

**Minerva Public Library Board of Trustees
October, 2019 Regular Meeting
October 23, 6:30 pm in the Library Board Room**

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

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

Ongoing Business

LED Project: The LED lighting project is finally done. Installers came on 10/04 and 10/07 to finish up. The library has paid the remainder of the bill, and submitted the information that HEAT needs to file for the AEP rebate.

Sculpture Installation: Michele Waalkes, who has been hired by ArtsinStark to install the Sarah's Pencils sculpture came by on October 8 and met with Mr. Dillie. They agreed on a site for the sculpture on the library lawn facing the corner of the elementary school and Bonnie View Dr. Mr. Dillie met with Kevin Ray on 10/22 to talk about lighting the sculpture. Kevin says there is no problem running power out to the other side of the lawn, but will need to search for sturdy enough fixtures to mount at ground level.

Fiscal Officer's Report

Accept: Monthly financial reports for September, 2019.

PLF Distribution: The October PLF distribution was \$56,342, at 7% increase over last October's receipts of \$52,361. PLF receipts year to date are \$573,322, a 4% increase over the total receipts of \$548,799 as of this time last year.

2019 Net Operating Position

September Revenue=\$63,164	Year to Date Revenue	= \$526,253
September Expense= \$45,319	Year to Date Expenses	= \$460,353
Difference	\$ 17,845	\$ 65,900

Unique Management: \$71.60 for 8 placements in September.

Book Sale: The fall book sale took in a bit over \$900. That's somewhat less than other recent sales, but not bad.

New Business

Dumpster Fencing: Southway Fence has provided a quote for replacing the board fence around the dumpster area with a chainlink fence with privacy inserts to block the view through the fence. The chainlink and inserts will be dark brown, and there will be a man door added to the side of the fence facing the parking lot.

Accept the quote of \$5150.00 from Southway Fence to replace the fencing around the dumpster area.

Transfer to Capital Projects: The library is currently running an operating surplus of over \$65,000 and finished 2018 with an operating surplus of over \$54,000. Last year, the library spent \$41,659 on capital projects without replenishing that fund. This year's appropriation budgeted only \$15,000 to transfer from Operations to Capital. Given the surplus, it seems a good time to amend the 2019 appropriation and replenish the capital fund. A majority of five votes is required to amend the appropriation and to transfer the funds.

Approve Resolution 19-10-01: to amend the 2019 Appropriation to increase the value of the transfer out from the General Fund to the Capital Fund to \$50,000.

Approve Resolution 19-10-02: to transfer \$50,000 from the library's General Fund to the Capital Fund.

Copier Lease: Copeco, the library's current photocopier provider presented a proposal to replace both copiers and restructure the maintenance agreement. The downstairs copier is 5 ½ years old and the upstairs copier is 4 ½ years old. The new agreement maintains the same lease cost of \$186 a month, replaces the downstairs machine at no charge, and pro-rates the maintenance contract at \$237.80 a month based on the current copier usage. The monthly cost then is \$409.95 with a overage charge if copier use if more than the average calculated for the contract.

Approve Resolution 19-10-03: to approve the new photocopier lease as presented.

2020 Appropriation: a set of budget planning documents is included in the Board packet for discussion.

Correspondence

None this month.

Director's Report

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

Library Statistics: Door counts were up 18.6% for September and are now running 8.2% ahead year-to-date. In-house circ was up slightly, 1.1%, and total circ was up 1.3%, leave year-to-date total circ down 2%. So far this year, door counts have been up quite a bit every month but June, while total circ has seen small declines in every month except May, July, and September.

Gifts

September Restricted Individual Contributions to the General Fund	\$ 0.00
September Unrestricted Individual Contributions to the General Fund	\$ 53.00
Total Restricted and Unrestricted	\$ 53.00

August In-kind Gifts

anonymous

5 hardcovers; 13 trade
paperbacks; 12 mass market
paperbacks

Adjourn

The next Regular Board Meeting will be held on November 20, 2019 at 6:30 pm in the Minerva Public Library Board Room.

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

Attendance: Roger Bartley, Sarah Repella, Virginia Birks, Jennifer Beard, MD, Director Tom Dillie and Fiscal Officer Christina Davies

Call to Order: Roger Bartley called the meeting to order at 6:55 pm.
Adjustments to the Agenda- none
Public Participation-none

Minutes: Virginia Birks moved to approve the minutes of the August 28, 2019 Board Meeting. Jennifer Beard seconded. Motion passed.

Ongoing Business

LED Project: HEAT installers appeared by surprise on 09/09 to change out the can lights and the U-Tube fixtures. The library does not have the latter type of fixture. Installers did change the can lights over to LEDs. All that's left now are the two-foot tube fixtures and the four-foot fixtures in the perimeter rooms downstairs that were overlooked in July. The library has not heard another word from the installers, but we have only paid them 10% deposit on the project, so we are well to the good on cost.

Parking Lot: Vasco Asphalt sealed the parking lot on Sunday, 09/08, and then returned the following evening to stripe.

Strategic Plan Update: Minerva Historical Society has a football exhibit in the display case. GED classes have started, Tuesday through Thursday mornings in the Community Meeting Room. St. Luke's has their first cart of books enjoy.

Fiscal Officer's Report

Accept: Sarah Repella moved to approve the monthly financial reports for August, 2019. Jennifer Beard seconded the motion. Motion approved.

PLF Distribution: September PLF receipts are \$61,768, a 3.6% increase over 2018. The Ohio Library Council commissioned a study to recalculate the 2019 PLF estimate based on the 1.7% distribution rate. Minerva's revised estimate for this year is now \$687,161 and increase of \$18,315 over the amount appropriated for PLF revenue in the 2019 budget. This estimate is not certified by the Dept. of Taxation. The Dept. of Taxation's current estimate for 2020 puts Minerva's PLF

revenue at \$694,167. Since we have yet to receive the Certificate of Resources from Stark County, that is still just an estimate.

2019 Net Operating Position

August Revenue	=	\$54,804	Year to Date Revenue	=	\$473,119
August Expenses	=	\$50,637	Year to Date Expenses	=	\$441,750
Difference		\$ 4,167			\$ 31,369

Unique Management: \$62.70 for 6 placements in August.

New Business

Transition: Audrey Keister, part-time Library Associate I in Youth Services, is resigning with her last day of work 09/28. We have posted this position.

Window Washing: the library has entered into an agreement with Ted Fellows to clean the outside of the library's windows once a month. He and his wife do the windows at the YMCA and the Chamber of Commerce among other places in town.

Jennifer Beard moved to accept the agreement with Ted Fellows to clean the library windows at a rate of \$110 a month. Virginia Birks seconded the motion. Motion approved.

Sculpture: Denise Freeland contacted the library about providing a site on the lawn to display an outdoor sculpture that was created several years ago to honor Sarah Stanley. Originally displayed on Village Hall, it has since been taken down and refurbished. Arts in Stark would handle the installation and carry the insurance. The Stanley family is reviewing possible sites, and Denise just wanted to see if the library would be open to this project. Photos of the possible lawn site and the sculpture are included in the Board packet. Some of the Trustees are familiar with the sculpture and there was general consensus that the library would be a good site to display it.

Financial Planning: As part of the budget planning for 2020, a summary of revenues and expenditures for the last several years, and wage history was provided for discussion. The 2020 wage proposal was also included for review. Mr. Dillie pointed out that since 2008, staff have had pay cuts of some kind in six budget years. The current wage table implemented for pay year 2013 which also saw an effective 1.5% pay cut for all staff. That wage has been in place for seven years and it is time to raise the ranges for each job classification. The new table maintains a 25% spread between the base and top rate for most classifications. It also separates completely the ranges for the Library and Manager positions. A 3% raise is proposed for all hourly positions. Because the

library has eliminated two part-time positions in the past 18 months, and reduced the budget substitutes to reflect the current use, the 2020 total wage cost is less than that of 2019.

Correspondence

None this month.

Director's Report

Sarah Repella moved to accept the monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Virginia Birks seconded the motion. Motion passed.

Library Statistics: Door counts were up 13.78% for August and are now running 6.8% ahead year-to-date. In-house circ was down again, 3.6%, but increased loans to other libraries and increased downloadable content circ meant the total circ decline was 1% for the month and 2.4% year-to-date. So far this year, door counts have been up quite a bit every month but June, while total circ has seen small declines in every month except May and July.

Gifts

August Restricted Individual Contributions to the General Fund	\$ 0.00
August Unrestricted Individual Contributions to the General Fund	\$ 77.85
Total Restricted and Unrestricted	\$ 77.85

August In-kind Gifts

anonymous

22 hardcovers; 21 trade
paperbacks; 5 mass market
paperbacks

Virginia Birks moved to adjourn the meeting at 8:00pm. Jennifer Beard seconded the motion. Motion passed.

Reminder:

The next Regular Board Meeting will be held on October 23, 2019 at 6:30 pm in the Minerva Public Library Board Room.

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Adjustments to the Agenda- none

Public Participation-none

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Minerva Public Library

September 2019 Financial Reports

Submitted for the October 2019 Board Meeting

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

**Minerva Public Library
Summary of Financial Information- September 2019**

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
<u>LSTA GRANT</u>	0.00		
Public Library Fund	61,775.81		
Sales Tax	4.65		
Patron Fines & Fees	242.97		
Lost Card/items	41.94		
Copier	434.25		
Fax	47.65		
Contributions	53.00		
Resale	65.85		
Interest	364.58		
printer /paper	8.10		
Meeting Room-Dolly Parton	125.00		
misc			
Total *Revenue Ledger	63,163.80		
<i>Expenditures:</i>			
Salaries	23,027.57		
Benefits-Opers	3,440.18		
Medicare	333.26		
Insurance-Medical and Life	4,961.62		
Catalog/Processing			
Programming supplies	136.45		
Adult Books	1,703.94		
Youth Books	2,277.58		
AV Adult	260.50		
AV Downloadable	1,018.82		
AV Youth	350.85		
Library Material Repair	51.07		
Travel	135.00		
Other Purchased Contract Serv	773.16		
Purchased and Contract Services-Restricted Dolly Parton	1,345.00		
Periodicals	165.12		
Rent/Lease	186.00		
Telephone	656.82		
Mtn and Repair on Equip	752.95		
Other Property Mtn Repair/Security	401.57		
Utilities-Gas, Electric, Water and Trash	2,456.06		
Maintenance and Repair	123.70		
Capital-Maintenance and Repair			1,197.48
Capital-Land			2,987.00
Postage			
Resale Supplies			
UAN			
Total Expenditures-Taken from Appropriation Ledger	762.00		
	45,319.22		4,184.48

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

FUND STATUS

General Account
 138,986.01
 22,022.41
 221,477.32
 6,523.89
 345.30
389,354.93

Capital Balance
 25,102.90
 95,361.94
120,464.84

Total Pooled Cash
 164,088.91
 22,022.41
 221,477.32
 101,885.83
 345.30
509,819.77
 less OS
509,593.77

Receipts
 Appropriations

63,163.80
 45,319.22

526,252.51
 460,353.34

Net Position Sept 2019

Month

Year-to-Date

17,844.58
65,899.17

Revenue Status

By Fund

As Of 9/30/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$16.27	\$18.73	46.486%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$4,999.00	-\$4,999.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$515,517.00	\$396,250.62	\$119,266.38	76.865%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$136,919.00	\$106,678.40	\$30,240.60	77.914%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$16,410.00	\$11,083.44	\$5,326.56	67.541%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$3,000.00	\$2,444.50	\$555.50	81.483%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$280.38	-\$80.38	140.190%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$33.00	\$42.00	44.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$3,522.99	-\$772.99	128.109%
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	\$445.56	\$1,554.44	22.278%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$750.00	\$552.45	\$197.55	73.660%
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	\$1,423.66	\$2,076.34	40.676%
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	\$5,017.99	-\$2,517.99	200.720%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$228.25	\$21.75	91.300%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$1,275.00	-\$1,275.00	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	\$533.99	-\$433.99	533.990%
Fund 1000 Sub-Total:		\$687,281.00	\$536,282.79	\$150,998.21	78.030%

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	\$536,282.79	\$165,998.21	76.363%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 9/30/2019

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
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$799.10	\$0.00	\$799.10	\$0.00	100.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$0.00	\$110.50	\$389.50	22.100%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,697.00	\$3,946.00	\$2,751.00	\$0.00	41.078%
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	\$1,970.98	\$5,779.02	\$0.00	74.568%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$10,316.90	\$15,440.46	\$3,602.64	52.590%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$314.00	\$936.00	\$0.00	74.880%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$1,058.00	\$6,391.17	\$55.83	85.159%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$16,560.29	\$18,439.71	\$0.00	52.885%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$126.03	\$573.97	\$0.00	81.996%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$1,569.23	\$6,530.77	\$0.00	80.827%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$6,835.24	\$4,035.00	\$2,590.00	\$220.24	37.746%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,089.76	\$50.56	\$4,039.20	\$0.00	98.764%
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	\$4,555.00	\$278.00	\$447.00	\$3,830.00	9.813%
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	\$1,219.98	\$780.02	\$0.00	39.001%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$85.09	\$139.91	\$0.00	62.182%
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	\$2,411.41	\$590.00	\$1,760.00	\$61.41	72.986%
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	\$1,414.00	\$2,286.00	\$0.00	61.784%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$12,100.00	\$2,251.56	\$9,848.44	\$0.00	81.392%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$1,258.59	\$248.40	\$1,003.24	\$6.95	79.711%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$1,669.01	\$2,330.99	\$0.00	58.275%
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	\$2,400.85	\$14,545.15	\$0.00	85.832%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$18.87	\$72.42	\$3.71	76.232%

cash in hand of?

Report reflects selected information.

Appropriation Status

By Fund
As Of 9/30/2019

Fund: General \$167,651.31
Pooled Balance: \$221,477.32
Non-Pooled Balance: \$389,128.63
Total Cash Balance:

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	\$57,266.25	\$27,626.75	67.457%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$28,049.66	\$10,415.34	72.923%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$144,591.22	\$41,000.78	77.908%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$2,506.83	\$8,493.17	22.789%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$20,808.00	\$0.00	\$15,476.05	\$5,331.95	74.375%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$35,192.07	\$13,378.55	72.455%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$4,714.53	\$0.00	\$3,533.52	\$1,181.01	74.950%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$5,831.88	\$32,169.12	\$0.00	84.653%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$82.93	\$302.07	\$0.00	78.460%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$1,370.00	\$1,145.00	\$225.00	\$0.00	16.423%
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	\$2,816.00	\$1,113.20	\$1,702.80	\$0.00	60.469%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$48.01	\$2,951.99	\$0.00	98.400%
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	\$8,090.31	\$14,476.10	\$433.59	62.940%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$22,000.00	\$857.68	\$12,732.93	\$8,409.39	57.877%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$935.53	\$6,563.47	\$1.00	87.513%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$12,229.60	\$1,493.12	\$5,497.27	\$5,239.21	44.951%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$16,614.30	\$7,824.91	\$8,675.09	\$114.30	52.215%
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	\$679.79	\$3,280.28	\$2,039.93	54.671%
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.

Appropriation Status

By Fund

As Of 9/30/2019

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	\$80,047.51	\$487,068.87	\$148,848.77	68.0300%

Fund: Capital Projects
 Pooled Balance: \$120,464.84
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$120,464.84

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	\$28,505.00	\$7,082.48	\$9,412.52	15.7399%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$0.00	\$2,987.00	\$7,013.00	29.8700%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$658.00	\$9,342.00	6.5800%
Capital Projects Fund Total:		\$0.00	\$0.00	\$65,000.00	\$28,505.00	\$10,727.48	\$25,767.52	16.5040%
Report Total:		\$0.00	\$0.00	\$780,965.15	\$108,552.51	\$497,796.35	\$174,616.29	63.7410%

Payment Listing

September 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
326-2019	09/12/2019	09/12/2019	CH	PAYCHEX	\$1,173.50	C
327-2019	09/12/2019	09/12/2019	CH	PAYCHEX	\$92.55	C
328-2019	09/11/2019	09/12/2019	CH	PAYCHEX	\$9,084.73	C
329-2019	09/06/2019	09/12/2019	CH	FIRST COMMUNICATIONS	\$656.82	C
330-2019	09/13/2019	09/13/2019	CH	CATLETT QUALITY PLUMBING	\$148.95	C
331-2019	09/13/2019	09/13/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	C
332-2019	09/13/2019	09/13/2019	CH	J & D Cleaning Service	\$1,235.00	C
333-2019	09/13/2019	09/13/2019	CH	LOVELESS EXTERMINATING	\$120.00	C
334-2019	09/13/2019	09/13/2019	CH	MIDWEST TAPE	\$1,018.82	C
335-2019	09/13/2019	09/13/2019	CH	BAKER & TAYLOR BOOKS	\$1,175.94	C
336-2019	09/13/2019	09/13/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
337-2019	09/13/2019	09/13/2019	CH	A-QUALITY FACILITY SERVICES	\$1,197.48	C
338-2019	09/13/2019	09/13/2019	CH	BAKER & TAYLOR BOOKS	\$368.38	C
339-2019	09/13/2019	09/13/2019	CH	THE REPOSITORY	\$165.12	V
339-2019	09/13/2019	09/17/2019	CH	THE REPOSITORY	-\$165.12	V
340-2019	09/13/2019	09/13/2019	CH	Ted Fellows	\$110.00	C
341-2019	09/17/2019	09/17/2019	CH	COLUMBIA GAS OF OHIO	\$528.36	C
342-2019	09/16/2019	09/17/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
343-2019	09/16/2019	09/17/2019	CH	TREASURER, STATE OF OHIO	\$762.00	C
344-2019	09/16/2019	09/17/2019	CH	AMERICAN ELECTRIC POWER	\$1,823.70	C
345-2019	09/16/2019	09/17/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,928.47	C
346-2019	09/13/2019	09/17/2019	CH	THE REPOSITORY	\$165.72	C
347-2019	09/18/2019	09/18/2019	CH	SimplexGrinnell	\$420.00	C
348-2019	09/19/2019	09/18/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$71.60	C
349-2019	09/18/2019	09/18/2019	CH	DAMON INDUSTRIES INC	\$89.76	C
350-2019	09/20/2019	09/20/2019	CH	AMAZON	\$1,461.76	C
351-2019	09/20/2019	09/20/2019	CH	RENTWEAR, INC.	\$46.52	C
352-2019	09/20/2019	09/20/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$126.00	C
353-2019	09/20/2019	09/20/2019	CH	OHIO LIBRARY COUNCIL	\$135.00	C
354-2019	09/20/2019	09/20/2019	CH	VASCO ASPHALT COMPANY	\$2,987.00	C
355-2019	09/23/2019	09/23/2019	CH	BAKER & TAYLOR BOOKS	\$322.70	C
356-2019	09/22/2019	09/23/2019	CH	CHASE CARD SERVICES	\$344.74	C
357-2019	09/26/2019	09/27/2019	CH	PAYCHEX	\$88.15	C
358-2019	09/26/2019	09/27/2019	CH	PAYCHEX	\$1,140.31	C
359-2019	09/27/2019	09/27/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,968.99	C
360-2019	09/25/2019	09/27/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$340.00	C
361-2019	09/25/2019	09/27/2019	CH	PAYCHEX	\$8,765.01	C
362-2019	09/27/2019	09/27/2019	CH	Solid Waste And Recycling	\$104.00	C
363-2019	09/27/2019	09/27/2019	CH	BAKER & TAYLOR BOOKS	\$1,317.07	C
6747	09/11/2019	09/11/2019	AW	McKINLEY MUSEUM	\$40.00	V
6747	09/11/2019	09/11/2019	AW	McKINLEY MUSEUM	-\$40.00	V
6748	09/11/2019	09/11/2019	AW	McKINLEY MUSEUM	\$40.00	C
6749	09/11/2019	09/11/2019	AW	Carolyn Becker Caskey	\$50.00	C
6750	09/11/2019	09/11/2019	AW	Western Reserve Historical Society	\$226.00	O
6751	09/20/2019	09/20/2019	AW	PETTY CASH	\$28.00	C
6752	09/23/2019	09/23/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF C	\$4,916.53	C

Payment Listing

September 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
6753	09/23/2019	09/23/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	C
6754	09/23/2019	09/23/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	C
6755	09/24/2019	09/24/2019	AW	ALWAYS BETTER COMMUNICATIONS INC.	\$109.05	C
Total Payments:					\$49,503.70	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$49,503.70	

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

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

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

Fund Status

As Of 9/30/2019

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	58.189%	\$389,128.63	\$221,477.32	\$167,651.31
4001	Capital Projects	41.811%	\$120,464.84	\$0.00	\$120,464.84
All Funds Total			\$509,593.47	\$221,477.32	\$288,116.15
Pooled Investments					\$123,908.24
Secondary Checking Accounts					\$345.00
Available Primary Checking Balance					\$163,862.91

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2019

10/10/2019 2:54:28 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 8/2/20	\$101,885.83	1.30%	\$1,885.83	\$1,885.83	08/02/2018	08/23/2019		
CD012716	CONSUMERS 0106638111 18 month CD 02/	\$21,101.11	1.50%	\$268.01	\$778.31	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,113.69	1.05%	\$248.03	\$589.23	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$104,988.60	2.05%	\$1,587.74	\$3,696.23	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,071.56	1.50%	\$271.87	\$893.82	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,893.73	2.25%	\$529.45	\$1,592.40	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2/	\$21,308.63	1.50%	\$197.43	\$561.57	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,022.41	0.10%	\$29.63	\$28,050.22	08/24/2000	12/31/2099		

End

Minerva Public Library

**September 2019 Financial
Reports**

**Submitted for October
2019 Board Meeting**

2020 Budget Information

Revenue:

The PLF estimate for 2020 is \$688,479. This amount is slightly less than the \$701,445 received in 2015, but is greater than any annual PLF since 2008. Of course, if the library were to receive 20% of the Carroll County PLF distribution rather than 15%, we would be in good shape indeed. Revenue from other sources is estimated at \$17,835, a much smaller amount than in many past years. A table showing a summary of revenue and expenditures since 1993 is attached.

Overdue fine revenue has dropped considerably over the past several years because the library reduced the fines on overdue DVDs, and then turned on automatic renewal. Overdue fine revenue might reach \$3000 this year, but it is very unlikely to ever amount to much more than that. The 2020 revenue estimate includes no overdue fine revenue in order for the Board to see what the budget would look like without it. This is a good time to consider going fine free.

<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%
2019	\$ 3,000 (estimate) 0.44%

Copier revenue is running well ahead of the 2019 estimate while printer revenue is well behind reflecting the fact that we now do almost all patron printing on the copiers and not the laser printers. With the new copier installation, pretty much all printing should be done on just the two photocopiers.

We will continue to direct the weekly room reservation fee paid by Weight Watchers to the Dolly Parton Imagination Library fund. The interest revenue estimate for 2020 is conservative. Interest revenue is now over \$5000 as of the end of September reflecting the better CD interest rates available and Christina's attention to laddering CDs to get the best rates we can.

Expenditures

Wages: The library's wage table took effect for the 2013 pay year. An increase to the wage range for most job classifications is proposed for 2020. The current and proposed wage ranges are attached. The new Wage Table separates the ranges for the Librarian and Manger classifications completely, removing the overlap created when the Librarian position was added to the original Wage Table in 2015. A 3% raise is proposed for 2020. Raises are calculated as a percentage of the midpoint for the

employee's job classification. Therefore, an employee whose pay rate is below the midpoint will receive a raise slightly larger than 3% of their current wage; and an employee whose pay rate is above the midpoint, will receive a raise that is slightly lower. The core inflation rate is still running below 2%, so a 3% raise covers cost of living and provides a small increase. The total cost of the pay raise, including benefits, is \$10,887. A smaller amount is budgeted for substitutes reflecting current use of those hours.

The wage budget includes the maximum used vacation and sick leave payouts for the three employees who might retire in 2020. The library would not end up paying the full budgeted amount, since employees will use vacation and sick leave between now and their possible retirement. However, we need to budget to cover the contingencies and this adds \$15,500 to the appropriation.

The wage budget also includes as service award for the Director of \$1000 in lieu of a raise; and a \$750 skills stipend for the Library Associate II, Technology Associate position.

Materials: The library materials budget has an increase for downloadable content allocating \$1250 a month to Hoopla and \$500 a month to Overdrive.

Maintenance and Repair on Equipment: this account is lower than in previous because we moved the copier lease and maintenance to Rents and Leases and reduced the budgeted amount for miscellaneous repairs.

Other Property Maintenance, Repair, etc.: the cleaning service contract is included in this group which means the budgeted amount is much larger than in previous years. This cleaning contract replaces one custodian position at about the same cost.

Electricity: Budgeted amount is less for 2020 in anticipation of continued savings from the LED lighting.

Other—Other Employee Fringe Benefits: for 2020 this line includes only the professional memberships for selected staff. The tuition subsidy for Sarah Pearson expires at the end of this year.

Rents and Leases—now includes both the lease for the photocopier and the maintenance cost because they are billed from the same place.

Summary: The 2020 operating budget is in deficit and most of that deficit comes from the appropriation for the possible retirement payouts, the audit, an increase in the materials budget, and the staff raises. As in previous years, we do not anticipate spending the entire appropriation. It is certainly possible that 2020 will end with an operating surplus, although not one as large as in 2018 or 2019.

2013 Wage Table with Librarian Position added 04-15

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Librarian	\$13.48	\$15.78	\$18.08	\$4.60	25.40% new position hired 08-15
Deputy Fiscal Officer	\$14.21	\$16.58	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$18.08	\$20.66	\$5.16	24.98%

Wage Table Effective for Pay Year 2020

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$9.25	\$10.98	\$12.70	\$3.20	25.20%
Library Associate II	\$12.70	\$15.43	\$18.15	\$5.45	30.03%
Librarian	\$13.61	\$15.88	\$18.15	\$4.54	25.40%
Deputy Fiscal Officer	\$12.70	\$15.43	\$18.15	\$5.45	30.03% [no separate hire now]
Manager	\$18.15	\$21.18	\$24.70	\$6.55	26.52%
Director	\$24.70	\$28.82	\$32.93	\$8.23	24.99%

2020 Budget Revenue
MINERVA PUBLIC LIBRARY, STARK COUNTY

Revenue		Operations			
Account Code	Account Name	2017 Actual	2018 Actual	2019 Appropriation	2020 Estimate
1000-190-0000	Other - Local Taxes	\$13.06	\$24.00	\$35.00	\$35.00
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	\$0.00
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	\$0.00
1000-240-0011	Public Library Fund - State{STARK CO.}	\$494,666.76	\$512,735.00	\$515,517.00	\$529,377.00
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$172,939.26	\$134,914.00	\$136,919.00	\$142,070.00
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,559.37	\$16,149.00	\$16,410.00	\$17,032.00
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$5,201.45	\$2,714.00	\$3,000.00	\$0.00
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$165.63	\$286.00	\$200.00	\$250.00
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$143.70	\$62.00	\$75.00	\$75.00
1000-340-0000	Patron Copier Income	\$2,117.20	\$3,041.00	\$2,750.00	\$4,000.00
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	\$0.00
1000-399-0000	Other - Patron Fines and Fees	\$237.00	\$164.00	\$200.00	\$50.00
1000-399-0397	Other - Patron Fines and Fees{patron printing}	\$2,476.42	\$1,811.00	\$2,000.00	\$500.00
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$900.85	\$730.00	\$750.00	\$700.00
1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$600.00	\$500.00	\$750.00
1000-612-0000	Restricted Contributions - Businesses	\$1,375.00	\$2,200.00	\$2,000.00	\$0.00
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING}	\$0.00	\$0.00	\$0.00	\$1,250.00
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	\$0.00
1000-651-0000	Unrestricted Contributions - Individuals	\$3,879.66	\$3,952.00	\$3,500.00	\$3,500.00
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	\$0.00
1000-701-0000	Interest or Dividends on Investments	\$1,681.00	\$2,989.00	\$2,500.00	\$5,000.00
1000-820-0000	Sale of Supplies for Resale	\$213.19	\$243.00	\$250.00	\$250.00
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$0.00	\$0.00	\$1,300.00
1000-871-0000	Refunds for Overpayment	\$857.25	\$58.00	\$75.00	\$75.00
1000-872-0000	Insurance Reimbursements	\$3,776.59	\$657.00	\$500.00	\$100.00
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$196.00	\$100.00	\$0.00
4001-651-0000	Unrestricted Contributions - Individuals Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
4001-872-0000	Insurance Reimbursements Capital	\$0.00	\$0.00	\$0.00	\$0.00
4001-931-0000	Transfers - In from Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$706,703.39	\$683,525.00	\$687,281.00	\$706,314.00

2020 Budget Appropriation
Operating Expenses

Account Code	Account Name	2019 Appropriation	2020 Appropriation
1000-110-110-0001	Salaries{ADMINISTRATIVE SALARIES} service award 1000	\$84,893.00	\$85,515.00
1000-110-110-0002	Salaries{MANAGERS}	\$38,465.00	\$39,795.00
1000-110-110-0003	Salaries{NON-PROFESSIONALS} retirement max payout sick leave + max payout vacation	\$185,592.00	\$190,000.00
	Cash-in-lieu (2 x 3000); service award 750		\$8,750.00
1000-110-110-0004	Salaries{SUBSTITUTES}	\$11,000.00	\$5,000.00
1000-110-110-0005	Salaries{SERVICE WORKERS}	\$20,808.00	\$12,290.00
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$48,570.62	\$47,789.00
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,714.53	\$5,061.95
1000-110-221-0000	Medical / Hospitalization Insurance (4 single, 1 family)	\$38,001.00	\$36,410.00
1000-110-222-0000	Life Insurance	\$385.00	\$385.00
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00
1000-110-225-0000	Workers' Compensation	\$1,370.00	\$1,370.00
1000-110-291-0000	Unemployment Benefits	\$10.00	\$10.00
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$110.00	\$1,875.00
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$5,000.00	\$0.00
1000-110-380-0000	Library Material Control Services	\$1,600.00	\$0.00
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$2,816.00	\$2,500.00
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$3,000.00	\$3,500.00
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00
1000-120-110-0003	Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00
1000-120-211-0000	Ohio Public Employees Retirement System	\$0.00	\$0.00
1000-120-213-0000	Medicare	\$0.00	\$0.00
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00
1000-120-222-0000	Life Insurance	\$0.00	\$0.00
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00
1000-120-225-0000	Workers' Compensation	\$0.00	\$0.00

Account Code	Account Name	2019 Appropriation	2020 Appropriation
	Library Materials		
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$88,643.00	\$92,500.00
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$23,000.00	\$23,000.00
1000-120-412-0000	Periodicals	\$22,000.00	\$22,000.00
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$7,500.00	\$7,500.00
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$12,229.60	\$12,000.00
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$16,614.30	\$21,000.00
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00
1000-120-414-0000	Computer Services and Information	\$6,000.00	\$6,000.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$0.00	\$0.00
1000-120-419-0000	Other - Library Materials and Information	\$799.10	\$500.00
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$500.00	\$500.00
1000-210-110-0005	Salaries{SERVICE WORKERS}	\$6,697.00	\$6,000.00
1000-210-211-0000	Ohio Public Employees Retirement System	\$0.00	\$0.00
1000-210-213-0000	Medicare	\$0.00	\$0.00
1000-210-225-0000	Workers' Compensation	\$0.00	\$0.00
1000-210-321-0000	Telephone	\$7,750.00	\$7,750.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$29,360.00	\$22,910.00
	Elevator Maintenance and Repair (184 x 12 +1000)		\$3,210.00
	Fire Alarm and Supression (Johnson Controls)		\$5,200.00
	HVAC (1625 x 4) + 3000 (Standard Plumbing & Heating)		\$9,500.00
	General Plumbing work		\$1,000.00
	General electrical work		\$1,000.00
	Front Door Maintenance Trinity Door)		\$3,000.00
	miscellaneous maintenance and repair		\$5,000.00
1000-210-334-0000	Trash Removal	\$1,250.00	\$1,250.00

Account Code	Account Name	2019 Appropriation	2020 Appropriation
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$7,505.00	\$25,855.00
	Snow Removal		\$2,500.00
	Mowing and Landscape Maintenance		\$4,500.00
	Pest Control (4 x 120)		\$480.00
	Cleaning Service (1235 X 12)		\$14,820.00
	Walk-Off Rug Service		\$535.00
	Window Washing		\$1,020.00
	Carpet Cleaning		\$2,000.00
1000-210-361-0000	Electricity	\$35,000.00	\$27,500.00
1000-210-362-0000	Water and Sewage	\$700.00	\$700.00
1000-210-363-0000	Natural Gas	\$8,100.00	\$8,100.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,835.24	\$0.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$5,000.00
1000-230-110-0001	Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00
1000-230-211-0000	Ohio Public Employees Retirement System	\$0.00	\$0.00
1000-230-213-0000	Medicare	\$0.00	\$0.00
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00
1000-230-222-0000	Life Insurance	\$0.00	\$0.00
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00
1000-230-225-0000	Workers' Compensation	\$0.00	\$0.00
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00
1000-230-299-0000	Other - Other Employee Fringe Benefits professional memberships)	\$4,555.00	\$500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$125.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$2,000.00	\$1,500.00
1000-230-322-0000	Postage	\$225.00	\$225.00
1000-230-324-0000	Printing	\$0.00	\$0.00
1000-230-325-0009	Advertising{LEGAL ADS & PUBLICATIONS}	\$50.00	\$50.00
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$100.00	\$100.00
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$9,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$250.00	\$250.00

Account Code	Account Name	2019 Appropriation	2020 Appropriation
1000-230-351-0000	Rents and Leases		\$5,200.00
	Copier Lease and Maintenance (409.95 x 12)	\$2,411.41	\$4,920.00
	Safe Deposit Box		\$180.00
	Microfilm Storage		\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$5,000.00
1000-230-372-0000	Uniform Accounting Network Fees	\$3,700.00	\$3,100.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$12,100.00	\$13,000.00
	Payroll Services (paychex)		\$3,500.00
	Statewide Delivery Contract		\$8,500.00
	Debt Collection Services (Unique Management)		\$1,000.00
1000-230-390-0014	Other - Purchased and Contracted Services{COMPUTER SVCS & I}	\$1,258.59	\$0.00
1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$4,000.00	\$3,500.00
1000-230-454-0000	Supplies Purchased for Resale	\$360.00	\$400.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,899.00
	SEO Consortium membership + cataloging + notice service		\$15,445.00
	NEO-Regional Library System membership		\$1,470.00
	OLC Institutional membership		\$1,859.00
	Chamber of Commerce		\$125.00
1000-230-520-0000	Taxes and Assessments	\$95.00	\$95.00
1000-230-550-0000	Refunds and Reimbursements	\$250.00	\$250.00
1000-230-590-0511	Information Technology	\$0.00	\$0.00
1000-760-750-0000	Furniture and Equipment	\$2,000.00	\$2,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$15,000.00	\$25,000.00
	Operating Expenses Total	\$715,965.15	\$738,634.95
	Capital Projects		
4001-760-331-0000	Maintenance and Repair on Facilities	\$45,000.00	\$25,000.00
4001-760-720-0000	Land Improvement	\$10,000.00	\$20,000.00
4001-760-750-0000	Furniture and Equipment	\$10,000.00	\$10,000.00
	Capital Projects Total	\$65,000.00	\$55,000.00

Total Appropriation **\$780,965.15** **\$793,634.95**

October 2019 Youth Services Report

Early programming for the fall holidays included another interactive movie, *The Addams Family*. A few elements in the goodie bags included balls to toss when Gomez drove a golf ball into the neighbor's house and eating Hershey kisses whenever Gomez and Morticia showed affection. Our second seasonal celebration, Halloween House, allowed students to decorate a spooky graham cracker house.

We plan to finish the season with our annual costume parade during story time. This year we will include parachute play. Following the story time, we will open the Sensory SPOT and offer a seasonal craft.

In September, Audrey Keister left and we filled the opening with Laken Hamilton who will start at the end of October.

Statistics for September:

Side door count: 2230

Reference Questions: 1574

Teacher collections: 34/ 639 books

MES: 90 visits 2230

MMS: 3 visits 22

YMCA Preschool Outreach: 4 programs 49

Book Beginnings: 4 programs 86

After School: 18 programs 138

Additional Programs: LEGO Day 24, Oktoberfest 65

Donations added in September: 1 hard cover, 4 paperbacks

Study Rooms Use: 36

Other Questions: 88

Outreach: 14 programs 234

MMS Outreach: 3 programs 165

Story Time: 4 programs 17

Sensory SPOT: 3

Kathy Heller

Youth Services Manager

10/21/2019

Director's Report—October, 2019

Building and Grounds—The LED installers finally finished on October 7, and even then didn't arrive at the library with everything they needed the first time. However, the project is done. We have been invoiced and paid it, and have sent in the requested documents to get the rebate from AEP. Down to Earth Landscaping did the fall clean-up this month and the grounds look great. They'll be back later in the season to pick up leaves. Since the fence around the dumpster is falling down, it is past time to have it replaced. Southway Fence gave me what seems to be a reasonable price, and I'd like to go ahead with that project as soon as possible. It looks like we are indeed going to have that sculpture in the yard. Kevin Ray says he can run power out where it's needed, but he needs to think about what kind of spotlights will be durable enough to mount in the ground.

Planning—I've contacted Mandy Simon at the State Library about facilities planning. She would like to come for a preliminary visit in November, with the real work to start in 2020.

Programs—The two programs we've hosted on local history topics: Fairmount Children's Home, and Stark County's Stagecoach Era had very good attendance. All the other programs had very poor attendance. I have two more programs scheduled for the end of the month, and one more in November. We'll also have the jigsaw puzzle exchange some time before Thanksgiving.

Meetings—I attended the OLC annual Convention held this year in Cincinnati at the end of the September. I attended the Chamber of Commerce Board meeting on 10/17. I volunteered to host one of the Big Think meetings organized by the Stark County Community Foundation here at the library on 10/25. However, so far, no one has registered for this event.