
Learn. Create. Connect.
Read. Create. Connect.
Discover. Create. Grow.
Learn. Imagine. Create
Create. Connect. Grow.

And so forth. The phrase in the logo example is a placeholder and can easily be substituted with something else.

Director's Report—February, 2019

Building and Grounds—On January 29, staff arrived at work to find neither boiler working; they would fire but then shut themselves off. This was the day before the big cold wave was to arrive. I was coming back from out of state and checked in with staff throughout the day; the temperature in the building held steady but I did decide to close at 5:00 because the temperature outside was falling and we didn't know when the American Heattek tech would arrive or what he might accomplish when he did. He did show up about 3:30 and had the furnace running again by 6:00; Rich Brown came over and stayed with him from 5:00 until about 6:30 when he finished work. I did go ahead then and close at 6:00 on Wednesday and Thursday because of the very cold temperatures. The gurgling in the upstairs women's restroom has continued and is getting louder. Catlett's thinks that there are valves in the drain traps in the restroom that have worn out and are leaking water. They will get in here to take a closer look sometime soon. The front doors are malfunctioning again, opening and closing repeatedly on their own. They are not a danger to patrons but it is annoying. Trinity Door Company should have a tech here on the 26th to check things out. The elevator doors were also malfunctioning a few weeks ago, taking a very long time to close. Again, there was no danger to the patrons. Independent Elevator finally diagnosed the problem and changed some settings. The YMCA project is going very quickly, and Teresa says they plan to have it all done next month. It will be nice to have all the parking spaces available again.

Technology—The Website Committee has made good progress on a re-design and we have a quote from OPLIN of \$1050 for doing the custom work once we decide on a logo.

Projects—I'm weeding the nonfiction collection starting from 001. It should take the 18-24 months to get through all of it

Programs—The Puzzle Exchange on 02/23 had a good turnout, and saw many people who had not attended the previous exchange. We'll probably do another one in May. I will be presenting Lynda.com for a Chamber lunch here at the library on 02/28. The spring book sale is scheduled for April 6-13. . I am also scheduling speakers for the spring program series which I plan to run on Wednesday evenings, April 3-May 15.

Meetings—I attended a breakfast meeting of the library Directors in Stark County on 02/19; the Chamber Board meeting on 02/21; and will attend a meeting of area library Directors on 03/01.

February 2019 Youth Services Report

January's freeze and assorted wintery weather caused a drop in our stats. Classes canceled for bad weather and upon return canceled to catch up with school work.

Staff kept busy creating Candy Land game props and performing general maintenance, like shelf reading, throughout the department.

Our Candy Land stretched into four programs and to use the items we created. The single digit temperatures outside caused a lower attendance than anticipated, but 12 children and accompanying adults circled the lower level to enjoy ten activities that challenged preschoolers in several early learning stations. After school, Sarah played Life-size Candy Land along with teenagers, followed by elementary students who wandered by. She invited all to return on Saturday and one student came back with three friends. Our Life-Size Candy Land Saturday also met with poor weather conditions, but 39 people of various ages followed the colorful path and ended with a hot chocolate treat and cookie decorating from 1-3 p.m. Sarah Gross, a 4H student, demonstrated various decorating techniques for the cookies.

We ended the Candy Land fun during Story Time, Wednesday, February 13. Children and adults played with the parachute followed by more stations around the department.

Statistics for January:

Side door count:1313

Reference Questions: 935

MES: 65 visits 1313

YMCA Preschool: 3 visits 41

Book Beginnings: 3 programs 61

After School: 14 programs 111

Sensory SPOT: 7

Additional Programs: Little Builders 6, LEGO Day 7, Candyland preschool event 23, Life size Candy Land 39

Teacher Collections: 41 collections, 827 books

Donations added in January: 4 hard covers, 2 paperbacks, 1 book with CD

Study Rooms Use: 31

Other Questions: 49

School visits: 29 visits 484

Story Time: 3 programs 32

Kathy Heller

Youth Services Manager

2/21/2019