

**Minerva Public Library
Board of Trustees**

April, 2019

Board Meeting Packet

**Minerva Public Library Board of Trustees
April, 2019 Regular Meeting
April 24, 6:30 pm in the Library Board Room**

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

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

Ongoing Business

YMCA Expansion Project: The YMCA renovations are done, and the spaces at the far side of the library parking lot were cleaned and restriped.

Mental Health First Aid Training Grant: the library hosted the training on April 18 with 15 in attendance.

Strategic Plan Update: The library is posting daily to Facebook and Instagram. Jennifer is scheduling those posts through the Hootsuite account. She made posters for the Adult programs this spring in a uniform graphic style using the Canva software.

Fiscal Officer's Report

Accept: Monthly financial reports for March, 2019.

PLF Distribution: The April PLF receipts are \$42,252, 2% more than the \$41,388 received last April. At the state level the PLF receipts were up 2.7% over last year.

2019 Net Operating Position

March Revenue	=	\$46,600	Year to Date Revenue	=	\$171,271
March Expenses	=	\$42,578	Year to Date Expenses	=	\$157,408
Difference	=	\$ 4,022	Net Position	=	\$ 13,863

Book Sale Revenue: The spring book sale took in \$1115.00, one of the highest totals ever.

Health Insurance: We received a letter from the Stark County Educational Services Center saying that the proposed health insurance increase for 2020 fiscal year is 3.25% with two premium holidays. This recommendation will be voted on at the June SCOG meeting. A reminder that the SCOG fiscal year is July 1- June 30.

New Business

Dolly Parton Imagination Library: As was discussed at last month's meeting, Stark County District Library plans to start 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 met on April 4 to learn more about the project. The DPIL Overview and sample registration forms are included in the packet, as is the draft Memorandum of Understanding between SCDL and the participating local libraries.

LED Lighting Project: In December, the library received a proposal from HEAT Total Facilities Solutions to replace the fluorescent lights throughout the building with LEDs. The proposal is included in the Board packet for discussion.

Next State Budget: Mr. Dillie attended the Ohio Library Council Legislative Day in Columbus on April 9. He and representatives from SCDL and Rodman Library met with Representative Stoltzfus and make a request for increasing the PLF funding in the next budget as well as holding libraries harmless if there is diversion of money from the General Revenue Fund. So far, there have been three different Republican-sponsored amendments submitted proposing to increase the PLF to 1.75%, 1.9% or 2 % of the GRF. It's early days yet, and nothing may come of any of these, but it's nice to see the interest from different legislators.

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 March door count was up 5.9% over last March, and we're now up 7.15% for the year. Spring break was in March this year, as it was last year. In-house circulation (checkouts and renewals of physical materials) was down 9.6% and total circulation (in-house circ + loans to other libraries + downloadable content) was down 7.1%, giving a reduction of 5.3% for the first quarter of the year. Downloadable content circulation for March was the largest ever.

Accept Gifts

March Restricted Individual Contributions to the General Fund \$ 0.00

March Unrestricted Individual Contributions to the General Fund \$131.06

Total Restricted and Unrestricted \$131.06

March In-kind Gifts

anonymous

6 hardcovers; 7 trade
paperbacks; 5 mass market
paperbacks; 5 DVDs

John Oyer

1 trade paperback

Adjourn

The next Regular Board Meeting will be held on May 22, 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 March, 2019 Regular Meeting
March 27, 6:30 pm in the Library Board Room**

Call to Order: Mr. Bartley called the meeting to order at 6:35

Attendance: Trustees Roger Bartley, Dick Rutledge, Jennifer Beard, Becky Miller, and Virginia Birks; Library Director Tom Dillie.

Adjustments to the Agenda: under the New Business, Mr. Bartley will report on his meeting with Dr. Carl Winters

Public Participation: none

Minutes: Ms. Birks moved to approve the minutes of the February 27, 2019 Board Meeting as presented. Ms. Miller seconded. Motion carried

Ongoing Business

YMCA Expansion Project: Mr. Dillie reported that the renovations are pretty much complete. The library's parking lot is clear of construction materials. Teresa Arrasmith 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

Mr. Rutledge moved to accept the monthly financial reports for February, 2019. Dr. Beard seconded. Motion passed

PLF Distribution: The February PLF receipts are \$45,320, just under the \$45,458 received last March. The amount received from Carroll County was \$450 short to account for the \$450 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: Mr. Dillie reviewed the library's 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 fines charged and renewal procedures, and reductions in the number of items patrons check out. Mr. Dillie pointed out that while \$2,700 is an amount that the library can do something with, fines are now a very small part of the library's revenue. Other libraries in Ohio have gone fine free and doing so is a nation-wide trend and the library may consider eliminating overdue fines during the 2020 budget planning. Mr. Rutledge asked if there were any costs associated with collection fines, and Mr. Dillie explained that other than the cost of staff time, there was no extra expense to the library. Ms. Miller asked whether eliminating fines would make it difficult to get library materials returned. Mr. Dillie explained that the library does bill patrons for items not returned at all, and might speed up that process if overdue fines were eliminated.

	<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 was included in the Board Packet. Trustees reviewed the report. Mr. Dillie mentioned that the report format is the same one used for the last 10 years, but that he's asked Jennifer to work up an infographic summary of some report data that will be more visually interesting. Mr. Dillie also completed the annual Public Library Data Survey which uses the same reporting tool as the State Library. PLDS generates a pamphlet version of the reported data that we can modify for distribution here.

Ms. Birks moved to approve Resolution 19-03-01 to approve the 2018 Annual Report as submitted. Ms. Miller seconded. Motion passed.

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 because the library is now moving out of the shadow of those high claim years. Mr. Dillie mentioned that although local insurance agents sometimes ask about providing a quote, they usually don't follow through. The Ohio Plan is for public entities and we have had good claims service when needed.

Dr. Beard moved to Approve Resolution 19-03-02 to accept the renewal of the library's property and liability insurance with Ohio Plan Risk Management, Inc. Mr. Rutledge seconded. Motion passed.

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.

Mr. Rutledge moved to 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. Ms. Miller seconded. Motion carried

Information

Carroll County PLF Distribution: Mr. Bartley reported on his March 27 meeting with Carroll County District Library Board President, Dr. Winters. Dr. Winters requested this meeting following a news item in the *Carroll County Messenger* reporting on MPL's last Board meeting and mentioning CCDL's refusal to meet to discuss the PLF distribution. Dr. Winters confirmed to Mr. Bartley that CCDL has no interest in discussing the distribution, let alone entering into any agreement with MPL and Bowerston PL. CCDL believes that it still doesn't receive enough of the County's PLF, even after the additional 5% it was granted beginning in 2018, and CCDL will continue to request an increased share. Mr. Dillie pointed out that we had assumed this to be the case, and it is good to have it confirmed. MPL will continue to present information to the Carroll County Budget Commission including comparative performance statistics. MPL's goal in this process to fix the distribution at one rate so that we can plan our budgets accurately.

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. Mr. Dillie will then have more information to share with the Trustees at their April meeting.

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.

Appreciation Award: Mr. Dillie informed the Board that the Chamber of Commerce has voted to award the library this year's E. David Hank Appreciation Award for service to the community. The award will be given at the Chamber's annual dinner on April 30.

Correspondence

None this month.

Director's Report

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

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

Feb. Restricted Individual Contributions to the General Fund \$ 0.00

Feb. Unrestricted Individual Contributions to the General Fund \$100.03

Total Restricted and Unrestricted \$100.03

February 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: Ms. Miller moved to adjourn. Seconded by Ms. Birks.

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

**March 2019 Financial
Reports**

**Submitted for April 2019
Board Meeting**

Minerva Public Library
 Summary of Financial Information-March 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
<i>LSTA GRANT</i>			
Public Library Fund	45,320.36		
Sales Tax	0.89		
Patron Fines & Fees	266.63		
Lost Card/items	91.29		
Copier	258.30		
Fax	58.00		
Contributions	131.06		
Resale	12.57		
Interest	311.01		
Misc	150.00		
Total *Revenue Ledger	46,600.11		
<i>Expenditures:</i>			
<i>Salaries</i>	26,033.27		
Benefits-Opers	5,408.82		
Medicare	349.67		
Insurance-Medical and Life	4,863.40		
Other-purchased Contract Services	178.30		
Catalog/Processing	161.50		
Programming supplies	77.81		
Adult Books	187.29		
Youth Books	41.51		
AV /Adult			
AV Downloadable	894.23		
AV Youth	193.64		
Office Supplies			
dues	125.00		
Other Purchased Contract Serv			
Rent/Lease			
Telephone	627.54		
Mtn and Repair on Equip	184.00		
Other Property Mtn Repair/Security			
Utilities-Gas, Electric, Water and Trash taxes	2,919.47		
Property Maintenance and Repair			
Property Maintenance and Repair Supplies	109.80		
Travel and Meeting	190.00		
Postage	6.02		
Bonds= Davies & Dillie			
Misc	27.00		
Speakers			
Total Expenditures-Taken from Appropriation Ledger	42,578.27		

Total Pooled Cash

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

General Account
 107,427.43
 22,002.33
 219,422.54
 4,638.06
 345.00
 353,835.36

Capital Balance
 35,830.38
 95,361.94
 131,192.32

As of 03/31/2019
 143,257.81
 22,002.33
 219,422.54
 100,000.00
 345.00
 485,027.68

Operating
 46,600.11
 42,578.27
 4,021.84

Receipts
 Appropriations
 Net Profit March 19

Revenue Status

By Fund

As Of 3/31/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$3.16	\$31.84	9.029%
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	\$125,068.11	\$390,448.89	24.261%
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$136,919.00	\$33,187.80	\$103,731.20	24.239%
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$16,410.00	\$3,981.22	\$12,428.78	24.261%
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$3,000.00	\$817.92	\$2,182.08	27.264%
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$200.00	\$103.84	\$96.16	51.920%
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$75.00	\$8.00	\$67.00	10.667%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$733.62	\$2,016.38	26.677%
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	\$216.70	\$1,783.30	10.835%
1000-399-0398	Other - Patron Fines and Fees(FAX FEE)	\$750.00	\$183.40	\$566.60	24.453%
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	\$277.39	\$3,222.61	7.925%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$100.00	-\$100.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$2,500.00	\$997.51	\$1,502.49	39.900%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$43.38	\$206.62	17.352%
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	\$376.59	-\$276.59	376.590%
Fund 1000 Sub-Total:		\$687,281.00	\$171,271.44	\$516,009.56	24.920%

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	\$171,271.44	\$531,009.56	24.388%

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 3/31/2019

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Fund: General
Pooled Balance: \$134,415.82
Non-Pooled Balance: \$219,362.75
Total Cash Balance: \$353,778.57

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$84,893.00	\$0.00	\$21,110.57	\$63,782.43	24.867%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$9,735.00	\$28,730.00	25.309%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$49,857.20	\$135,734.80	26.864%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$971.38	\$10,028.62	8.831%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$26,983.00	\$0.00	\$6,546.35	\$20,436.65	24.261%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$12,520.42	\$36,050.20	25.778%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,030.53	\$0.00	\$1,271.13	\$3,759.40	25.268%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$28,334.20	\$9,666.80	\$0.00	25.438%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$324.46	\$60.54	\$0.00	15.725%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,370.00	\$0.00	\$0.00	0.0000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$1,600.00	\$1,600.00	\$0.00	\$0.00	0.0000%
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	\$2,534.44	\$465.56	\$0.00	15.519%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

By Fund

As Of 3/31/2019

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
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$23,000.00	\$2,720.40	\$8,149.99	\$12,129.61	35.4355%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$1,887.75	\$1,975.18	\$18,137.07	8.978%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,400.00	\$7,400.00	\$0.00	\$0.00	0.0000%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$13,000.00	\$1,540.14	\$456.56	\$11,003.30	3.512%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$17,000.00	\$13,739.85	\$2,760.15	\$500.00	16.236%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$1,280.04	\$193.64	\$4,526.32	3.227%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0000%
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	\$5,170.72	\$829.28	\$0.00	13.821%
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	\$5,867.78	\$1,882.22	\$0.00	24.287%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$15,859.88	\$3,722.17	\$9,777.95	12.678%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$1,042.00	\$208.00	\$0.00	16.640%
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	\$29,142.39	\$5,857.61	\$0.00	16.736%
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	\$8,100.00	\$5,003.79	\$3,096.21	\$0.00	38.225%
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	\$2,609.76	\$1,390.24	\$0.00	34.756%
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%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 3/31/2019

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-225-0000	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	\$278.00	\$447.00	\$4,150.00	9.169%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	100.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$1,810.00	\$190.00	\$0.00	9.5000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$164.67	\$60.33	\$0.00	26.813%
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	\$0.00	0.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,500.00	\$8,100.00	\$0.00	\$0.00	0.0000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$400.00	96.8000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$2,500.00	\$1,918.00	\$32.00	\$150.00	17.2800%
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	\$6,988.38	\$5,111.62	\$0.00	42.245%
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	\$3,485.44	\$514.56	\$0.00	12.864%
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	\$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	80.0000%
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	\$174,866.94	\$157,407.58	\$378,690.63	22.140%

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

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

4/8/2019 4:12:28 PM
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Appropriation Status

By Fund

As Of 3/31/2019

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
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	\$174,866.94	\$157,407.58	\$423,690.63	20.822%

Payment Listing

UAN v2019.1

March 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
74-2019	03/04/2019	03/04/2019	CH	AMERICAN HERITAGE LIFE INSURANCE CO	\$225.55	C
78-2019	03/04/2019	03/04/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
79-2019	03/04/2019	03/04/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,096.22	C
80-2019	03/04/2019	03/04/2019	CH	Solid Waste And Recycling	\$104.00	C
81-2019	03/04/2019	03/04/2019	CH	BAKER & TAYLOR BOOKS	\$228.80	C
82-2019	03/04/2019	03/04/2019	CH	DEMCO, INC.	\$161.50	C
83-2019	03/04/2019	03/04/2019	CH	MIDWEST TAPE	\$894.23	C
84-2019	03/04/2019	03/04/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	C
85-2019	03/07/2019	03/07/2019	CH	CHASE BANK	\$27.00	C
86-2019	03/07/2019	03/07/2019	CH	FIRST COMMUNICATIONS	\$627.54	C
87-2019	03/07/2019	03/07/2019	CH	OHIO LIBRARY COUNCIL	\$190.00	C
88-2019	03/07/2019	03/07/2019	CH	MINERVA AREA CHAMBER OF COMMERCE	\$125.00	C
89-2019	03/19/2019	03/25/2019	CH	COLUMBIA GAS OF OHIO	\$935.92	C
90-2019	03/18/2019	03/25/2019	CH	AMERICAN ELECTRIC POWER	\$1,879.55	C
91-2019	03/14/2019	03/25/2019	CH	PAYCHEX	\$90.15	C
92-2019	03/14/2019	03/26/2019	CH	PAYCHEX	\$1,225.53	C
93-2019	03/13/2019	03/26/2019	CH	PAYCHEX	\$9,585.88	C
94-2019	03/26/2019	03/26/2019	CH	CHASE CARD SERVICES	\$387.27	C
95-2019	03/27/2019	04/08/2019	CH	PAYCHEX	\$9,193.23	C
96-2019	03/28/2019	04/08/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,098.99	C
97-2019	03/28/2019	04/08/2019	CH	PAYCHEX	\$88.15	C
98-2019	03/28/2019	04/08/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
99-2019	03/28/2019	04/08/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
100-2019	03/28/2019	04/08/2019	CH	PAYCHEX	\$3,077.05	C
101-2019	03/28/2019	04/08/2019	CH	PAYCHEX	\$1,194.49	C
6707	03/04/2019	03/04/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,833.13	C
6708	03/04/2019	03/04/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	C
6709	03/04/2019	03/04/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	C
Total Payments:					\$42,578.27	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$42,578.27	

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.

Bank Reconciliation

Reconciled Date 3/31/2019

Posted 4/8/2019 4:09:24 PM

Prior UAN Balance:		\$480,949.05
Receipts:	+	\$46,600.11
Payments:	-	\$42,578.27
Adjustments:	+	<u>\$0.00</u>
Current UAN Balance as of 03/31/2019:		\$484,970.89
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 03/31/2019:		<u>\$484,970.89</u>
Entered Bank Balances as of 03/31/2019:		\$484,967.89
Deposits in Transit:	+	\$3.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 03/31/2019:		<u>\$484,970.89</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 03/31/2019.

There are no outstanding adjustments as of 03/31/2019.

Bank Balances

Reconciled Date 3/31/2019

Posted 4/8/2019 4:09:24 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY	618398119	\$139,549.98	\$143,257.81	\$143,257.81	\$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	\$20,894.41	\$20,922.16	\$20,922.16	\$0.00
Investment	CD042517	106524019	\$20,902.55	\$20,919.23	\$20,919.23	\$0.00
Investment	CD050916	106488743	\$103,758.01	\$103,919.71	\$103,919.71	\$0.00
Investment	CD072716	0106125341	\$20,860.90	\$20,888.60	\$20,888.60	\$0.00
Investment	CD080415	106254903	\$31,483.31	\$31,537.21	\$31,537.21	\$0.00
Investment	CD082817	0106774145	\$21,155.71	\$21,175.84	\$21,175.84	\$0.00
Investment	SAVINGS	1558166870	\$21,999.18	\$22,002.33	\$22,002.33	\$0.00
Investment	STAR OHIO	41981	\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$480,949.05</u>	<u>\$484,967.89</u>	<u>\$484,967.89</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 3/31/2019

Posted 4/8/2019 4:09:24 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	74-2019	03/04/2019	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$225.55
PRIMARY	Electronic	78-2019	03/04/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	79-2019	03/04/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,096.22
PRIMARY	Electronic	80-2019	03/04/2019	Solid Waste And Recycling	\$104.00
PRIMARY	Electronic	81-2019	03/04/2019	BAKER & TAYLOR BOOKS	\$228.80
PRIMARY	Electronic	82-2019	03/04/2019	DEMCO, INC.	\$161.50
PRIMARY	Electronic	83-2019	03/04/2019	MIDWEST TAPE	\$894.23
PRIMARY	Electronic	84-2019	03/04/2019	INDEPENDENT ELEVATOR CO., INC.	\$184.00
PRIMARY	Electronic	85-2019	03/07/2019	CHASE BANK	\$27.00
PRIMARY	Electronic	86-2019	03/07/2019	FIRST COMMUNICATIONS	\$627.54
PRIMARY	Electronic	87-2019	03/07/2019	OHIO LIBRARY COUNCIL	\$190.00
PRIMARY	Electronic	88-2019	03/07/2019	MINERVA AREA CHAMBER OF COMMERCE	\$125.00
PRIMARY	Electronic	89-2019	03/19/2019	COLUMBIA GAS OF OHIO	\$935.92
PRIMARY	Electronic	90-2019	03/18/2019	AMERICAN ELECTRIC POWER	\$1,879.55
PRIMARY	Electronic	91-2019	03/14/2019	PAYCHEX	\$90.15
PRIMARY	Electronic	92-2019	03/14/2019	PAYCHEX	\$1,225.53
PRIMARY	Electronic	93-2019	03/13/2019	PAYCHEX	\$9,585.88
PRIMARY	Electronic	94-2019	03/26/2019	CHASE CARD SERVICES	\$387.27
PRIMARY	Electronic	95-2019	03/27/2019	PAYCHEX	\$9,193.23
PRIMARY	Electronic	96-2019	03/28/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,098.99
PRIMARY	Electronic	97-2019	03/28/2019	PAYCHEX	\$88.15
PRIMARY	Electronic	98-2019	03/28/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	99-2019	03/28/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	100-2019	03/28/2019	PAYCHEX	\$3,077.05
PRIMARY	Electronic	101-2019	03/28/2019	PAYCHEX	\$1,194.49
PRIMARY	Warrant	6707	03/04/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,833.13
PRIMARY	Warrant	6708	03/04/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$45.09
PRIMARY	Warrant	6709	03/04/2019	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$60.00
					\$42,578.27

Outstanding Receipts

Reconciled Date 3/31/2019

Posted 4/8/2019 4:09:24 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		53-2019	03/28/2019	CHRISTINA L. DAVIES	\$3.00
						<u>\$3.00</u>

Cleared Receipts

Reconciled Date 3/31/2019

Posted 4/8/2019 4:09:24 PM

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		33-2019	03/04/2019	CHRISTINA L. DAVIES	\$220.34
PRIMARY	Standard		34-2019	03/04/2019	CHRISTINA L. DAVIES	\$100.00
PRIMARY	Standard		42-2019	03/07/2019	CHRISTINA L. DAVIES	\$70.75
PRIMARY	Standard		43-2019	03/07/2019	CHRISTINA L. DAVIES	\$9.20
PRIMARY	Standard		47-2019	03/12/2019	STARK COUNTY AUDITOR'S OFFICE	\$35,284.23
PRIMARY	Standard		46-2019	03/13/2019	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,123.18
PRIMARY	Standard		49-2019	03/13/2019	CHRISTINA L. DAVIES	\$38.98
PRIMARY	Standard		45-2019	03/20/2019	CHRISTINA L. DAVIES	\$231.55
PRIMARY	Standard		44-2019	03/25/2019	CARROLL COUNTY AUDITOR'S OFFICE	\$8,912.95
PRIMARY	Standard		48-2019	03/25/2019	CHRISTINA L. DAVIES	\$169.92
PRIMARY	Standard		50-2019	03/29/2019	CHRISTINA L. DAVIES	\$125.00
CD012716	Interest		59-2019	03/27/2019	CD012716	\$27.75
CD042517	Interest		61-2019	03/25/2019	CD042517	\$16.68
CD050916	Interest		57-2019	03/11/2019	CD050916	\$161.70
CD072716	Interest		60-2019	03/27/2019	CD072716	\$27.70
CD080415	Interest		58-2019	03/04/2019	CD080415	\$53.90
CD082817	Interest		62-2019	03/28/2019	CD082817	\$20.13
SAVINGS	Interest		51-2019	03/29/2019	SAVINGS	\$3.15
						\$46,597.11

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 0106638111 18 month CD	\$20,922.16	1.75%	\$89.06	\$599.36	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$20,919.23	1.05%	\$53.57	\$394.77	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$103,919.71	2.05%	\$518.85	\$2,627.34	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD	\$20,888.60	1.75%	\$88.91	\$710.86	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,537.21	2.25%	\$172.93	\$1,235.88	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 25 month CD	\$21,175.84	1.24%	\$64.64	\$428.78	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,002.33	0.10%	\$9.55	\$28,030.14	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
 March 2019

Investment:	CD012716	Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
		03/01/2019			Beginning Balance						\$20,894.41
		03/27/2019	04/08/2019	1000	Interest Receipt	\$27.75		\$27.75	\$27.75		\$20,922.16
					Total for March	\$27.75	\$0.00	\$27.75	\$27.75	\$0.00	
					Total for Investment	\$27.75	\$0.00	\$27.75	\$27.75	\$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
		03/01/2019			Beginning Balance						\$20,902.55
		03/25/2019	04/08/2019	1000	Interest Receipt	\$16.68		\$16.68	\$16.68		\$20,919.23
					Total for March	\$16.68	\$0.00	\$16.68	\$16.68	\$0.00	
					Total for Investment	\$16.68	\$0.00	\$16.68	\$16.68	\$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
		03/01/2019			Beginning Balance						\$103,758.01
		03/11/2019	04/08/2019	1000	Interest Receipt	\$161.70		\$161.70	\$161.70		\$103,919.71

MINERVA PUBLIC LIBRARY, STARK COUNTY

Investment Activity

March 2019

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Total for March	\$161.70	\$0.00	\$161.70	\$161.70	\$0.00	\$0.00
Total for Investment	\$161.70	\$0.00	\$161.70	\$161.70	\$0.00	\$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
03/01/2019			Beginning Balance						\$20,860.90
03/27/2019	04/08/2019	1000	Interest Receipt	\$27.70		\$27.70	\$27.70		\$20,888.60
			Total for March	\$27.70	\$0.00	\$27.70	\$27.70	\$0.00	
			Total for Investment	\$27.70	\$0.00	\$27.70	\$27.70	\$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
03/01/2019			Beginning Balance						\$31,483.31
03/04/2019	04/08/2019	1000	Interest Receipt	\$53.90		\$53.90	\$53.90		\$31,537.21
			Total for March	\$53.90	\$0.00	\$53.90	\$53.90	\$0.00	
			Total for Investment	\$53.90	\$0.00	\$53.90	\$53.90	\$0.00	

Investment: CD082817

MINERVA PUBLIC LIBRARY, STARK COUNTY

Investment Activity

March 2019

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Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
03/01/2019			Beginning Balance						\$21,155.71
03/28/2019	04/08/2019	1000	Interest Receipt	\$20.13		\$20.13	\$20.13		\$21,175.84
			Total for March	\$20.13	\$0.00	\$20.13	\$20.13	\$0.00	
			Total for Investment	\$20.13	\$0.00	\$20.13	\$20.13	\$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
03/01/2019			Beginning Balance						\$21,999.18
03/29/2019	04/08/2019	1000	Interest Receipt	\$3.15		\$3.15	\$3.15		\$22,002.33
			Total for March	\$3.15	\$0.00	\$3.15	\$3.15	\$0.00	
			Total for Investment	\$3.15	\$0.00	\$3.15	\$3.15	\$0.00	
			Report Total	\$311.01	\$0.00	\$311.01	\$311.01	\$0.00	

End

Minerva Public Library

**March 2019 Financial
Reports**

**Submitted for April 2019
Board Meeting**

Memorandum of Understanding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Stark County District Library and _____ to offer Dolly Parton's Imagination Library in Stark County, OH.

Background

Stark County residents are served by 7 distinct and individual library districts depending on the school district assigned to their residential address. This partnership is necessary in order to ensure service to residents by their assigned library.

Purpose

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

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

_____ will :

- a) Pay for official printed application forms.
- b) Enroll children ages 0-5 in the Imagination Library using either official printed applications or online forms and indicating assigned library district on application.
- c) Submit applications via mail to Stark County District Library.
- d) Communicate any known address changes to Stark County District Library.
- e) Make monthly payments to Stark County District Library for all registered children assigned to library district.
- f) Seek fundraising sponsors for its individual service area.

Stark County District Library will:

- a) Place orders for all official printed application forms.
- b) Receive applications from the partner library and enter the application information into the Book Order System for Dolly Parton's Imagination Library so that the child will receive his first book the following month.
- c) Place orders for books in the Book Order System on a monthly basis.
- d) Maintain address in the Book Order System.
- e) Work with local Postmaster to resolve returned packages.
- f) Issue monthly invoices to the partner library for all registered children assigned to library district. Cost will be the price as billed by Dolly Parton's Imagination Library per child.
- g) Communicate with Dolly Parton's Imagination Library staff and share pertinent program information with partner library.

Funding

Each partner library is responsible for the payment of registered children who are served by the library, based on residential address.

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

Reporting

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

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

Duration

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

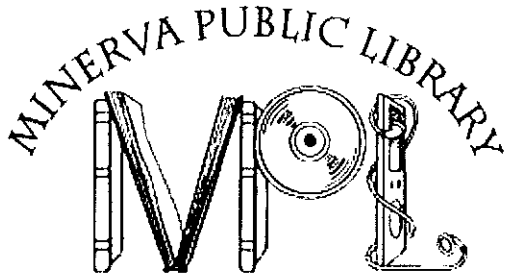
Contact Information

Partner name
Partner representative
Position
Address
Telephone
E-mail

Partner name
Partner representative
Position
Address
Telephone
E-mail

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

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



Minerva Public Library

Date	Prepared By:	Prepared For:
December 20, 2018	Jim Benedict, Consultant	Tom Dillie, Director

An energy assessment was conducted for Minerva Public Library to evaluate the current interior lighting and identify ways to reduce energy consumption and utility costs for the buildings. Secondary objectives were to reduce maintenance costs and improve lighting quality and create a better learning environment for staff/students.

Recommended Energy Conservation Measures

- Retrofit current Interior Lamps with LED Lamps reducing wattage usage by lamp over 70%.

Financial Benefits of Proposed Project

Energy Conservation Measures Minerva Public Library	Project Cost	Annual Utility Savings	Estimated Annual Maintenance Savings	Estimated Rebate	Simple Payback w/o Inflation or Finance Costs
Interior Lighting Converted to LED K-12 Building	\$25,850	\$8,897.13	\$2,500	\$9,675	1.4 Year
Totals	\$25,850	\$8,897.13	\$2,500	\$9,675	1.4 Year

Projected Savings with Conversion to LED Lighting

type of fixtures	fixture	cost per watt	current watt	proposed watt	current cost	projected cost	savings	per fixture savings	hours
2 Lamp Fixtures - Converted to 1 LEDs	349	0.1	64	12	\$6,365.76	\$1,193.58	\$5,172.18	\$14.82	2850
2 Lamp Fixtures - Converted to 2 LEDs	10	0.1	64	24	\$182.40	\$68.40	\$114.00	\$11.40	2850
1 Lamp Fixtures - Converted to 1 LEDs	7	0.1	32	12	\$63.84	\$23.94	\$39.90	\$5.70	2850
3 Lamp Fixtures - Converted to 2 LEDs	137	0.1	96	24	\$3,748.32	\$937.08	\$2,811.24	\$20.52	2850
4-Lamp Fixtures - Converted to 4 LEDs	11	0.1	128	48	\$401.28	\$150.48	\$250.80	\$22.80	2850
250W Metal Halide to 65W LED	4	0.1	280	65	\$319.20	\$74.10	\$245.10	\$61.28	2850
70W Metal Halide- Converted to 20W LED	9	0.1	70	20	\$179.55	\$51.30	\$128.25	\$14.25	2850
1 Lamp 32W Triple Tube 4 Pin	28	0.1	32	15	\$255.36	\$119.70	\$135.66	\$4.85	2850
TOTALS	555				\$11,515.71	\$2,618.58	\$8,897.13	\$16.03	

Benefits of LED Lighting Conversion

Long considered “the future of lighting,” LED technology has advanced dramatically in the past five to 10 years and has become a proven new lighting standard in commercial, industrial, retail and educational facilities nationwide based on its performance, energy efficiency and long life. In the average building, LED alternatives are readily available and deliver better lighting output with up to 70 percent energy savings. Life expectancies are warranted to last two to four times longer with minimal lumen depreciation. With their acrylic lenses, LEDs are safer and more durable than many of their conventional glass-enclosed counterparts, while their pricing has declined dramatically such that today’s LED upgrades can routinely deliver payback periods in under one to three years, especially when subsidized by utility rebates.

LEDs are More Efficient



One of the big draws of LED lighting is that it is much more efficient compared to fluorescent or incandescent lighting. In fact, it’s estimated that LEDs are upwards of 50 percent more efficient, potentially reducing electric usage by over 60 percent.

Some estimate that combining LED lighting with natural daylight can help a building save up to 70 percent on energy costs.

LED Lighting Cuts Maintenance Costs

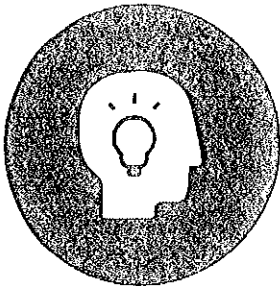


Another way this type of lighting can put money back into the budget is by lasting impressively long. LED lights can last up to 50,000 hours, about 50 times the length of a typical incandescent bulb. This allows you to save over time on replacement bulbs and maintenance costs.

To further reduce energy consumption motion sensors can be configured with LED lights working to dim or shut off lights in rooms that have been vacated. Simply put, motion sensors make LED lighting even more efficient.

LEDs also save money on maintenance costs. That’s because unlike conventional lighting, they are way more durable. They won’t shatter nearly as easily as incandescent or fluorescent bulbs, reducing cleanups throughout the building. What’s more is that they’re safe. These lights emit very little heat, greatly reducing the risk of overheating or causing a fire, and they don’t contain any harmful materials, such as mercury which means a safer building for your visitors

Why Choose **H.E.A.T.** Total Facility Solutions



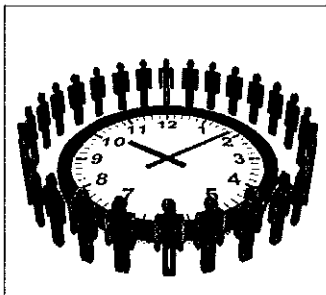
Over 25 Years' Experience

H.E.A.T. has helped companies throughout Ohio and can provide innovative ways to finance your projects including a new program, Efficiency Made Easy, which allows companies to complete their energy conservation project with no up-front capital required.



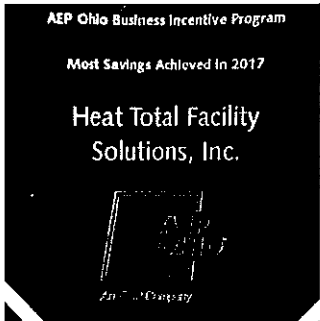
All Work Completed by H.E.A.T. Employees

H.E.A.T. does not sub-contract installation of any project eliminating the concern of having several different sub-contractors on projects and reducing the cost by avoiding middle-man markups on labor by 40% on most projects.



We Work Around Your Schedule

H.E.A.T. employees work 1st, 2nd, and 3rd shift for a schedule that fits your individual needs.



We will get you the maximum rebate for your project

H.E.A.T. was the recipient of the 2017 AEP award for Most Savings Achieved for our customers. Let us show you how much we can save you.

Director's Report—April, 2019

Building and Grounds—Down to Earth Landscaping has been out to do the spring clean-up of the library grounds. They've done a good job. The front doors were acting up again at end of March. Door techs were out on 03/29 and replaced the exterior sensor and tightened everything help. The problem may be the kids who like to jump and smack the top of the door frame as they enter the building; we are watching to put a stop to that.

Programs—The first adult spring program had only 5 in attendance. We'll hope for better turnout in the next ones. The spring book sale was very successful—good turnout and good sales. I will take some of the leftovers to Goodwill.

Meetings—I attended a meeting about the Dolly Parton Imagination Library on 04/04 and went to OLC Legislative Day in Columbus on 04/09. I will attend the annual Chamber of Commerce dinner on 04/30.

April 2019 Youth Services Report

Eighteen youth and families entered this year's PEEP-O-Rama and we counted 305 votes from the community. The Avengers Infinity PEEPS by Danielle Weiss was the clear winner with 109 votes. A close second and third place were the Greatest Showpeep by Kahlen Burns and The Easter Egg Hunt by Aiden Perrin. We awarded prizes to six students in all.

The Sensory SPOT is slowly increasing in attendance. For March, the bump in the Sensory SPOT visits includes one Wednesday when we opened it up after the regular programs, so patrons could get an idea of what we offer.

A student showed interest in starting an afterschool Art Club, so Sarah latched onto the idea as both a leader and mentor for this endeavor which will be on Thursdays from 3:00-4:00 replacing our regular afterschool program until the end of the school year. The student's goal is to have a variety of art materials available, but everyone uses a weekly theme to create their art. The library will provide the leadership/mentorship with Sarah along with supplies we naturally keep in stock such as paper, pencils, and paint.

Statistics for March:

Side door count: 1270

Reference Questions: 1124

MES: 55 visits 1270

YMCA Preschool: 3 visits 47

Book Beginnings: 3 programs 63

After School: 14 programs 72

Sensory SPOT: 35

Additional Programs: PEEPS Makerspace (2 programs) 23, Mary Poppins Returns movie 15

Teacher Collections: 28 collections, 543 books

Donations added in March: 2 DVD's, 1 hard cover, 1 paperback

Study Rooms Use: 44

Other Questions: 53

School visits: 21 visits 411

Story Time: 3 programs 29

Kathy Heller

Youth Services Manager

4/17/2019