

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

Call to Order
Adjustments to the Agenda
Public Participation

Minutes: Approve minutes of the June 26, 2019 Board Meeting.

Ongoing Business

LED Project: HEAT installers were back at the library on July 8 and 9 to install the new bulbs in the 2-bulb fixtures on the main floor and downstairs. The bulbs do provide enough light with one bulb in each fixture. All that's left to do are the replacements for the can lights and the 11 fixtures that use 24" tube bulbs. This project may be finished by the time of this Board meeting

Strategic Plan Update: Mr. Dillie has scheduled a Wednesday night program series for September and October and has started to schedule a craft night for the first Thursday of the month beginning in September. The library will begin providing a deposit collection of large print books to St. Luke Lutheran Community. T-Mobile contacted Mr. Dillie about the company's plan for library hot-spots and there is some information to share.

Fiscal Officer's Report

Accept: Monthly financial reports for June, 2019.

PLF Distribution: The July PLF receipts are \$63,170 which is .4% less than July, 2018. However, because the biennium state budget was not yet approved at the beginning of July, PLF funding reverted to the 1.66% of General Revenue as stated in permanent law, rather than the 1.7% of General Revenue included in the new budget. The Conference Approved the 1.7% rate at its meeting on July 17, and approved a true-up amendment to the budget that will make libraries whole for the month of July by paying that .04% difference between 1.66% and 1.67%.

2019 Net Operating Position

June Revenue	= \$63,931	Year to Date Revenue	= \$353,553
June Expenses	= \$54,631	Year to Date Expenses	= \$330,495
Difference	= \$ 9,300	Net Position	= \$ 23,058

Unique Management: \$44.75 for 5 placements in June.

New Business

Sealing Parking Lot: the library parking lot was last sealed and striped in 2017. Before that we had the work done in 2014. Three years is too long too long to wait so the lot is due for some work now. Vasco Asphalt has done the lot several times and has provided a quote for this job, which includes sealing, striping, and painting the safety yellow on the curbs.

Accept the agreement with Vasco Asphalt in the amount of \$2,987.00 to seal and stripe the parking lot.

HVAC Maintenance: Since American Heattek is no longer providing mechanical service, the library needs a new HVAC contractor. Standard Plumbing and Heating has contracts with other libraries in the area. Their representatives made a site visit on 06/20 and a technician from the company was able to get the AC started again on 06/25 without having ever worked on the system before. The price for quarterly maintenance visits is comparable to that of American Heattek, and the service should be more reliable.

Accept the maintenance agreement with Standard Plumbing and Heating at a cost of \$6,500.00 per year.

Security Incident: Mr. Dillie will update the Board on a incident that took place on July 11.

Correspondence

A copy of the letter sent to the Carroll County Auditor is included in the Board packet.

Director's Report

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

Library Statistics: After that small increase in May, in-house circ was down again, 5.9% and total circ was down 3.8% for the month, and 3.4% year-to-date. After five months of increases, door counts in June were down 5.9%.

Gifts

June Restricted Individual Contributions to the General Fund \$ 50.00
For Youth Summer Reading Program

June Unrestricted Individual Contributions to the General Fund \$ 126.75

Total Restricted and Unrestricted \$ 176.75

June In-kind Gifts

anonymous

29 hardcovers; 17 trade
paperbacks; 8 mass market
paperbacks; 5 DVDs

Adjourn

The next Regular Board Meeting will be held on August 28, 2019 at 6:30 pm in the Minerva Public Library Board Room.

**Minerva Public Library Board of Trustees
Minutes of the June, 2019 Regular Meeting
June 26, 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, Virginia Birks, Sarah Repella, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: Mr. Dillie provided draft resolutions regarding the health insurance subsidy rate and the payment-in-lieu-of health insurance rate to be discussed during New Business.

Public Participation: none

Note: the May Board meeting was cancelled.

Minutes: Ms. Birks moved to approve the minutes of the April 24, 2019 Board Meeting as presented. Ms. Repella seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie updated the Board on the LED replacement. HEAT installers started work on June 10 and discovered that the LED bulbs would not energize when pointed down in the fixtures. When pointed sideways, the bulbs energized, but the light is then too diffuse. The bulbs light correctly in the fixtures in the meeting rooms and staff spaces, and lighting looks good there. HEAT tech was in this week with a new bulb that will work in the fixtures on the main floors; they won't be back to finish the installation until the second week of July.

Dolly Parton Imagination Library: The library has received the branded registration forms; a copy is included in the Board packet. Mr. Dillie said that SCDL is waiting until school starts to register kids, and Massillon is still waiting to accumulate the money to fund the program. Ms. Davies reported that the library now has over \$600 set aside to fund registrations and is adding the \$25 a week room registration fee to that fund account. Mr. Rutledge said that Mineva Rotary might be interested in supporting his program as part of its literacy initiative.

Strategic Plan Update: The new logo has been applied pretty much everywhere it needs to be. The library is showing movies every Monday afternoon in June and July as a new programming venture.

Fiscal Officer's Report

Mr. Rutledge moved to accept the monthly financial reports for April and May, 2019. Ms. Repella seconded. Motion carried.

PLF Distribution: The May PLF receipts are \$70,782 and June's are \$62,356, respectively 20% and 3.2% more than received in the same months last year. At the state level the PLF receipts are now 4.7% up year-to-date.

2019 Net Operating Position

April Revenue	=	\$46,396	Year to Date Revenue	=	\$217,667
April Expenses	=	\$54,763	Year to Date Expenses	=	\$212,171
Difference	=	(\$ 8,367)	Net Position	=	\$ 5,496

May Revenue	=	\$72,034	Year to Date Revenue	=	\$289,622
May Expenses	=	\$63,694	Year to Date Expenses	=	\$275,864
Difference	=	\$ 8,340	Net Position	=	\$ 13,758

Fiscal Officer Davies reported she moved CD renewal at CNB #0106524019 from 1.05% to 2.25 %. She also reported that there is another CD that matures at CNB and that she will be shopping for rates.

She noted as of 06/30/2019 YTD Revenues are 353,061.04 to date of the budgeted 687,281.00. Year to Date Expenses are 330,299.38 of the 715,965.15 budgeted. She stated she is please year to date with our financial numbers.

Fiscal Officer Davies noted she renewed the contract with Alger and Associates for the year end audits for FY 2020 and 2022 at a cost of \$4200.00 per audit.

Unique Management: \$187.95 for 21 placements in March and April, and \$62.65 for 7 placements in May.

Credit Card Compliance: acting as Credit Card Compliance Officer Mr. Dillie has reviewed the library credit cards and confirmed that we are acting in compliance with Administrative Policy AP 4 *Use of Library Credit Cards*.

New Business

Retirement: Rich Brown retired as library custodian effect May 24. He received a payout of unused vacation and sick leave as described in Employee Handbook Section 810.

Cleaning Service: Rather than filling the custodian position made available by Rich Brown's retirement, the library has hired J&D Cleaning Service out of Alliance to maintain the six restrooms. J&D will clean the restrooms six days a week, except for holidays when the library is closed. Jim Van Horne, the library's

custodian will be responsible for cleaning the rest of the building. Mr. Dillie noted that the cost of the cleaning contract is pretty much the same as the total cost of the custodian position held by Rich Brown. He had hoped to save some money by going to a contract service rather than hiring another employee. However, the restrooms are now cleaned six days a week rather than five, and absent or sick employees are the responsibility of the cleaning service.

Ms. Birks moved to accept the agreement with J&D Cleaning service to maintain the library's restrooms at a cost of \$1235 a month for the remainder of 2019. Ms. Repella seconded. Motion carried.

Public Library Fund Budget Update: The budget bill sent by the Ohio House to the Senate included an increase in the PLF to 1.7% of the General Revenue Fund. That increase was maintained by the Senate in its work on the budget. The current budget sets the PLF at 1.68% of the GRF, and the rate is set at 1.66% in permanent law. So, 1.7% is a helpful increase. The OLC has asked Library Boards that are meeting soon to pass a resolution of thanks to the library's Senator and encouraging the House and the Governor to maintain that 1.7% rate. The draft resolution is included in the Board packet.

Mr. Rutledge moved to approve Resolution 19-06-01 thanking Senator Shuring for his support of the 1.7% funding of the PLF. Ms. Birks seconded. Motion carried.

Northeast Ohio Regional Library System: the library is a member of NEO-RLS a voluntary, cooperative system of libraries in this part of the state. The library's membership level provides free access to the continuing education courses provided, both in-person and online, discounts on other services, and vendor discounts. The library renews its membership annually.

Ms. Repella moved to approve Resolution 19-06-02 to renew the library's membership in NEO-RLS for 2019-2020 at the rate of \$1,470.00. Ms. Birks seconded. Motion carried.

SEO Library Consortium: The library belongs to the SEO consortium which provides and maintains the integrated library system—the catalog and circulation system—that allows the library to manage its own collection and to share materials with the other 92 SEO member libraries. Membership fees are tiered based on the library's operating revenue and recalculated every year. The library pays some additional fees for services: catalog records, electronic services, and patron services. Those fees run about \$375 per quarter.

Ms. Birks moved to approve Resolution 19-06-03 to renew the library's membership in SEO for 2019-2020 at the rate of \$13,504.75. Ms. Repella seconded. Motion carried.

Statewide Delivery Service: the library participates in a contract for delivery between libraries across Ohio. The service is provided by a private company, Priority Dispatch, under a contract negotiated by the State Library of Ohio. Delivery fee is based on the number of days of service per week, not on the amount of items sent and received. This library sends enough material that we need five-day-a-week service. In 2018 our shipping cost was about six cents per item.

Ms. Birks moved to approve Resolution 19-06-04 to renew the library's Statewide Delivery Contract for 2019-2020 in the amount of \$8,263.71. Ms. Repella seconded. Motion carried

Electric Price: The library's current electric contract with Direct Energy at 5.478 cents per KWh runs out in October. North Shore Energy Consulting, which has brokered electric contracts for the library before, suggested entering a new contract now during months when pricing tends to be lower. Direct Energy again had the best price among seven providers. Mr. Dillie said that the KWh price for 12 and 36 month contracts was higher than that for a 24 month contract, so he chose to sign up for 24 months.

Mr. Rutledge moved to approve Resolution 19-06-05 to accept a 24-month contract with Direct Energy at 4.699 cents per KWh to begin October, 2019. Ms. Repella seconded

Health Insurance: the Stark Council of Governments Board approved the new health insurance rates for July, 2019-June, 2020 and authorized two premium holidays. A report with recommendations for discussion was included in the Board packet. Mr. Dillie explained that since the library subsidizes employee health insurance at a flat dollar amount which is less than the monthly premium, any premium increase is borne by the employees. The SCOG does provide for premium holiday months, the value of which more than covers the cost of the rate increase to the staff. However, beginning with this premium year SCOG has also changed the way it prices those holiday months which has moved the small cost of those months to the employee premium for our staff. Last June the Board agreed to adjust the subsidy to cover the holiday month cost, and Mr. Dillie would like to make a similar adjustment for the new premium year beginning July 1. The Board also will set the payment-in-lieu-of health insurance rate for the coming premium year and set the premium holiday months. Mr. Dillie said that the holiday months are taken in the months when the library has

three payrolls; removing the premium cost from those months helps even out the cash flow.

Ms. Birks moved to approve Resolution 19-06-06 to accept the FY 2020 health insurance premiums from the Stark Council of Governments insurance group, and to set the employee health insurance subsidy rate at \$521 a month for single coverage and \$951 a month for family coverage beginning July, 2019. Mr. Rutledge seconded. Motion carried.

Mr. Rutledge moved to approve Resolution 19-06-07: to set August, 2019 and May, 2020 as the two premium holiday months in the coming health insurance fiscal year. Ms. Repella seconded. Motion carried.

Mr. Rutledge moved to approve Resolution 19-06-08: to set the cash-out for payment to eligible employees in lieu of the library's monthly subsidy toward the cost of health insurance at \$250 a month as per Section 791 of the *Employee Handbook*. Ms. Birks seconded. Motion carried.

Fiscal Resolutions:

Mr. Rutledge moved to approve Resolution 19-06-06 to transfer \$110.00 from 1000-120-416-0000 to 1000-110-300-2017. Ms. Birks seconded. Motion carried.

Ms. Birks moved to approve Resolution 19-06-07 to transfer \$40.00 from 1000-110-390-0000 to 1000-110-300-2017 to establish money for the Dolly Parton expense line. Ms Repella seconded the motion. Motion carried.

Correspondence

A copy of the letter sent to the members of the Carroll County Budget Commission is included in the Board packet.

Director's Report

Ms. Birks moved to Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Ms. Repella seconded. Motion carried. Mr. Dillie remarked that the Youth Services Department has offered a variety of new programs during this summer's Reading Program and has seen good participation for all of them.

Library Statistics: In-house checkouts in May were up by 3.25% for the first monthly increase this year. Year-to-date, total circ is now running 3.3% below last year. May saw the highest Hoopla circ ever and the third highest for Overdrive checkouts. Door counts have run well ahead of last year every month so far, and as of May are 7.9% ahead of 2018.

Accept Gifts

April, May Restricted Individual Contributions to the General Fund \$1200.00
For Youth Summer Reading Program

April, May Unrestricted Individual Contributions to the General Fund \$1372.10*

Total Restricted and Unrestricted \$2572.10

*includes \$1115.00 from Spring Book Sale

April, May In-kind Gifts

anonymous

20 hardcovers; 28 trade
paperbacks; 3 mass market
paperbacks; 12 DVDs

C & E Surplus and More

6 audiobooks; 1 trade
paperback; 1 boxed CD set

Adjourn

Ms Repella moved to adjourn. Mr. Rutledge seconded the motion. Motion carried. Meeting adjourned at 7:55 pm.

The next Regular Board Meeting will be held on July 24, 2019 at 6:30 pm in the Minerva Public Library Board Room.

Minerva Public Library

**June 2019 Financial
Reports**

**Submitted for July 2019
Board Meeting**

Minerva Public Library
 Summary of Financial Information- June 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<u>Receipts:</u>			
<u>LSTA GRANT</u>			
Public Library Fund	62,356.07		
Sales Tax	2.75		
Patron Fines & Fees	367.21		
Lost Card/Items	29.00		
Copier	312.85		
Fax	61.80		
Contributions/Summer Reading	176.75		
Resale	38.75		
Interest	366.72		
printer /paper	45.45		
Meeting Room-Dolly Parton	125.00		
misc	48.96		
Total *Revenue Ledger	63,931.21		
<u>Expenditures:</u>			
<u>Salaries</u>	25,896.11		
Benefits- Opers	3,469.43		
Medicare	363.54		
Insurance-Medical and Life	3,033.27		
Catalog/P/Processing	432.18		
Programming supplies	432.01		
Adult Books	1,683.58		
Youth Books	1,048.52		
AV Adult	546.85		
AV Downloadable	1,047.02		
AV Youth	23.30		
Other Purchased Contract Serv	4,176.61		
Purchased and Contract Services-Restricted Dolly Parton	110.00		
Periodicals	289.51		
Rent/Lease	186.00		
Telephone	645.07		
Mtn and Repair on Equip	6,210.36		
Other Property Mtn Repair/Security	669.74		
Utilities-Gas, Electric, Water and Trash	3,094.74		
Property Taxes	24.00		
Property Maintenance and Repair Supplies	114.12		
Postage	55.00		
Resale Supplies	318.10		
UAN	762.00		
Total Expenditures-Taken from Appropriation Ledger	54,631.06		

Ending Cash Balance:

Checking/Cash on Hand
Savings (Chase)
Certificates of Deposit (CMB)
Certificates of Deposit (Chase)
Petty Cash/Registers
Total

General Account
115,560.19
22,012.20
220,398.70
4,638.06
345.00
362,954.15

Capital Balance
35,830.38

95,361.94

131,192.32

Total Pooled Cash
As of 06.30.19
151,390.57
22,012.20
220,398.70
100,000.00
345.00
494,146.47

Receipts
Appropriations

Net Position June 2019

63,931.21
54,631.06
9,300.15

341,159.95
322,049.09
FYTD 19,110.86

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Status
 By Fund
 As Of 6/30/2019

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Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$8.19	\$26.81	23.400%
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	\$261,805.77	\$253,711.23	50.785%
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$136,919.00	\$69,066.17	\$67,852.83	50.443%
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$16,410.00	\$6,755.02	\$9,654.98	41.164%
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$3,000.00	\$1,613.80	\$1,386.20	53.793%
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$200.00	\$202.53	-\$2.53	101.265%
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$75.00	\$13.00	\$62.00	17.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$2,070.60	\$679.40	75.295%
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	\$16.60	\$183.40	8.300%
1000-399-0397	Other - Patron Fines and Fees(PRINTER PAPER)	\$2,000.00	\$375.10	\$1,624.90	18.755%
1000-399-0398	Other - Patron Fines and Fees(FAX FEE)	\$750.00	\$378.30	\$371.70	50.440%
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%
1000-612-2018	Restricted Contributions - Businesses(YOUTH SUMMER READING)	\$0.00	\$1,250.00	-\$1,250.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,500.00	\$1,176.14	\$2,323.86	33.604%
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	\$2,043.33	\$456.67	81.733%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$114.33	\$135.67	45.732%
1000-831-2017	Rental of Meeting Rooms(RESTRI DOLLY PARTON LIBRARY)	\$0.00	\$925.00	-\$925.00	0.000%
1000-871-0000	Refunds for Overpayment	\$75.00	\$52.69	\$22.31	70.253%
1000-872-0000	Insurance Reimbursements	\$500.00	\$78.00	\$422.00	15.600%
1000-892-0000	Other - Miscellaneous Non-Operating	\$100.00	\$509.19	-\$409.19	509.190%
Fund 1000 Sub-Total:		\$687,281.00	\$353,552.76	\$333,728.24	51.442%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Status
 By Fund
 As Of 6/30/2019

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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	\$353,552.76	\$348,728.24	50.343%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

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As Of 6/30/2019

Fund: General
 Pooled Balance: \$142,573.41
 Non-Pooled Balance: \$220,398.70
 Total Cash Balance: \$362,972.11

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$84,893.00	\$0.00	\$39,126.10	\$45,766.90	46.089%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$18,145.20	\$20,319.80	47.173%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$93,924.33	\$91,667.67	50.608%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$1,611.30	\$9,388.70	14.648%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$26,983.00	\$0.00	\$12,267.25	\$14,715.75	45.463%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.82	\$0.00	\$23,255.81	\$25,314.81	47.890%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,030.53	\$0.00	\$2,340.73	\$2,689.80	46.530%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$15,664.94	\$22,336.06	\$0.00	58.778%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$188.56	\$196.44	\$0.00	51.023%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,145.00	\$225.00	\$0.00	16.423%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00	\$0.00	100.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$1,600.00	\$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	\$2,200.00	\$300.00	\$0.00	12.000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$606.17	\$2,393.83	\$0.00	79.794%
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	\$6,243.05	\$9,747.63	\$7,009.32	42.381%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$2,811.29	\$6,644.87	\$12,543.84	30.204%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$1,101.25	\$6,397.75	\$1.00	85.303%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$13,000.00	\$1,194.99	\$4,123.36	\$7,681.65	31.718%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$17,000.00	\$10,863.15	\$5,646.85	\$500.00	33.217%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$6,000.00	\$100.00	\$2,839.59	\$3,060.41	47.327%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

7/22/2019 1:06:34 PM
 UAN v2019.2

AS Of 6/30/2019

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
1000-120-4-15-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$340.00	\$0.00	\$0.00	\$340.00	0.000%
1000-120-4-19-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$59.43	\$440.57	11.886%
1000-120-4-59-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,000.00	\$4,463.44	\$1,536.56	\$0.00	25.609%
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	\$3,929.46	\$3,820.54	\$0.00	49.297%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$14,257.88	\$11,350.53	\$3,751.59	38.660%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$626.00	\$624.00	\$0.00	49.920%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$1,651.35	\$5,688.77	\$164.88	75.800%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$22,994.44	\$12,005.56	\$0.00	34.302%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$126.03	\$73.97	\$0.00	81.996%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$3,072.90	\$5,027.10	\$0.00	62.063%
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	\$306.33	\$3,193.67	\$0.00	79.842%
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	\$276.00	\$4,477.00	\$4,150.00	9.169%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	100.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$1,354.98	\$645.02	\$0.00	32.251%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$90.74	\$134.26	\$0.00	59.671%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,274.00	\$0.00	\$8,274.00	\$0.00	100.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$8.00	\$242.00	\$0.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$2,456.41	\$1,148.00	\$1,202.00	\$106.41	48.933%
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	\$2,176.00	\$1,524.00	\$0.00	41.189%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,100.00	\$2,796.56	\$9,303.44	\$0.00	76.888%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$893.59	\$447.25	\$446.34	\$0.00	49.949%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$2,512.75	\$1,487.25	\$0.00	37.181%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$360.00	\$14.40	\$342.08	\$3.52	95.022%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$16,946.00	\$11,399.55	\$5,546.45	\$0.00	32.730%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$27.00	\$64.29	\$3.71	67.674%

Report reflects selected information.

Appropriation Status

By Fund

As Of 6/30/2019

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$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	\$715,965.15	\$118,089.46	\$330,495.36	\$267,380.33	46.161%

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	\$45,000.00	\$0.00	\$0.00	\$45,000.00	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	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0000%
	Capital Projects Fund Total:	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	0.0000%
	Report Total:	\$0.00	\$0.00	\$780,965.15	\$118,089.46	\$330,495.36	\$332,380.33	42.319%

Payment Listing

June 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
198-2019	06/04/2019	06/04/2019	CH	FIRST COMMUNICATIONS	\$645.07	O
199-2019	06/05/2019	06/06/2019	CH	PAYCHEX	\$9,215.61	O
200-2019	06/06/2019	06/06/2019	CH	TREASURER, STATE OF OHIO	\$762.00	O
201-2019	06/06/2019	06/06/2019	CH	PAYCHEX	\$1,179.23	O
202-2019	06/10/2019	06/12/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	O
203-2019	06/10/2019	06/12/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,963.78	O
204-2019	06/17/2019	06/18/2019	CH	AMERICAN ELECTRIC POWER	\$2,188.18	O
205-2019	06/18/2019	06/18/2019	CH	COLUMBIA GAS OF OHIO	\$481.73	O
206-2019	06/12/2019	06/18/2019	CH	BAKER & TAYLOR BOOKS	\$33.99	O
207-2019	06/18/2019	06/18/2019	CH	BAKER & TAYLOR BOOKS	\$209.01	O
208-2019	06/18/2019	06/18/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$44.75	O
209-2019	06/12/2019	06/18/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	O
210-2019	06/12/2019	06/18/2019	CH	TREASURER, STATE OF OHIO	\$4,131.86	O
211-2019	06/12/2019	06/18/2019	CH	Stark County District Library	\$110.00	O
212-2019	06/12/2019	06/18/2019	CH	RENTWEAR, INC.	\$44.31	O
213-2019	06/12/2019	06/18/2019	CH	QUILL CORPORATION	\$72.98	O
214-2019	06/12/2019	06/18/2019	CH	MIDWEST TAPE	\$1,047.02	O
215-2019	06/12/2019	06/18/2019	CH	Johnson Controls Fire Protections LP	\$4,586.36	O
216-2019	06/12/2019	06/18/2019	CH	JS CONTROLS, LLC	\$1,440.00	O
217-2019	06/12/2019	06/18/2019	CH	LOVELESS EXTERMINATING	\$120.00	O
218-2019	06/12/2019	06/18/2019	CH	CATLETT QUALITY PLUMBING	\$335.12	O
219-2019	06/12/2019	06/18/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	O
220-2019	06/12/2019	06/18/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$126.00	O
221-2019	06/12/2019	06/18/2019	CH	WATER AND SEWER DEPT.	\$320.83	O
222-2019	06/12/2019	06/18/2019	CH	DEMCO, INC.	\$432.18	O
223-2019	06/12/2019	06/18/2019	CH	The Alliance Review	\$289.51	O
224-2019	06/18/2019	06/18/2019	CH	AMAZON	\$541.18	O
225-2019	06/19/2019	06/20/2019	CH	PAYCHEX	\$9,258.80	O
226-2019	06/20/2019	06/20/2019	CH	PAYCHEX	\$1,170.05	O
227-2019	06/20/2019	06/20/2019	CH	BAKER & TAYLOR BOOKS	\$1,582.79	O
228-2019	06/25/2019	06/25/2019	CH	BAKER & TAYLOR BOOKS	\$920.28	O
229-2019	06/24/2019	06/25/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	O
230-2019	06/24/2019	06/25/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,983.82	O
231-2019	06/25/2019	06/25/2019	CH	CHASE CARD SERVICES	\$543.15	O
232-2019	06/24/2019	06/25/2019	CH	STARK COUNTY SCHOOLS COUNCIL OF G	\$60.00	V
232-2019	06/25/2019	06/25/2019	CH	STARK COUNTY SCHOOLS COUNCIL OF G	-\$60.00	V
233-2019	06/26/2019	06/26/2019	CH	RENTWEAR, INC.	\$44.31	O
234-2019	06/26/2019	06/26/2019	CH	Solid Waste And Recycling	\$104.00	O
235-2019	06/26/2019	06/26/2019	CH	JANWAY COMPANY USA, INC.	\$318.10	O
236-2019	06/28/2019	07/01/2019	CH	AMERICAN HERITAGE LIFE INSURANCE C	\$195.98	O
239-2019	06/04/2019	07/02/2019	CH	MINERVA TRUE VALUE HARDWARE	\$41.96	V
239-2019	06/04/2019	07/02/2019	CH	MINERVA TRUE VALUE HARDWARE	-\$41.96	V
6727	06/25/2019	06/25/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$5,009.99	O
6728	06/25/2019	06/25/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	O
6729	06/25/2019	06/25/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	O
6731	06/26/2019	06/26/2019	SW	Skipped Warrants 6730 to 6731 Series 2	\$0.00	V

Payment Listing

June 2019

<u>Payment Advice #</u>	<u>Post Date</u>	<u>Transaction Date</u>	<u>Type</u>	<u>Vendor / Payee</u>	<u>Amount</u>	<u>Status</u>
6732	06/26/2019	06/26/2019	AW	STARK COUNTY TREASURER	\$24.00	O
					Total Payments:	\$54,631.06
					Total Conversion Vouchers:	\$0.00
					Total Less Conversion Vouchers:	\$54,631.06

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 7/2/2019

Posted 7/2/2019 10:51:53 AM

Prior UAN Balance:		\$484,864.28
Receipts:	+	\$64,189.23
Payments:	-	\$57,062.54
Adjustments:	+	\$0.00
Current UAN Balance as of 07/02/2019:		\$491,990.97
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 07/02/2019:		<u>\$491,990.97</u>
Entered Bank Balances as of 07/02/2019:		\$494,146.47
Deposits in Transit:	+	\$258.02
Outstanding Payments:	-	\$2,455.48
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$41.96
Adjusted Bank Balances as of 07/02/2019:		<u>\$491,990.97</u>

Balances Reconciled

Reconciliation Notes

Deflating Bank Errors: \$41.96

Note: Three sons Hardware changed names and return the EFT. The system shows a check resent for 41.96 and a EFT returned for 41.96. The UAN System will not balance out. Bank Balance 06/28/2019 151,390.57

Receipts Not In UAN: \$0.00

Note: Three sons Hardware changed names and return the EFT. The system shows a check resent for 41.96 and a EFT returned for 41.96. The UAN System will not balance out. Bank Balance 06/28/2019 151,390.57

Governing Board Signatures

There are no outstanding adjustments as of 07/02/2019.

Bank Balances

Reconciled Date 7/2/2019

Posted 7/2/2019 10:51:53 AM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY	618398119	\$147,371.36	\$151,390.57	\$151,390.57	\$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	\$20,982.73	\$21,013.58	\$21,013.58	\$0.00
Investment	CD042517	106524019	\$20,955.62	\$20,995.35	\$20,995.35	\$0.00
Investment	CD050916	106488743	\$104,272.86	\$104,452.79	\$104,452.79	\$0.00
Investment	CD072716	0106125341	\$20,949.08	\$20,979.88	\$20,979.88	\$0.00
Investment	CD080415	106254903	\$31,654.96	\$31,714.97	\$31,714.97	\$0.00
Investment	CD082817	0106774145	\$21,219.77	\$21,242.13	\$21,242.13	\$0.00
Investment	SAVINGS	1558166870	\$22,009.16	\$22,012.20	\$22,012.20	\$0.00
Investment	STAR OHIO	41981	\$0.00	\$0.00	\$0.00	\$0.00
Total:			\$489,760.54	\$494,146.47	\$494,146.47	\$0.00

Outstanding Payments

Reconciled Date 7/2/2019

Posted 7/2/2019 10:51:53 AM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	237-2019	07/01/2019	BOOK FARM	\$2,382.57
PRIMARY	Electronic	238-2019	07/01/2019	BAKER & TAYLOR BOOKS	\$48.91
PRIMARY	Warrant	6732	06/26/2019	STARK COUNTY TREASURER	\$24.00
					<u>\$2,455.48</u>

Cleared Payments

Reconciled Date 7/2/2019

Posted 7/2/2019 10:51:53 AM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	198-2019	06/04/2019	FIRST COMMUNICATIONS	\$645.07
PRIMARY	Electronic	199-2019	06/05/2019	PAYCHEX	\$9,215.61
PRIMARY	Electronic	200-2019	06/06/2019	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	201-2019	06/06/2019	PAYCHEX	\$1,179.23
PRIMARY	Electronic	202-2019	06/10/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00
PRIMARY	Electronic	203-2019	06/10/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,963.78
PRIMARY	Electronic	204-2019	06/17/2019	AMERICAN ELECTRIC POWER	\$2,188.18
PRIMARY	Electronic	205-2019	06/18/2019	COLUMBIA GAS OF OHIO	\$481.73
PRIMARY	Electronic	206-2019	06/12/2019	BAKER & TAYLOR BOOKS	\$33.99
PRIMARY	Electronic	207-2019	06/18/2019	BAKER & TAYLOR BOOKS	\$209.01
PRIMARY	Electronic	208-2019	06/18/2019	UNIQUE MANAGEMENT SERVICES, INC.	\$44.75
PRIMARY	Electronic	209-2019	06/12/2019	INDEPENDENT ELEVATOR CO., INC.	\$184.00
PRIMARY	Electronic	210-2019	06/12/2019	TREASURER, STATE OF OHIO	\$4,131.86
PRIMARY	Electronic	211-2019	06/12/2019	Stark County District Library	\$110.00
PRIMARY	Electronic	212-2019	06/12/2019	RENTWEAR, INC.	\$44.31
PRIMARY	Electronic	213-2019	06/12/2019	QUILL CORPORATION	\$72.98
PRIMARY	Electronic	214-2019	06/12/2019	MIDWEST TAPE	\$1,047.02
PRIMARY	Electronic	215-2019	06/12/2019	Johnson Controls Fire Protections LP	\$4,586.36
PRIMARY	Electronic	216-2019	06/12/2019	JS CONTROLS, LLC	\$1,440.00
PRIMARY	Electronic	217-2019	06/12/2019	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	218-2019	06/12/2019	CATLETT QUALITY PLUMBING	\$335.12
PRIMARY	Electronic	219-2019	06/12/2019	GREATAMERICA FINANCIAL SERVICES	\$186.00
PRIMARY	Electronic	220-2019	06/12/2019	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$126.00
PRIMARY	Electronic	221-2019	06/12/2019	WATER AND SEWER DEPT.	\$320.83
PRIMARY	Electronic	222-2019	06/12/2019	DEMCO, INC.	\$432.18
PRIMARY	Electronic	223-2019	06/12/2019	The Alliance Review	\$289.51
PRIMARY	Electronic	224-2019	06/18/2019	AMAZON	\$541.18
PRIMARY	Electronic	225-2019	06/19/2019	PAYCHEX	\$9,258.80
PRIMARY	Electronic	226-2019	06/20/2019	PAYCHEX	\$1,170.05
PRIMARY	Electronic	227-2019	06/20/2019	BAKER & TAYLOR BOOKS	\$1,582.79
PRIMARY	Electronic	228-2019	06/25/2019	BAKER & TAYLOR BOOKS	\$920.28
PRIMARY	Electronic	229-2019	06/24/2019	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00

Cleared Payments

Reconciled Date 7/2/2019

Posted 7/2/2019 10:51:53 AM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	230-2019	06/24/2019	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,983.82
PRIMARY	Electronic	231-2019	06/25/2019	CHASE CARD SERVICES	\$543.15
PRIMARY	Electronic	233-2019	06/26/2019	RENTWEAR, INC.	\$44.31
PRIMARY	Electronic	234-2019	06/26/2019	Solid Waste And Recycling	\$104.00
PRIMARY	Electronic	235-2019	06/26/2019	JANWAY COMPANY USA, INC.	\$318.10
PRIMARY	Electronic	236-2019	06/28/2019	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$195.98
PRIMARY	Warrant	6724	05/28/2019	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$60.00
PRIMARY	Warrant	6725	05/28/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$45.09
PRIMARY	Warrant	6726	05/28/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,833.13
PRIMARY	Warrant	6727	06/25/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$5,009.99
PRIMARY	Warrant	6728	06/25/2019	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$45.09
PRIMARY	Warrant	6729	06/25/2019	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$60.00
					\$59,545.28

Outstanding Receipts

Reconciled Date 7/2/2019

Posted 7/2/2019 10:51:53 AM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		116-2019	07/01/2019	CHRISTINA L. DAVIES	\$75.59
PRIMARY	Standard		117-2019	07/01/2019	CHRISTINA L. DAVIES	\$182.43
						<u>\$258.02</u>

Cleared Receipts

UAN v2019.2

Reconciled Date 7/2/2019

Posted 7/2/2019 10:51:53 AM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		95-2019	06/03/2019	CHRISTINA L. DAVIES	\$108.70
PRIMARY	Standard		103-2019	06/04/2019	CHRISTINA L. DAVIES	\$30.75
PRIMARY	Standard		126-2019	06/04/2019	CHRISTINA L. DAVIES	\$41.96
PRIMARY	Standard		105-2019	06/06/2019	CHRISTINA L. DAVIES	\$119.95
PRIMARY	Standard		106-2019	06/11/2019	CHRISTINA L. DAVIES	\$170.51
PRIMARY	Standard		107-2019	06/12/2019	CARROLL COUNTY AUDITOR'S OFFICE	\$12,755.78
PRIMARY	Standard		108-2019	06/12/2019	STARK COUNTY AUDITOR'S OFFICE	\$48,070.10
PRIMARY	Standard		109-2019	06/12/2019	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,530.19
PRIMARY	Standard		110-2019	06/12/2019	CHRISTINA L. DAVIES	\$25.45
PRIMARY	Standard		111-2019	06/18/2019	CHRISTINA L. DAVIES	\$231.40
PRIMARY	Standard		112-2019	06/20/2019	CHRISTINA L. DAVIES	\$164.50
PRIMARY	Standard		113-2019	06/22/2019	CHRISTINA L. DAVIES	\$121.90
PRIMARY	Standard		114-2019	06/25/2019	CHRISTINA L. DAVIES	\$68.30
PRIMARY	Standard		115-2019	06/28/2019	CHRISTINA L. DAVIES	\$125.00
CD012716	Interest		123-2019	06/28/2019	CD012716	\$30.85
CD042517	Interest		121-2019	06/25/2019	CD042517	\$39.73
CD050916	Interest		122-2019	06/28/2019	CD050916	\$179.93
CD072716	Interest		119-2019	06/27/2019	CD072716	\$30.80
CD080415	Interest		120-2019	06/28/2019	CD080415	\$60.01
CD082817	Interest		124-2019	06/28/2019	CD082817	\$22.36
SAVINGS	Interest		118-2019	06/28/2019	SAVINGS	\$3.04
						\$63,931.21

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2019

7/2/2019 1:11:44 PM
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Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12-14 Months Jumbo	\$100,000.00	0.00%	\$0.00	\$0.00	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD	\$21,013.58	1.75%	\$180.48	\$690.78	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$20,995.35	1.05%	\$129.69	\$470.89	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$104,452.79	2.05%	\$1,051.93	\$3,160.42	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD	\$20,979.88	1.75%	\$180.19	\$802.14	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,714.97	2.25%	\$350.69	\$1,413.64	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 25 month CD	\$21,242.13	1.24%	\$130.93	\$495.07	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,012.20	0.10%	\$19.42	\$28,040.01	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
 June 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
Investment: CD012716									
06/01/2019			Beginning Balance						\$20,982.73
06/28/2019	07/02/2019	1000	Interest Receipt	\$30.85		\$30.85	\$30.85		\$21,013.58
			Total for June	\$30.85	\$0.00	\$30.85	\$30.85	\$0.00	
			Total for Investment	\$30.85	\$0.00	\$30.85	\$30.85	\$0.00	
Investment: CD042517									
06/01/2019			Beginning Balance						\$20,955.62
06/25/2019	07/02/2019	1000	Interest Receipt	\$39.73		\$39.73	\$39.73		\$20,995.35
			Total for June	\$39.73	\$0.00	\$39.73	\$39.73	\$0.00	
			Total for Investment	\$39.73	\$0.00	\$39.73	\$39.73	\$0.00	
Investment: CD050916									
06/01/2019			Beginning Balance						\$104,272.86
06/28/2019	07/02/2019	1000	Interest Receipt	\$179.93		\$179.93	\$179.93		\$104,452.79
			Total for June	\$179.93	\$0.00	\$179.93	\$179.93	\$0.00	
			Total for Investment	\$179.93	\$0.00	\$179.93	\$179.93	\$0.00	
Investment: CD072716									
06/01/2019			Beginning Balance						\$20,949.08

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Activity
 June 2019

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 UAN v2019.2

Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
Investment: CD072716									
06/27/2019	07/02/2019	1000	Interest Receipt	\$30.80		\$30.80	\$30.80		\$20,979.88
			Total for June	\$30.80	\$0.00	\$30.80	\$30.80	\$0.00	
			Total for Investment	\$30.80	\$0.00	\$30.80	\$30.80	\$0.00	
Investment: CD080415									
06/01/2019	07/02/2019	1000	Beginning Balance						\$31,654.96
			Interest Receipt	\$60.01		\$60.01	\$60.01		\$31,714.97
			Total for June	\$60.01	\$0.00	\$60.01	\$60.01	\$0.00	
			Total for Investment	\$60.01	\$0.00	\$60.01	\$60.01	\$0.00	
Investment: CD082817									
06/01/2019	07/02/2019	1000	Beginning Balance						\$21,219.77
			Interest Receipt	\$22.36		\$22.36	\$22.36		\$21,242.13
			Total for June	\$22.36	\$0.00	\$22.36	\$22.36	\$0.00	
			Total for Investment	\$22.36	\$0.00	\$22.36	\$22.36	\$0.00	
Investment: SAVINGS									
06/01/2019	07/02/2019	1000	Beginning Balance						\$22,009.16
			Interest Receipt	\$3.04		\$3.04	\$3.04		\$22,012.20

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Activity
 June 2019

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 UAN v2019.2

Investment: SAVINGS

Post Date	Transaction Date	Fund	Investment Detail	Interest Receipts	Other Receipts / Expenditure	Reinvested Interest Receipt	Investment Debit	Investment Credit	Investment Balance
			Total for June	\$3.04	\$0.00	\$3.04	\$3.04	\$0.00	
			Total for Investment	\$3.04	\$0.00	\$3.04	\$3.04	\$0.00	
			Report Total	\$366.72	\$0.00	\$366.72	\$366.72	\$0.00	

Fund Status

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Pooled Investments (Pooled)
1000	General	52.079%	\$362,972.11	\$220,398.70	\$142,573.41
4001	Capital Projects	47.921%	\$131,192.32	\$0.00	\$131,192.32
All Funds Total			\$494,164.43	\$220,398.70	\$273,765.73
	Pooled Investments				\$122,012.20
	Secondary Checking Accounts				\$345.00
	Available Primary Checking Balance				\$151,408.53

End

Minerva Public Library

**June 2019 Financial
Reports**

**Submitted for July 2019
Board Meeting**



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June 20, 2019

Ms. Lynn Fairclough
Carroll County Auditor's Office
119 S. Lisbon St. #203
Carrollton OH 44615

Auditor Fairclough,

As I mentioned in my letter of April 30, 2019, I would like to share with you a comparison of some basic data for the three libraries which receive Public Library Fund money from Carroll County: Bowerston Public Library (BPL), Carroll County District Library (CCDL), and Minerva Public Library (MPL). The enclosed spreadsheet compares some data points taken from the past six years of the annual Ohio Public Library Statistics Report from the State Library of Ohio. The State Library website currently includes the annual reports for every year from 2000-2018. Each year, each public library reports its own statistics to the State Library using an online reporting tool which defines the data requested and explains how to report it. State Library staff is also available to answer questions and help explain how data should be entered.

The data compared here are just a few basic input and output measures of library activity. While it is simple information to gather and report, there can be some ambiguity or misinterpretation in how to do so, (for example CCDL's doorcount and internet use seems very large to me and BPL's seems too small). I have listed each library's annual reported number, totaled each data point, and then calculated the portion of the total accounted for by each library's activity.

Out of Ohio's 88 counties, 57 contain multiple independent libraries and thus require some method of portion the county PLF distribution. Some counties use a fixed percentage, as Carroll County does. Many more use some kind of formula based on multiple performance factors. Some weight those factors equally, some give certain factors more weight than others. Some use one year's worth of data, some average across several years to avoid big changes from one year to the next. Some use a formula for part of the distribution and have a fixed amount for the rest. These formulas usually come from negotiation

and consensus, perhaps reluctant, among the libraries involved. I not arguing for any particular method of distributing the Carroll County PLF. Minerva Public Library was satisfied with its 20% distribution for 30 years during both times of feast and famine and never requested an increase in its share. Nor am I suggesting that BPL's percentage should be reduced; its 10% share of the Carroll County's PLF makes up over 45% of BPL's operating revenue.

What we do require is some predictability in order to plan for the future. It is difficult enough to project what might happen with the Public Library Fund at the state level. This year's receipts are running ahead of the Department of Taxation estimate, which is a good thing for all the libraries. It appears that the next biennium budget may well set the PLF at 1.7% of the General Revenue Fund, but it is not yet clear whether some of the revenue going into the GRF might be diverted, or reduced by tax cuts. And in that case, would libraries be held harmless? Adding in the uncertainty of an annual Budget Commission hearing where it seems that some libraries' PLF distribution could be reduced based on the funding request of one other library makes planning very difficult.

State funding is the basis for local and state-wide library cooperation. All Ohio public libraries provide full services, including library cards, to all Ohioans regardless of the library user's place of residence. All three libraries, BPL, CCDL, and MPL, are members of the SEO library consortium, and our patrons can and do use their home library cards at any of our libraries; we share materials freely among 93 SEO member libraries and among all of our local patrons. Since any increase in one library's Carroll County PLF distribution decreases the share of one or both of the other libraries, it would be useful for the three libraries to have a frank and comprehensive discussion about funding and to come to an agreement about how to fairly portion the PLF.

We have been informed by CCDL Board President Carl Winters that CCDL has no interest in even discussing the distribution, let alone trying to agree upon any kind of formula for portioning the PLF. And the enclosed performance data perhaps suggests a reason why CCDL refuses to meet. This data points out that MPL's previous 20% share of the County's PLF was certainly justified by its performance and its needs. There was very good reason for that 70-20-10 split was in place for 30 years of LLGSF/PLF distribution, and likely was used before that during the intangibles tax distribution prior to 1986. . In fact, based on performance, it's quite reasonable for the Budget Commission to return Minerva Public Library's share of the PLF to 20%.

I realize the Budget Commission has many decisions to make, and I appreciate your time in the considering the libraries' needs. We look forward to seeing you at the hearing next month.

Sincerely,

Tom Dillie, Library Director

Some Comparative Library Statistics 2013-2017--Page 1

	2013	2014	2015	2016	2017	2018	Total	% Total
Cardholders								
Bowerston	1,612	1,334	1,311	1,184	1,151	1,095	7,687	5.86%
Carroll County	12,766	12,704	12,483	12,558	13,026	13,035	76,572	58.33%
Minerva	9,169	8,058	7,971	7,851	7,467	6,509	47,025	35.82%
Total							131,284	

Service Area Population	%Total	Population Recalculated with Census
Bowerston	3,450	8%
Carroll County	28,836	65%
Minerva	12,055	27%
	44,341	

Circulation								
Bowerston	73,261	61,871	28,219	23,395	23,397	23,573	233,716	8.17%
Carroll County	196,608	213,256	214,260	212,433	214,410	211,816	1,262,783	44.16%
Minerva	231,470	217,082	215,468	224,851	236,111	237,839	1,362,821	47.66%
Total							2,859,320	

FTE								
Bowerston	3.6	3.6	3.6	3.26	3.33	3.54	20.93	10%
Carroll County	16.45	17.63	21.13	27.5	14.5	15.13	112.34	55%
Minerva	11.8	11.8	11.8	11.8	11.8	11	70	34%
Total							203.27	

Hours Open								
Bowerston	2,184	2,184	2,184	2,184	2,184	2,184	13,104	17.86%
Carroll County	7,591	7,591	7,591	7,591	6,941	6,941	44,246	60.30%
Minerva	2,694	2,708	2,657	2,571	2,684	2,718	16,032	21.85%
Total							73,382	

Materials Budget								
Bowerston	\$ 22,560	\$ 20,337	\$ 20,586	\$ 25,450	\$ 29,373	\$ 29,921	\$ 148,227	14.98%
Carroll County	\$ 64,318	\$ 29,919	\$ 68,040	\$ 66,743	\$ 56,900	\$ 64,863	\$ 350,783	35.45%
Minerva	\$ 91,995	\$ 92,193	\$ 77,015	\$ 79,372	\$ 80,762	\$ 69,263	\$ 490,600	49.58%
Total							\$ 989,610	

Loans to other Libraries								
Bowerston	14,669	10,527	15,662	5,546	6,422	6,547	59,373	10.98%
Carroll County	20,119	32,570	33,037	36,432	26,056	25,145	173,359	32.06%
Minerva	59,079	27,729	56,617	55,452	56,700	52,358	307,935	56.95%
Total							540,667	

Some Comparative Library Statistics 2013-2017 Page 2

2013 2014 2015 2016 2017 2018 Total % Total

Internet Sessions per Computer

Bowerston	1,185	479	294	275	327	358	2,918	11.12%
Carroll County	2,761	2,848	2,943	3,349	3,062	2,871	17,834	67.99%
Minerva	1,046	1,049	900	1,010	772	703	5,480	20.89%
Total							26,232	

Programs Offered

Bowerston	59	76	55	80	93	106	469	3.17%
Carroll County	1,181	1,050	929	1,073	1,143	1,232	6,608	44.64%
Minerva	1,340	1,229	1,206	1,290	1,352	1,310	7,727	52.20%
Total							14,804	

Program Attendance

Bowerston	556	1,031	786	943	1,069	1,346	5,731	1.60%
Carroll County	28,849	31,916	32,120	33,488	33,861	38,145	198,379	55.36%
Minerva	28,478	23,697	22,252	24,808	27,741	27,226	154,202	43.04%
Total							358,312	

Attendance per Program

Bowerston	9.42	13.57	14.29	11.79	11.49	12.70	73.26	22.74%
Carroll County	24.43	30.40	34.57	31.21	29.62	30.96	150.23	46.62%
Minerva	21.25	19.28	18.45	19.23	20.52	20.78	98.73	30.64%
Total							322.23	

Director's Report—July, 2019

Building and Grounds—The LED conversion project is now in its sixth week. The installers have switched out all the main fixtures in the public and staff spaces, and we have plenty of light with only bulb in each fixture. We are waiting on the bulbs for the can lights and the 11 24" tube fixtures. This company might have planned for this in advance since they work proposal I signed listed all the different types of fixtures and bulbs that needed to be swapped out. However, we haven't paid them anything yet, and I have hopes that the work will be done by the end of the month. Standard Plumbing and Heating will schedule its first quarterly maintenance visit soon, and I look forward to having one their techs look over the HVAC system and give me all of the work that needs to be done. The guy who came out June 24 to restart the AC for us did a good job figuring out what was wrong and getting it running again even though he'd never seen the system before and didn't have access to the controls. Ken Kaplenk was out on July 17 to work on the guttering; it rained off and on that afternoon so he got to see it in action. He worked his way around the building and adjusted the slope of the gutters and checked all the downspouts. We have one clogged drain, but otherwise everything is draining correctly. Water leaked into the corner of J Biography and J Fiction three times between July 3-11 during very heavy cloudbursts. I had cleaned out the gutters on July 5 but found during the downpour on July 11, that the water was sheeting off the roof in the HVAC fence area. This problem started in 2016 and we've had water in that corner at least once each summer since. It will be interesting to see if the gutter work helps with this problem.

Technology—There was a power outage in Minerva on Sunday, July 14, and we came to work on Monday to find Kathy Heller's and my computers unable to boot. Jennifer had pulled the hard drives out of the machines and used a patch cord to access the drives and copy our files onto flashdrives. I've ordered two new PCs to replace the dead ones.

Meetings—I attended a Chamber of Commerce Board meeting on July 1, and OLC Board meeting on July 19.

July 2019 Youth Services Report

Shark Week intrigued patrons and they came in to play with our remote-controlled Air Swimmer shark. Once they were in the building, we enticed them to stay and make a craft. Each day featured a different project and Friday was Sharkamageddon allowing patrons to make any craft they missed along with grabbing a chance to taste shark ice cream (no sharks were injured in this process.) Additionally, Sarah presented a special family story time with a shark theme. Elijah Kinsey was our lucky winner of the remote-controlled shark.

Teen Iron Chef went to the next level by introducing cooking. In the past, students used available items to create a meal without cooking, but we added a griddle, indoor grill, microwave, toaster, and air fryer and were pleased with the results. Guest judge, Matt Kishman, joined us as we tried many pancake variations, salads, stir fry, wraps, paninis, and desserts. Creative titles included Monster pancakes, Banana Stackers, Always look to the sunny side, American Dream, Sunkissed potato skins, and (my favorite) America in a Nutshell which was a cake roll dipped in chocolate and covered with sugared bacon pieces. A big thank you to Kishman's for providing the food *and* a judge.

Our first baskets winners drawn from students who completed eight activities on their Star charts were Caroline Repella and Aurora Hylton.

The second winners were Maddison Hergenroder and Blayne Mueller. Two more students have a chance to win when they return their third Reading Rewards Star chart.

Statistics for June:

Side door count:159

Reference Questions:545

YMCA Preschool: 3 programs 52

Book Beginnings: 4 programs 102

Sensory SPOT: 50

Maker Mondays 2 programs 57

Tech Time Tuesday 2 programs 13

Summer Reading Programs: Uglydolls 4 programs 84, Labyrinth movie 13, Shark Week 4 programs 170, Unicorn Party 90, Escape Room 34, Cupcake Wars 24

Teacher Collections: 1 collection, 65 books

Donations added in June: 7 hard covers, 10 paperbacks

Study Rooms Use: 23

Other Questions: 78

YMCA DayCare: 3 programs 107

Story Time: 4 programs 68

ARF 4 programs 54

Pool Story Time 3 programs 40

Kathy Heller

Youth Services Manager

7/18/2019