

**Minerva Public Library
Board of Trustees**

March, 2019

Board Meeting Packet

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

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

Minutes: Approve minutes of the February 27, 2019 Board Meeting.

Ongoing Business

YMCA Expansion Project: The renovations are pretty much complete. The library's parking lot is clear of construction materials. Teresa said that she plans to have that last row of parking spaces swept and striped before the YMCA re-opening reception in early April.

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.

Strategic Plan Update: The library's new website is up and running. We are replacing the old logo with the new one as we find it. Staff will have an opportunity to purchase apparel with the new logo. Lion's Den will also print the logo on two metal signs, one for the fencing around the HVAC area and one to post next to the front doors. The library will host five programs on various topics in April and May, and in May will host an exhibit on Minerva schools from the Historical Society. Jennifer Bates has set up a library account with the Hootsuite website to allow us to manage Facebook and Instagram from one place rather than logging into each social media platform; comments can also be monitored and responded to from within Hootsuite. We are working up a posting schedule so that the library will post to social media most days of the week.

Fiscal Officer's Report

Accept: Monthly financial reports for February, 2019.

PLF Distribution: The February PLF receipts are \$45,320, just under the \$45,458 received last March. The amount received from Carroll County was \$400 short to account for the \$400 overpayment from that county last month. At the state level the PLF receipts were up 1.1% over last March. In this first quarter the library has received 24.45% of its estimated total for 2019.

2019 Net Operating Position

February Revenue	= \$70,182	Year to Date Revenue	= \$124,671
February Expenses	= \$62,031	Year to Date Expenses	= \$114,830
Difference	= \$ 8,151	Net Position	\$ 9,841

Unique Management: Unique Management's February invoice was \$98.45 for 11 placements.

Overdue Fine Revenue: the library currently charges 10 cents a day for most overdue materials; the overdue fines on videogames and framed art are 50 cents a day. Fines on DVDs were reduced from 50 cents a day to 10 cents beginning in January, 2016. Patrons may renew online or by calling library, and the library has had automatic of eligible materials since May, 2017. The decline in fine revenue shown below reflects both the changes by the library in fees and renewals, and reductions in the number of items patrons check out.

<u>Overdue Fines Collected</u>	<u>% of Total Revenue</u>	
2013	\$14,059	1.9%
2014	\$12,733	1.9%
2015	\$12,589	1.7%
2016	\$ 8,547	1.2%
2017	\$ 5,201	0.7%
2018	\$ 2,714	0.3%

New Business

2018 Annual Report: the draft annual report for last year is included in the Board Packet. Review of the report was tabled at the last meeting in order to allow more Trustees to discuss it this month.

Approve Resolution 19-03-01: to approve the 2018 Annual Report as submitted.

Property and Liability Insurance: The library's insurance is with the Ohio Plan Risk Management, Inc., a company that provides insurance to public entities throughout Ohio. Our local broker is Whitaker-Myers in Wooster. The library provides an updated replacement cost of library materials every year, and Whitaker-Myers recalculates the building property value each year as well. The library does receive an Advantage Credit each year based on loss ratios and risk management practices. This year's discount is \$684. This year's renewal cost is \$8,274, a reduction of \$62 from last year's renewal rate. The reduction is due to an increase in the Advantage Credit which increased because the library is now moving out of the shadow of those high claim years.

Approve Resolution 19-03-02: to accept the renewal of the library's property and liability insurance with Ohio Plan Risk Management, Inc.

Delivery Contract: The State Library of Ohio negotiates a contract with a private vendor for delivery to all libraries in Ohio that wish to participate in the statewide delivery program. For example, this service is how materials are shared among the 93 libraries that are members of the SEO consortium, as well as how materials are shared between the academic libraries in the Ohiolink system. The cost to an individual library is based on the number of delivery days each week (from one to five days) the library uses, not the number of items or packages sent or received. Libraries are expected to take delivery frequently enough to make their daily shipments a reasonable size. Minerva moves enough material that we have five-day-a-week delivery. The library renews this contract annually in January with the State Library of Ohio; the price has stayed the same for the past three contract years.

Approve Resolution 19-03-03: to accept the Statewide Delivery Service contract for July 1, 2018 through June 30, 2019 at a cost of \$8,023.47.

Information

Videogame Circuit: for several years the library has subscribed to a rotating videogame collection from the Northeast Ohio Regional Library System (NEO-RLS). This was a once-popular service that now is used by only Minerva and two other libraries. NEO is discontinuing the service this spring and will donate its collection of videogames to the three remaining subscriber libraries. We have received the first additional shipments of games and have added them to collection. In the past the library only circulated videogames to local patrons and did allow those games to be requested by patrons of other libraries. Since these games now owned by the Minerva, and we have many more of them, we have made that collection available to requests from other SEO libraries.

Dolly Parton Imagination Library: Stark County District Library is planning to begin this program which allows parents to sign-up children aged 0-5 years to receive one book a month by mail at a cost of \$25 per year per child. SCDL has asked the other six libraries in Stark County if they would like to participate as well with SCDL handling the administration county-wide and the each library responsible for its own local registrations and for funding the annual cost for their own patrons. The library Directors will meet on April 4 at SCDL to discuss this project.

Next State Budget: The Governor has sent his budget proposal to the legislature. It includes funding the PLF at 1.68% of the General Revenue Fund which is the formula in the current budget. The PLF is funded at 1.66% in permanent law so it's good see the Governor's support for maintaining that small increase. The budget proposal also includes the creation of the Ohio Books from Birth

Foundation to help fund distribution of one book at month to children in Ohio from birth until five years of age. The Foundation is intended to support the implementing the Dolly Parton Imagination Library program throughout the state.

Census Hiring: The Census Bureau will hold a hiring workshop at the library on April 9 to help people apply. The library will provide laptops to connect to the wifi network and space in the Community Meeting Room. The library will publicize this event through its normal channels.

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 February door count was up 6.8% over last February, and we're now up 7.8% for the year. In-house circulation (checkouts and renewals of physical materials) was down 6.7% and total circulation (in-house circ + loans to other libraries + downloadable content) was down 5.7%.

Accept Gifts

Restricted Individual Contributions to the General Fund	\$ 0.00
Unrestricted Individual Contributions to the General Fund	\$100.03
Total Restricted and Unrestricted	\$100.03

In-kind Gifts

anonymous

18 hardcovers; 17 trade paperbacks; 5 mass market paperbacks; 2 DVDs; 1 book with CD

Richard and Ann Myers

1 hardcover book

Adjourn

The next Regular Board Meeting will be held on April 24, 2019 at 6:30 pm in the Minerva Public Library Board Room. The Board will meet as the Records Commission immediately prior to the regular Board meeting.

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

Call to Order: Dick Rutledge called the meeting to order at 6:45

Attendance: Trustees Dick Rutledge, Jennifer Beard, Sarah Repella, Virginia Birks;
Library Director, Tom Dillie.

Adjustments to the Agenda: none

Public Participation: none

Minutes: Virginia Birks moved to approve minutes of the January 23, 2019 Organization Meeting and regular Board Meeting. Sarah Repella seconded. Motion carried

Ongoing Business

YMCA Expansion Project: Mr. Dillie noted that the projects continues to move along very quickly and that YMCA Director Teresa Arrasmith said that she expects it all to be finished sometime in March. It will be good to have all the library parking open again.

Mental Health First Aid Training Grant: Mr. Dillie explained that the library is sharing information about the April 18th training opportunity with local organizations and agencies including the Ministerial Alliance, Sandy Creek Fire District, and the Village. The library manages the sign-ups and is taking registration through March 28.

Carroll County PLF Distribution: Mr. 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 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." Mr. Dillie explained that the CCDL Board meets only every other month, and he now assumes the delay in Ms. Finnicum's to his request for a meeting was because she wanted to talk the CCDL Board first. Mr. Dillie had replied to Ms. Finnicum he thought it would be helpful to discuss what CCDL believes it needs in terms of funding and how those needs might be accommodated, and that Minerva PL must assume now that the CCDL Board plans to request additional changes to the PLF distribution

in the future. Ms. Finnicum has not replied to the last e-mail and may be waiting from her Board at its March meeting.

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 was 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

Ms. Repella moved to accept the monthly financial reports for January, 2019. Virginia Birks seconded. Motion carried.

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. This report is generated using templates provided with the UAN accounting software from the Auditor of State's Office. It recaps the library's financial year is filed with the Auditor of State.

Ms. Beard moved to accept the 2018 Annual Financial Report. Ms. Repella seconded. Motion carried.

Fax Revenue and Expenses: At the last meeting Mr. Dillie provided the Trustees with an overview of the library's printing and copying revenue and expenses. This month he reviewed the revenue and expenses associated with faxing. 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)
 -\$ 37.00 (toner cartridges for fax machine)
Net -\$ 26.30

New Business

New Logo Design: The library's current logo dates to 2010. As part of the website redesign, the Website Committee has drafted a new library logo. The proposed logo in color and grayscale was included in Board packet, along with a list of proposed tag lines that could accompany the logo, and a list of taglines used by other libraries in Ohio. Mr. Dillie shared that of the 251 libraries Ohio, fewer than 60 have taglines posted on their homepages. However, a tagline is useful as part of the library brand effort, and this library has not had one in the past. The Trustees reviewed the proposed logo and were all pleased with the new design; they complemented the Website Committee for its work on this project. The merits of various taglines were discussed and the Trustees eventually reached an agreement.

Dr. Beard moved to accept the new logo design as presented with the new tagline "Read. Explore. Discover." Ms. Repella seconded. Motion carried.

2018 Annual Report: review of the draft annual report for last year was tabled until the April meeting.

Information: Mr. Dillie informed the Trustees that the local Weight Watchers group was looking for a place to meet weekly because the meeting room in YMCA is no longer large enough. 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

Ms. Birks moved to accept monthly reports from the Director, and the Youth Services Manager, which were included in the packet. Ms. Repella seconded. Motion carried.

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

Ms. Repella moved to adjourn at 7:50. Ms. Birks seconded.

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

**February 2019 Financial
Reports**

**Submitted for March 2019
Board Meeting**

Minerva Public Library
 Summary of Financial Information-February 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
<u>LSIA GRANT</u>			
Public Library Fund	4,999.00		
Sales Tax	64,031.44		
Patron Fines & Fees	1.01		
Lost Card/items	228.42		
Copier	311.25		
Fax	47.65		
Printer	39.15		
Contributions	100.03		
Resale	13.07		
Interest	343.37		
Misc	67.75		
Total *Revenue Ledger	70,182.14		
<i>Expenditures:</i>			
<u>Salaries</u>	24,757.45		
Benefits-Opers	3,659.54		
Medicare	354.76		
Insurance-Medical and Life	4,863.94		
Other-purchased Contract Services	98.45		
Catalog/Processing	667.78		
Programming supplies	237.23		
Adult Books	6,568.57		
Youth Books	780.49		
AV Adult	405.59		
AV Downloadable	979.63		
AV Youth			
Office Supplies	160.08		
dues	5,540.45		
Other Purchased Contract Serv	4,280.38		
Rent/Lease	186.00		
Telephone	627.20		
Mtn and Repair on Equip	2,581.05		
Other Property Mtn Repair/Security	1,192.31		
Utilities-Gas, Electric, Water and Trash	3,218.10		
taxes	24.00		
Property Maintenance and Repair			
Property Maintenance and Repair Supplies	346.21		
Travel and Meeting			
Postage	54.31		
Bonds= Davies & Dillie			
Misc	447.00		
Speakers			
Total Expenditures-Taken from Appropriation Ledger	62,030.52		

Ending Cash Balance:
 Checking/Cash on Hand
 Savings (Chase)
 Certificates of Deposit (CNB)
 Certificates of Deposit (Chase)
 Petty Cash/Registers
 Total

General Account
 103,719.60
 21,999.18
 219,054.89
 4,638.06
 345.00
349,756.73

Capital Balance
 35,830.38
 95,361.94
131,192.32

Total Pooled Cash
As of 02/28/2019
 139,549.98
 21,999.18
 219,054.89
 100,000.00
 345.00
480,949.05

Receipts
 Appropriations
Net Profit Feb 19

Operating
 70,182.14
 62,030.52
8,151.62

Revenue Status

By Fund
As Of 2/28/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$2.27	\$32.73	6.486%
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	\$4,999.00	-\$4,999.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$515,517.00	\$89,783.88	\$425,733.12	17.416%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$136,919.00	\$24,274.85	\$112,644.15	17.729%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$16,410.00	\$2,858.04	\$13,551.96	17.416%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$3,000.00	\$551.29	\$2,448.71	18.376%
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	\$531.72	\$2,218.28	19.335%
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	\$160.30	\$1,839.70	8.015%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$750.00	\$125.40	\$624.60	16.720%
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	\$246.33	\$3,253.67	7.038%
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	\$686.50	\$1,813.50	27.460%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$30.81	\$219.19	12.324%
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	\$226.59	-\$126.59	226.590%
Fund 1000 Sub-Total:		\$687,281.00	\$124,671.33	\$562,609.67	18.140%

Revenue Status

By Fund
As Of 2/28/2019

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	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$15,000.00	\$0.00	\$15,000.00	0.0000%
Fund 4001 Sub-Total:		\$15,000.00	\$0.00	\$15,000.00	0.0000%
Report Total:		\$702,281.00	\$124,671.33	\$577,609.67	17.752%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 2/28/2019

Fund: General
Pooled Balance: \$130,701.84
Non-Pooled Balance: \$219,054.89
Total Cash Balance: \$349,756.73

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	\$15,126.56	\$69,766.44	17.818%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$6,814.42	\$31,650.58	17.716%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$34,917.44	\$150,674.56	18.814%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$755.53	\$10,244.47	6.868%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$26,983.00	\$0.00	\$4,573.28	\$22,409.72	16.949%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$7,111.60	\$41,459.02	14.642%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,030.53	\$0.00	\$921.46	\$4,109.07	18.317%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$33,167.33	\$4,833.67	\$0.00	12.720%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$354.73	\$30.27	\$0.00	7.862%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$1,370.00	\$1,370.00	\$0.00	\$0.00	0.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$10.00	\$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	\$2,612.25	\$387.75	\$0.00	12.925%
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	\$564.58	\$7,962.70	\$14,472.62	34.620%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$714.59	\$1,933.67	\$19,351.74	8.789%
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	\$1,085.12	\$456.56	\$11,458.32	3.512%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$17,000.00	\$14,634.08	\$1,865.92	\$500.00	10.376%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$6,000.00	\$644.15	\$0.00	\$5,155.85	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.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund
 As Of 2/28/2019

3/7/2019 12:49:02 PM
 UAN v2019.1

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	\$4.32	\$55.11	\$440.57	11.022%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,000.00	\$5,332.22	\$667.78	\$0.00	11.130%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$6,495.32	\$1,254.68	\$0.00	16.189%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$14,993.88	\$3,538.17	\$10,827.95	12.051%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$1,146.00	\$104.00	\$0.00	8.320%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$5,549.38	\$1,455.62	\$500.00	19.395%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$31,021.94	\$3,978.06	\$0.00	11.366%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$5,939.71	\$2,160.29	\$0.00	26.670%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$2,719.56	\$1,280.44	\$0.00	32.011%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$4,875.00	\$278.00	\$447.00	\$4,150.00	9.169%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$170.69	\$54.31	\$0.00	24.138%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,500.00	\$8,100.00	\$0.00	\$0.00	0.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$2,500.00	\$1,918.00	\$432.00	\$150.00	17.280%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,700.00	\$3,700.00	\$0.00	\$0.00	0.000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,100.00	\$7,166.68	\$4,933.32	\$0.00	40.771%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$850.00	\$742.60	\$107.40	\$0.00	12.635%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$3,512.44	\$487.56	\$0.00	12.189%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$16,980.00	\$11,399.55	\$5,540.45	\$40.00	32.629%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$51.00	\$40.29	\$3.71	42.411%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$50.00	\$200.00	\$0.00	80.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 2/28/2019

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.0000%
General Fund Total:		\$0.00	\$0.00	\$710,965.15	\$179,836.22	\$114,829.31	\$416,299.62	16.151%
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	0.0000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.0000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.0000%
Report Total:		\$0.00	\$0.00	\$755,965.15	\$179,836.22	\$114,829.31	\$461,299.62	15.190%

Payment Listing

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February 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
37-2019	02/13/2019	02/13/2019	CH	PAYCHEX	\$9,850.88	C
38-2019	02/06/2019	02/13/2019	CH	FIRST COMMUNICATIONS	\$627.20	C
39-2019	02/04/2019	02/13/2019	CH	AMERICAN HERITAGE LIFE INSURANCE CO	\$225.55	C
40-2019	02/01/2019	02/13/2019	CH	PAYCHEX	\$90.35	C
44-2019	02/13/2019	02/13/2019	CH	AMERICAN HEATTEK CORPORATION	\$396.00	C
45-2019	02/13/2019	02/13/2019	CH	BAKER & TAYLOR BOOKS	\$1,118.72	C
46-2019	02/13/2019	02/13/2019	CH	EBSCO	\$5,384.01	C
47-2019	02/13/2019	02/13/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
48-2019	02/13/2019	02/13/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$642.00	C
49-2019	02/13/2019	02/13/2019	CH	MIDWEST TAPE	\$538.99	C
50-2019	02/13/2019	02/13/2019	CH	OHIO LIBRARY COUNCIL	\$1,792.00	C
51-2019	02/13/2019	02/13/2019	CH	NATURESCAPES	\$1,148.00	C
52-2019	02/13/2019	02/13/2019	CH	QUILL CORPORATION	\$72.98	C
53-2019	02/13/2019	02/13/2019	CH	RENTWEAR, INC.	\$44.31	C
54-2019	02/13/2019	02/13/2019	CH	Solid Waste And Recycling	\$104.00	C
55-2019	02/13/2019	02/13/2019	CH	TRINITY DOOR	\$1,394.55	C
56-2019	02/13/2019	02/13/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$98.45	C
57-2019	02/17/2019	02/17/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
58-2019	02/17/2019	02/17/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
59-2019	02/15/2019	02/17/2019	CH	AMERICAN ELECTRIC POWER	\$2,103.61	C
60-2019	02/14/2019	02/17/2019	CH	PAYCHEX	\$90.15	C
61-2019	02/14/2019	02/17/2019	CH	PAYCHEX	\$1,289.78	C
62-2019	02/15/2019	02/17/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,110.06	C
63-2019	02/17/2019	02/17/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,163.44	C
64-2019	02/19/2019	02/20/2019	CH	COLUMBIA GAS OF OHIO	\$1,010.49	C
65-2019	02/20/2019	02/20/2019	CH	MIDWEST TAPE	\$979.63	C
66-2019	02/20/2019	02/20/2019	CH	BAKER & TAYLOR BOOKS	\$753.08	C
67-2019	02/11/2019	02/20/2019	CH	DAMON INDUSTRIES INC	\$200.96	C
68-2019	02/20/2019	02/20/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$148.50	C
69-2019	02/20/2019	02/20/2019	CH	SHOWCASES	\$128.79	C
70-2019	02/20/2019	02/20/2019	CH	QUILL CORPORATION	\$104.97	C
71-2019	02/20/2019	02/20/2019	CH	AMAZON	\$557.09	C
72-2019	02/20/2019	02/20/2019	CH	BAKER & TAYLOR BOOKS	\$23.55	C
73-2019	02/25/2019	02/25/2019	CH	CHASE CARD SERVICES	\$337.12	C
75-2019	02/28/2019	03/04/2019	CH	PAYCHEX	\$88.15	C
76-2019	02/28/2019	03/04/2019	CH	PAYCHEX	\$9,178.39	C
77-2019	02/28/2019	03/04/2019	CH	PAYCHEX	\$1,198.83	C
6699	02/13/2019	02/13/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	C
6700	02/13/2019	02/13/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	C
6701	02/13/2019	02/13/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,833.67	C
6702	02/13/2019	02/13/2019	AW	STARK COUNTY TREASURER	\$24.00	C
6703	02/13/2019	02/13/2019	AW	TREASURER, STATE OF OHIO	\$4,011.73	C
6704	02/13/2019	02/13/2019	AW	TREASURER, STATE OF OHIO	\$3,770.45	C
6705	02/17/2019	02/17/2019	AW	AMERICAN LIBRARY ASSOCIATION	\$100.00	C
6706	02/17/2019	02/17/2019	AW	OHIO LIBRARY COUNCIL	\$325.00	C
Total Payments:					\$62,030.52	

Payment Listing

February 2019

Total Conversion Vouchers:	\$0.00
Total Less Conversion Vouchers:	<u>\$62,030.52</u>

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Investment Listing

System Year 2019

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo	\$100,000.00	0.00%	\$0.00	\$0.00	08/02/2018	08/23/2019		
CD012716	CONSUMERS 010663811 18 month CD	\$20,894.41	1.75%	\$61.31	\$571.61	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$20,902.55	1.05%	\$36.89	\$378.09	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$103,758.01	2.05%	\$357.15	\$2,465.64	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD	\$20,860.90	1.75%	\$61.21	\$683.16	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,483.31	2.25%	\$119.03	\$1,181.98	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 25 month CD	\$21,155.71	1.24%	\$44.51	\$408.65	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$21,999.18	0.10%	\$6.40	\$28,026.99	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
Revenue Ledger

By Fund
 February 2019

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Account Number: 1000-190-0000 Other - Local Taxes
 Fund: General

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
									\$35.00
									Final Budget:
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.13		Report Beginning Balance	\$33.74
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.17		\$0.00	\$33.61
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.17		\$0.00	\$33.44
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.17		\$0.00	\$33.27
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$0.17		\$0.00	\$33.20
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$0.07		\$0.00	\$33.03
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$0.16		\$0.00	\$32.96
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$0.07		\$0.00	\$32.80
					Account Total:	\$1.01		\$0.00	\$32.73
					Account YTD Total:	\$2.27		\$0.00	
									Final Budget:
									\$0.00

Account Number: 1000-222-0000 Restricted State Grants-In-Aid
 Fund: General

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
									\$0.00
									Final Budget:
									\$0.00
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	State Library of Ohio MHFA Grant	25874	20-2019	\$4,999.00		Report Beginning Balance	\$0.00
					Account Total:	\$4,999.00		\$0.00	-\$4,999.00
					Account YTD Total:	\$4,999.00		\$0.00	
									Final Budget:
									\$515,517.00

Account Number: 1000-240-0011 Public Library Fund - State(STARK CO.)
 Fund: General

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
									\$474,747.86
									Final Budget:
									\$425,733.12
02/13/2019	02/13/2019	STARK COUNTY AUDITOR'S OFFICE	February 2019 PLF	25871	19-2019	\$49,014.74		Report Beginning Balance	\$0.00
					Account Total:	\$49,014.74		\$0.00	\$0.00
					Account YTD Total:	\$89,783.88		\$515,517.00	\$0.00
									Final Budget:
									\$515,517.00

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Ledger
 By Fund
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Account Number: 1000-240-0012 Public Library Fund - State(CARROLL CO.)

Fund: General

Final Budget: \$136,919.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/13/2019	02/13/2019	CARROLL COUNTY AUDITOR'S OFFICE	Feb PLF 2019	25867	18-2019	\$13,456.44		Report Beginning Balance \$0.00	\$126,100.59
					Account Total:	\$13,456.44		\$0.00	\$112,644.15
					Account YTD Total:	\$24,274.85	\$136,919.00	\$0.00	

Account Number: 1000-240-0013 Public Library Fund - State(COLUMBIANA CO.)

Fund: General

Final Budget: \$16,410.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/14/2019	02/17/2019	COLUMBIANA COUNTY AUDITOR'S OFFICE	February PLF 2019	25971	29-2019	\$1,560.26		Report Beginning Balance \$0.00	\$15,112.22
					Account Total:	\$1,560.26		\$0.00	\$13,551.96
					Account YTD Total:	\$2,858.04	\$16,410.00	\$0.00	

Account Number: 1000-310-0311 Patron Fines and Lost Item Income(FINES & FEES)

Fund: General

Final Budget: \$3,000.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$0.60		Report Beginning Balance \$0.00	\$2,677.13
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$2.30		\$0.00	\$2,676.53
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$2.20		\$0.00	\$2,674.23
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$1.50		\$0.00	\$2,672.03
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$0.10		\$0.00	\$2,670.53
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$7.00		\$0.00	\$2,670.43
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$20.40		\$0.00	\$2,663.43
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$13.10		\$0.00	\$2,643.03
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$3.94		\$0.00	\$2,629.93
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.50		\$0.00	\$2,625.99
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$4.90		\$0.00	\$2,625.49
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$2.00		\$0.00	\$2,620.59
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$9.20		\$0.00	\$2,618.59
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$1.18		\$0.00	\$2,609.39
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$0.60		\$0.00	\$2,608.21
								\$0.00	\$2,607.61

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Ledger

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By Fund
 February 2019

Account Number: 1000-310-0311 Patron Fines and Lost Item Income(FINES & FEES)

Fund: General

Final Budget: \$3,000.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Debit	Estimated Revenue	Credit	Budget Balance
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$20.00	\$0.00	\$0.00	\$0.00	\$2,587.61
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$4.10	\$0.00	\$0.00	\$0.00	\$2,583.51
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$7.00	\$0.00	\$0.00	\$0.00	\$2,576.51
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$6.00	\$0.00	\$0.00	\$0.00	\$2,570.51
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$9.34	\$0.00	\$0.00	\$0.00	\$2,561.17
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$9.99	\$0.00	\$0.00	\$0.00	\$2,551.18
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$1.40	\$0.00	\$0.00	\$0.00	\$2,549.78
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$2.20	\$0.00	\$0.00	\$0.00	\$2,547.58
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$26.41	\$0.00	\$0.00	\$0.00	\$2,521.17
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$4.85	\$0.00	\$0.00	\$0.00	\$2,516.32
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$9.10	\$0.00	\$0.00	\$0.00	\$2,507.22
02/22/2019	02/25/2019	CHRISTINA L. DAVIES	2/22.19 Misc credit per chase Bank	26021	32-2019	\$0.02	\$0.00	\$0.00	\$0.00	\$2,507.20
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$5.90	\$0.00	\$0.00	\$0.00	\$2,501.30
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$0.50	\$0.00	\$0.00	\$0.00	\$2,500.80
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$12.90	\$0.00	\$0.00	\$0.00	\$2,487.90
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$19.29	\$0.00	\$0.00	\$0.00	\$2,468.61
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$1.70	\$0.00	\$0.00	\$0.00	\$2,466.91
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$8.20	\$0.00	\$0.00	\$0.00	\$2,458.71
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$10.00	\$0.00	\$0.00	\$0.00	\$2,448.71
Account Total:						\$228.42	\$0.00	\$0.00	\$0.00	
Account YTD Total:						\$551.29	\$3,000.00	\$0.00	\$0.00	

Account Number: 1000-340-0000 Patron Coin-Operated Machine Income

Fund: General

Final Budget: \$2,750.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Debit	Estimated Revenue	Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$1.40	\$0.00	\$0.00	\$0.00	\$2,529.53
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$0.90	\$0.00	\$0.00	\$0.00	\$2,528.13
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$4.60	\$0.00	\$0.00	\$0.00	\$2,527.23
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$1.90	\$0.00	\$0.00	\$0.00	\$2,522.63
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25860	15-2019	\$0.25	\$0.00	\$0.00	\$0.00	\$2,520.73
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$1.60	\$0.00	\$0.00	\$0.00	\$2,520.48
Report Beginning Balance										\$2,529.53
Report Ending Balance										\$2,528.13

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Ledger
 By Fund
 February 2019

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Account Number: 1000-340-0000 Patron Coin-Operated Machine Income
 Fund: General

Final Budget: \$2,750.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Debit	Estimated Revenue Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.50	\$0.00	\$0.00	\$2,518.38
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$2.80	\$0.00	\$0.00	\$2,515.58
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$6.80	\$0.00	\$0.00	\$2,508.78
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$4.00	\$0.00	\$0.00	\$2,504.78
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$25.45	\$0.00	\$0.00	\$2,479.33
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$8.60	\$0.00	\$0.00	\$2,470.73
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$2.20	\$0.00	\$0.00	\$2,468.53
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$6.55	\$0.00	\$0.00	\$2,461.98
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$8.40	\$0.00	\$0.00	\$2,453.58
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$22.00	\$0.00	\$0.00	\$2,431.58
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$0.55	\$0.00	\$0.00	\$2,431.03
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$8.60	\$0.00	\$0.00	\$2,422.43
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$0.50	\$0.00	\$0.00	\$2,421.93
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$105.00	\$0.00	\$0.00	\$2,416.03
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$6.65	\$0.00	\$0.00	\$2,311.03
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$0.20	\$0.00	\$0.00	\$2,304.38
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$7.95	\$0.00	\$0.00	\$2,304.18
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$0.10	\$0.00	\$0.00	\$2,296.23
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$6.90	\$0.00	\$0.00	\$2,289.23
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$5.20	\$0.00	\$0.00	\$2,284.03
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$35.65	\$0.00	\$0.00	\$2,248.38
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$6.00	\$0.00	\$0.00	\$2,242.38
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$3.30	\$0.00	\$0.00	\$2,239.08
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$9.00	\$0.00	\$0.00	\$2,230.08
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$1.50	\$0.00	\$0.00	\$2,228.58
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$7.10	\$0.00	\$0.00	\$2,221.48
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$3.20	\$0.00	\$0.00	\$2,218.28
Account Total:						\$311.25	\$0.00	\$0.00	\$0.00
Account YTD Total:						\$531.72	\$2,750.00	\$0.00	\$0.00

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Ledger

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By Fund
 February 2019

Account Number: 1000-399-0397 Other - Patron Fines and Fees(PRINTER PAPER)
 Fund: General

Final Budget: \$2,000.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.50		Report Beginning Balance	\$1,878.85
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$2.30	\$0.00	\$0.00	\$1,878.35
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$3.00	\$0.00	\$0.00	\$1,876.05
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.40	\$0.00	\$0.00	\$1,873.05
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.10	\$0.00	\$0.00	\$1,872.65
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$0.60	\$0.00	\$0.00	\$1,872.55
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$0.30	\$0.00	\$0.00	\$1,871.95
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$1.80	\$0.00	\$0.00	\$1,871.65
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$1.35	\$0.00	\$0.00	\$1,869.85
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$12.30	\$0.00	\$0.00	\$1,868.50
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$0.20	\$0.00	\$0.00	\$1,866.20
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$0.50	\$0.00	\$0.00	\$1,856.00
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$3.90	\$0.00	\$0.00	\$1,855.50
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$10.40	\$0.00	\$0.00	\$1,851.60
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$1.50	\$0.00	\$0.00	\$1,841.20
Account Total:						\$39.15	\$0.00	\$0.00	\$1,839.70
Account YTD Total:						\$160.30	\$2,000.00	\$0.00	

Final Budget: \$750.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$1.00		Report Beginning Balance	\$672.25
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$2.50	\$0.00	\$0.00	\$671.25
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$7.50	\$0.00	\$0.00	\$668.75
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$2.00	\$0.00	\$0.00	\$661.25
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$5.25	\$0.00	\$0.00	\$659.25
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$2.50	\$0.00	\$0.00	\$654.00
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$5.00	\$0.00	\$0.00	\$651.50
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$3.00	\$0.00	\$0.00	\$648.50
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$4.50	\$0.00	\$0.00	\$643.50
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$9.50	\$0.00	\$0.00	\$639.00
Account Total:						\$39.15	\$0.00	\$0.00	\$629.50
Account YTD Total:						\$160.30	\$2,000.00	\$0.00	

Report reflects selected information.

Revenue Ledger

By Fund
February 2019

Account Number: 1000-399-0398 Other - Patron Fines and Fees(FAX FEE)
Fund: General

Final Budget: \$750.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$1.40	\$0.00	\$0.00	\$628.10
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$2.00	\$0.00	\$0.00	\$626.10
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$1.50	\$0.00	\$0.00	\$624.60
					Account Total:	\$47.65	\$0.00	\$0.00	
					Account YTD Total:	\$125.40	\$750.00	\$0.00	

Account Number: 1000-651-0000 Unrestricted Contributions - Individuals
Fund: General

Final Budget: \$3,500.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$25.00	\$0.00	\$0.00	\$3,353.70
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$17.55	\$0.00	\$0.00	\$3,328.70
02/13/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$25.00	\$0.00	\$0.00	\$3,311.15
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$30.48	\$0.00	\$0.00	\$3,286.15
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$2.00	\$0.00	\$0.00	\$3,255.67
					Account Total:	\$100.03	\$0.00	\$0.00	\$3,253.67
					Account YTD Total:	\$246.33	\$3,500.00	\$0.00	

Account Number: 1000-701-0000 Interest or Dividends on Investments
Fund: General

Final Budget: \$2,500.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/28/2019	03/04/2019	SAVINGS	Interest Feb 2019	26035	35-2019	\$3.04	\$0.00	\$0.00	\$2,156.87
02/28/2019	03/04/2019	CD050916	Interest Feb 2019	26044	36-2019	\$178.73	\$0.00	\$0.00	\$2,153.83
02/28/2019	03/04/2019	CD080415	Feb 2019 Interest	26044	37-2019	\$59.57	\$0.00	\$0.00	\$1,975.10
02/28/2019	03/04/2019	CD012716	Feb 2019 Interest	26044	38-2019	\$30.68	\$0.00	\$0.00	\$1,915.53
02/28/2019	03/04/2019	CD072716	Feb 2019 Interest	26044	39-2019	\$30.63	\$0.00	\$0.00	\$1,884.85
02/28/2019	03/04/2019	CD042517	2019 Feb Interest	26044	40-2019	\$18.45	\$0.00	\$0.00	\$1,854.22
02/28/2019	03/04/2019	CD082817	2019 Interest	26044	41-2019	\$22.27	\$0.00	\$0.00	\$1,835.77
					Account Total:	\$343.37	\$0.00	\$0.00	\$1,813.50
					Account YTD Total:	\$686.50	\$2,500.00	\$0.00	

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Ledger

3/26/2019 11:17:36 AM
 UAN v2019.1

By Fund
 February 2019

Account Number: 1000-820-0000 Sale of Supplies for Resale
 Fund: General

Final Budget: \$250.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$1.87	Report Beginning Balance	\$0.00	\$232.26
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$1.87	\$0.00	\$0.00	\$230.39
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$1.87	\$0.00	\$0.00	\$228.52
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$0.93	\$0.00	\$0.00	\$226.65
02/19/2019	02/13/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25865	17-2019	\$2.33	\$0.00	\$0.00	\$225.72
02/20/2019	02/20/2019	CHRISTINA L. DAVIES	Contributions 02/19/19-20/20/2019	25988	30-2019	\$0.93	\$0.00	\$0.00	\$223.39
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$2.34	\$0.00	\$0.00	\$222.46
02/25/2019	02/25/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	26015	31-2019	\$0.93	\$0.00	\$0.00	\$220.12
					Account Total:	\$13.07	\$0.00	\$0.00	\$219.19
					Account YTD Total:	\$30.81	\$250.00	\$0.00	

Account Number: 1000-892-0000 Other - Miscellaneous Non-Operating
 Fund: General

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue Debit	Memoranda- Estimated Revenue Credit	Budget Balance
02/11/2019	02/11/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25862	16-2019	\$44.80	Report Beginning Balance	\$0.00	-\$58.84
02/19/2019	02/17/2019	CHRISTINA L. DAVIES	Fines, Fees and Contributions	25959	28-2019	\$22.95	\$0.00	\$0.00	-\$103.64
					Account Total:	\$67.75	\$0.00	\$0.00	-\$126.59
					Account YTD Total:	\$226.59	\$100.00	\$0.00	
					General Fund Total for Selected Accounts:	\$70,182.14	\$0.00	\$0.00	
					General Fund YTD Total for Selected Accounts:	\$124,476.98	\$683,731.00	\$0.00	
					Report Total for Selected Accounts:	\$70,182.14	\$0.00	\$0.00	
					Report YTD Total for Selected Accounts:	\$124,476.98	\$683,731.00	\$0.00	

Final Budget: \$100.00

Bank Reconciliation

Reconciled Date 2/28/2019

Posted 3/4/2019 12:59:29 PM

Prior UAN Balance:		\$472,797.43
Receipts:	+	\$70,182.14
Payments:	-	\$62,030.52
Adjustments:	+	\$0.00
Current UAN Balance as of 02/28/2019:		\$480,949.05
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 02/28/2019:		<u>\$480,949.05</u>
Entered Bank Balances as of 02/28/2019:		\$480,949.05
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 02/28/2019:		<u>\$480,949.05</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 02/28/2019.

There are no outstanding receipts as of 02/28/2019.

There are no outstanding adjustments as of 02/28/2019.

Bank Balances

Reconciled Date 2/28/2019

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Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY	618398119	\$131,941.73	\$139,549.98	\$139,549.98	\$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	\$20,863.73	\$20,894.41	\$20,894.41	\$0.00
Investment	CD042517	106524019	\$20,884.10	\$20,902.55	\$20,902.55	\$0.00
Investment	CD050916	106488743	\$103,579.28	\$103,758.01	\$103,758.01	\$0.00
Investment	CD072716	0106125341	\$20,830.27	\$20,860.90	\$20,860.90	\$0.00
Investment	CD080415	106254903	\$31,423.74	\$31,483.31	\$31,483.31	\$0.00
Investment	CD082817	0106774145	\$21,133.44	\$21,155.71	\$21,155.71	\$0.00
Investment	SAVINGS	1558166870	\$21,996.14	\$21,999.18	\$21,999.18	\$0.00
Investment	STAR OHIO	41981	\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$472,997.43</u>	<u>\$480,949.05</u>	<u>\$480,949.05</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 2/28/2019

Posted 3/4/2019 12:59:29 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	37-2019	02/13/2019	PAYCHEX	\$9,850.88
PRIMARY	Electronic	38-2019	02/06/2019	FIRST COMMUNICATIONS	\$627.20
PRIMARY	Electronic	39-2019	02/04/2019	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$225.55
PRIMARY	Electronic	40-2019	02/01/2019	PAYCHEX	\$90.35
PRIMARY	Electronic	44-2019	02/13/2019	AMERICAN HEATTEK CORPORATION	\$396.00
PRIMARY	Electronic	45-2019	02/13/2019	BAKER & TAYLOR BOOKS	\$1,118.72
PRIMARY	Electronic	46-2019	02/13/2019	EBSCO	\$5,384.01
PRIMARY	Electronic	47-2019	02/13/2019	GREATAMERICA FINANCIAL SERVICES	\$186.00
PRIMARY	Electronic	48-2019	02/13/2019	INDEPENDENT ELEVATOR CO., INC.	\$642.00
PRIMARY	Electronic	49-2019	02/13/2019	MIDWEST TAPE	\$538.99
PRIMARY	Electronic	50-2019	02/13/2019	OHIO LIBRARY COUNCIL	\$1,792.00
PRIMARY	Electronic	51-2019	02/13/2019	NATURESCAPES	\$1,148.00
PRIMARY	Electronic	52-2019	02/13/2019	QUILL CORPORATION	\$72.98
PRIMARY	Electronic	53-2019	02/13/2019	RENTWEAR, INC.	\$44.31
PRIMARY	Electronic	54-2019	02/13/2019	Solid Waste And Recycling	\$104.00
PRIMARY	Electronic	55-2019	02/13/2019	TRINITY DOOR	\$1,394.55
PRIMARY	Electronic	56-2019	02/13/2019	UNIQUE MANAGEMENT SERVICES, INC.	\$98.45
PRIMARY	Electronic	57-2019	02/17/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	58-2019	02/17/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	59-2019	02/15/2019	AMERICAN ELECTRIC POWER	\$2,103.61
PRIMARY	Electronic	60-2019	02/14/2019	PAYCHEX	\$90.15
PRIMARY	Electronic	61-2019	02/14/2019	PAYCHEX	\$1,289.78
PRIMARY	Electronic	62-2019	02/15/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,110.06
PRIMARY	Electronic	63-2019	02/17/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,163.44
PRIMARY	Electronic	64-2019	02/19/2019	COLUMBIA GAS OF OHIO	\$1,010.49
PRIMARY	Electronic	65-2019	02/20/2019	MIDWEST TAPE	\$979.63
PRIMARY	Electronic	66-2019	02/20/2019	BAKER & TAYLOR BOOKS	\$753.08
PRIMARY	Electronic	67-2019	02/11/2019	DAMON INDUSTRIES INC	\$200.96
PRIMARY	Electronic	68-2019	02/20/2019	INDEPENDENT ELEVATOR CO., INC.	\$148.50
PRIMARY	Electronic	69-2019	02/20/2019	SHOWCASES	\$128.79
PRIMARY	Electronic	70-2019	02/20/2019	QUILL CORPORATION	\$104.97
PRIMARY	Electronic	71-2019	02/20/2019	AMAZON	\$557.09

Cleared Payments

Reconciled Date 2/28/2019

Posted 3/4/2019 12:59:29 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	72-2019	02/20/2019	BAKER & TAYLOR BOOKS	\$23.55
PRIMARY	Electronic	73-2019	02/25/2019	CHASE CARD SERVICES	\$337.12
PRIMARY	Electronic	75-2019	02/28/2019	PAYCHEX	\$88.15
PRIMARY	Electronic	76-2019	02/28/2019	PAYCHEX	\$9,178.39
PRIMARY	Electronic	77-2019	02/28/2019	PAYCHEX	\$1,198.83
PRIMARY	Warrant	6698	01/31/2019	Minerva YMCA	\$200.00
PRIMARY	Warrant	6699	02/13/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$45.09
PRIMARY	Warrant	6700	02/13/2019	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$60.00
PRIMARY	Warrant	6701	02/13/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,833.67
PRIMARY	Warrant	6702	02/13/2019	STARK COUNTY TREASURER	\$24.00
PRIMARY	Warrant	6703	02/13/2019	TREASURER, STATE OF OHIO	\$4,011.73
PRIMARY	Warrant	6704	02/13/2019	TREASURER, STATE OF OHIO	\$3,770.45
PRIMARY	Warrant	6705	02/17/2019	AMERICAN LIBRARY ASSOCIATION	\$100.00
PRIMARY	Warrant	6706	02/17/2019	OHIO LIBRARY COUNCIL	\$325.00
					\$62,230.52

Cleared Receipts

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Reconciled Date 2/28/2019

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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		15-2019	02/11/2019	CHRISTINA L. DAVIES	\$22.75
PRIMARY	Standard		16-2019	02/11/2019	CHRISTINA L. DAVIES	\$273.60
PRIMARY	Standard		17-2019	02/13/2019	CHRISTINA L. DAVIES	\$85.85
PRIMARY	Standard		18-2019	02/13/2019	CARROLL COUNTY AUDITOR'S OFFICE	\$13,456.44
PRIMARY	Standard		19-2019	02/13/2019	STARK COUNTY AUDITOR'S OFFICE	\$49,014.74
PRIMARY	Standard		20-2019	02/13/2019	CHRISTINA L. DAVIES	\$4,999.00
PRIMARY	Standard		29-2019	02/14/2019	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,560.26
PRIMARY	Standard		28-2019	02/19/2019	CHRISTINA L. DAVIES	\$215.31
PRIMARY	Standard		30-2019	02/20/2019	CHRISTINA L. DAVIES	\$104.91
PRIMARY	Standard		32-2019	02/22/2019	CHRISTINA L. DAVIES	\$0.02
PRIMARY	Standard		31-2019	02/25/2019	CHRISTINA L. DAVIES	\$105.89
CD012716	Interest		38-2019	02/28/2019	CD012716	\$30.68
CD042517	Interest		40-2019	02/28/2019	CD042517	\$18.45
CD050916	Interest		36-2019	02/28/2019	CD050916	\$178.73
CD072716	Interest		39-2019	02/28/2019	CD072716	\$30.63
CD080415	Interest		37-2019	02/28/2019	CD080415	\$59.57
CD082817	Interest		41-2019	02/28/2019	CD082817	\$22.27
SAVINGS	Interest		35-2019	02/28/2019	SAVINGS	\$3.04
						\$70,182.14

End

Minerva Public Library

**February 2019 Financial
Reports**

**Submitted for March 2019
Board Meeting**

2018 Annual Report

Library Board President – Roger
Library Director – Tom Dillie
Fiscal Officer – Christian Davies

In 2018 the library saw improvements in technology, increased checkouts of downloadable content, new programs for children and teens, and improvements to the library's physical plant including new outdoor lighting. We said farewell to Youth Services Librarian Kelly Chaplin as she moved on to a larger library, and welcomed Sarah Pearson in her place. We continue to provide you with the books, DVDs, audiobooks, CDs, children's activity kits, magazines, artwork, downloadable materials, programs, services, and speakers that you find interesting and worthwhile. And you enjoyed and made good use of those services, materials, and programs over the past year.

In 2018

- You checked out or renewed library materials 221,991 times.
- You downloaded 15,862 e-books, audiobooks, CDs, and movies—a 29% increase over 2017.
- You visited the library 94,750 times.
- You asked 16,316 reference questions of library staff.
- The Library loaned 52,353 items to patrons at other Ohio libraries.
- You borrowed 18,651 items from other Ohio libraries.
- The Library acquired 5,845 items for you to check out and enjoy.

Keeping you connected—online and in the community

In 2018 the library replaced all the public computers with newer, faster machines, and updated the Microsoft Office suite of productivity software. In addition, the library's free wi-fi network was completely rebuilt, and we added wireless printing to help make use of the library's fiber optic internet connection. Improvements to network hardware behind the scenes made the library's computers faster and more secure. The library offers downloadable books, audiobooks, music, and movies to you for free through the Ohio Digital Library and Hoopladigital.com. Lynda.com provides comprehensive online job training for you in the library, at home, or on the go. Databases from the Ohio Web Library provide online access to magazines and journals, genealogy resources, encyclopedias, and reference books. The Library has a variety of meeting and study rooms for your use and makes those rooms available for private functions as well as public meetings.

In 2018

- The library was open 310 days and 2718 hours.
- You logged on to internet computers at the Library 11,259 times: over 36 times a day.
- You connected to library wi-fi over 6935 times.
- You used the study rooms over 640 times for studying, writing, tutoring, and working.
- Your community groups and public agencies as varied as the Girl Scouts, D.A.R., SPARK, RTIP, Salvation Army, Sons of the American Legion, Minerva Historical Society, Good News Club, D&D gamers, and many others, booked the meeting rooms 233 times.

Service to Youth

The Library offers varied story times for young patrons and their caregivers, the always popular Summer Reading Program, and after school activities for tweens and teens. The Library also provides class visits to aid students and teachers from Minerva Local Schools, Minerva Area Christian School, the area Mennonite school, the YMCA Preschool, and area homeschoolers.

In 2018 Library staff provided:

- 789 scheduled class visits to the Library—17,202 students served.
- 257 visits by library staff to classes at local schools—4328 students served.
- 83 story times for children of various ages—1,820 children and caregivers served.
- 75 different Summer Reading events—2,124 children and caregivers served.
- 69 after school programs—796 teens and tweens served.
- 107 other youth programs—2,881 children and caregivers served.

Library Youth Services staff also assist in the Library's partnership with SPARK (Supporting Partnerships to Ensure Ready Kids), an early literacy and school-readiness program, and offers the 1000 Books Before Kindergarten reading challenge to encourage early literacy skills.

Library Funding

The Library is funded by a monthly distribution from the State of Ohio through the Public Library Fund (PLF). The PLF currently receives 1.68% of the State's General Revenue Fund. The monthly PLF distribution is divided among Ohio's 88 counties and then distributed to public libraries in each of those counties by that county's Budget Commission.

2018 Revenue	Percent	Amount
Public Library Fund (PLF)	97.1%	\$663,798
Fines and Fees	1.2%	\$ 8,808
Contributions	.9%	\$ 6,752
Miscellaneous	0.2%	\$ 1,178
<u>Investment Earnings</u>	<u>0.4%</u>	<u>\$ 2,989</u>
Total	100.0%	\$683,525
 2018 Operating Expenditures		
Salaries and Benefits	66.4%	\$417,610
Library Materials	11.0%	\$ 69,263
Purchased Services	17.3%	\$108,925
Other	3.0%	\$ 18,831
<u>Supplies</u>	<u>2.3%</u>	<u>\$ 14,635</u>
Total	100.0%	\$629,264
 2018 Capital Expenditures		
Maintenance and Repair	28.2%	\$ 11,769
Land Improvements	7.8%	\$ 3,265
<u>Furniture and Equipment</u>	<u>64.0%</u>	<u>\$ 26,625</u>
Total	100.0%	\$ 41,659

Generous Support

The Library appreciates your generosity in donating to help provide library programs and services. Please consider the Library when you plan your annual giving.

In 2018 Library patrons and local businesses gave targeted donations totaling \$2,800.

- Library book sales and anonymous donations provided \$3,952.
- Patrons donated 413 books, CDs, DVDs, and audiobooks to the Library's collection.

Director's Report—March, 2019

Building and Grounds—It has been a remarkably quiet month for maintenance. The front have been ghosting off and on this month but I haven't called the door company yet. It's nice to have all the parking spaces open again since the construction crew at the YMCA cleared out. Teresa does plan to have the landing at the end of the stairs striped off before the grand re-opening at the YMCA. My hope is that her painter will also stripe all the spaces on that side of the parking lot while he's at it.

Technology—The new website site is up and running. We are working on adding content.

Publicity—Jennifer and the Youth Services staff are doing a good job posting regularly and frequently to the library's social media accounts. I have sent press releases weekly to the three weekly papers, and those papers are printing pretty much everything we send. We also will be promoting programs on the Roxy marquee in April and May,

Projects—I'm weeding the paperbacks in preparation for the booksale. I also weeded music CDs to make some room in the storage drawers. Circulation of CDs continues to drop, but there is still demand both locally and at other SEO libraries. I'm also gluing chairs that have loose arms or legs, which is most of them.

Programs—The spring book sale is April 6-13. I've scheduled five speakers for Wednesday evenings April 17-May 15.

Meetings—I attended a meeting of area library Directors on 03/01; the Ohio Library Council Board Meeting on 01/15; and the Chamber of Commerce Board Meeting on 03/21.

March 2019 Youth Services Report

Spring brings our third annual Peeps Diorama contest and we scheduled two opportunities for families to use our makerspace to create their model.

Patrons may use our variety of craft supplies here, or make their dioramas at home to enter the contest. Patrons vote for their favorite beginning April 1.

We transformed our department with a *Chicka Chicka Boom Boom* theme and plan a preschool program based on the book during April. The Sensory SPOT activities also got a makeover and now include green rice with leprechaun coins, a *Chicka Chicka Boom Boom* tree with letters, and more new stations for all ages to discover.

Spring Break finds the youth department preparing for summer reading and the *Chicka Chicka Boom Boom* event, hosting a Peeps Makerspace, and a viewing of *Mary Poppins Returns*. Kathy and Sarah will attend the Northeast Ohio Youth Services Meeting in Navarre where librarians from the local area share ideas to strengthen each library's services to their community. Part of this meeting is devoted to escape rooms and Sarah plans to use this information to create a program for Minerva patrons.

Statistics for February:

Side door count: 1355

Reference Questions: 1125

MES: 6 visits 1355

YMCA Preschool: 4 visits 55

Book Beginnings: 2 programs 46

After School: 16 programs 120

Sensory SPOT: 18

Additional Programs: Little Builders 6, Candyland preschool event 28,

Video Game Day 5

Teacher Collections: 27 collections, 586 books

Donations added in February: 9 hard covers, 7 paperbacks, 1 book with CD, 2 DVD's

Study Rooms Use: 39

Other Questions: 21

School visits: 41 visits 754

Story Time: 2 programs 21

Kathy Heller

Youth Services Manager

3/21/2019