

**Minerva Public Library Board of Trustees
November, 2019 Regular Meeting
November 20, 6:30 pm in the Library Board Room**

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

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

Ongoing Business

LED Project: While the LED lighting project is finally done, we are still working on the rebate. AEP's paperwork said the rebate was \$5300; the original rebate estimate from HEAT was \$9675. HEAT says the higher rebate rate required both the LED conversion and the installation of occupancy sensors. The later requirement was not mentioned earlier. Ray Electric will install the sensors for the library for around \$1700. That should add around \$3000 to the rebate.

Sculpture Installation: On 11/05, 21st Century Alarm installed the security camera to cover the sculpture area. The Village has marked the utilities and the post position on the lawn. The Village and Ray Electric will coordinate the concrete and electrical work.

Dumpster Fencing: Southway Fence has scheduled installation on 11/15; the new fence should be completed by the time of this meeting.

Fiscal Officer's Report

Accept: Monthly financial reports for October, 2019.

PLF Distribution: The November PLF distribution was \$58,209, at 4.2% increase over last November receipts of \$55,851. PLF receipts year to date are \$628,564, a 3.9% increase over the total receipts of \$604,561 as of this time last year.

2019 Net Operating Position

October Revenue=\$59,333	Year to Date Revenue	= \$595,753
October Expense= \$98,013	Year to Date Expenses	= \$585,083
Difference	-\$ 36,680	\$ 10,670

Note: at the October meeting, the Board approved a transfer of \$50,000 from the General Fund to the Capital Projects Fund. This transfer counts as an expense, hence the deficit operating position for October.

Unique Management: \$35.80 for 4 placements in October.

New Business

Ohio Governor's Imagination Library: Mr. Dillie will give an update on the new program to manage the Dolly Parton Imagination Library.

Director and Fiscal Officer Performance Evaluations: the Personnel Committee of the Board of Trustees will need to meet to evaluate the two library Administrators and plan to report to the Board at the December meeting.

2020 Winter Holiday Closing: the library schedules December 24 and 25, and December 31 and January 1 as paid holidays for all regular staff. In 2020-2021, those days fall on a Thursday and Friday. The library schedules only 4 people on Saturdays, so finding hours for those staff would be easily managed; also, it is likely that patrons will assume the library will be closed. Mr. Dillie would like to close both Saturdays following the holidays.

Approve Resolution 19-11-01: to close the library on Saturday, December 26, 2020 and Saturday, January 2, 2021. These closed days are not paid holidays.

2020 Appropriation: At the October Board meeting, Mr. Dillie reviewed the proposed 2020 Budget in detail. The detail spreadsheets for both revenue and expenses are included in this month's Board Packet updated to include Carryover and Capital Fund estimates. A summary draft permanent appropriation is also included. The wage budget presumes increased wage ranges for most hourly positions and a 3% raise calculated from the new ranges. The new wage table is included in the Board Packet. The draft appropriation includes a \$50,000 transfer out from General Revenue to Capital in 2020; this transfer creates a substantial operating deficit in the coming year. However, the library is holding cash in General Revenue equal to more than six months of average operating expenditures (at \$56,000 a month) which is more than enough cash on hand. And it is appropriate to move more that money into Capital.

Approve Resolution 19-11-02: to approve the revised wage table as presented.

Approve Resolution 19-11-03: to approve a 3% raise for all hourly employees to take effect at the beginning of the 2020 pay year. Raises are calculated as a percentage of the midpoint of the range for each job classification. If an employee's 3% raise leaves their hourly rate below that of the new base rate for their job classification, their hourly rate will be set at that new base rate.

Approve Resolution 19-11-04: to approve the 2020 Permanent Appropriation as presented.

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 6.4% for October and are now running 6.2% ahead year-to-date. Circulation was even with last October and is running 1.8% behind 2018 year to date.

Gifts

October Restricted Individual Contributions to the General Fund \$ 0.00

October Unrestricted Individual Contributions to the General Fund \$ 1,117.14

Total Restricted and Unrestricted \$ 1,117.14

Includes \$100 given in memory of Ruby Smith and approximately \$900 in book sale revenue.

October In-kind Gifts

anonymous

7 hardcovers; 5 trade
paperbacks; 2 mass market
paperbacks; 2 DVDs; 3
audiobooks; 1 music CD

Adjourn

The next Regular Board Meeting will be held on December 18, 2019 at 6:30 pm in the Minerva Public Library Board Room.

**Minerva Public Library Board of Trustees
October 23, 2019 Meeting Minutes
Library Board Room**

Call to Order: The meeting was called to order at 6:30 pm.

Attendance: Roger Bartley, Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge, Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation: none

Minutes: Virginia Birks moved to approve the minutes of the September 18, 2019 Board Meeting as presented. Becky Miller seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie reported that 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 with AEP for the rebate. The rebate check will come directly to the library.

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 he will need to search for sturdy enough fixtures to mount at ground level.

Fiscal Officer's Report

Mr. Rutledge moved to accept the monthly financial reports for September, 2019. Ms Repella seconded. Motion Carried.

PLF Distribution: The October PLF distribution was \$56,342, a 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. As indicated below, the library is running well ahead on operating revenue this year, in part due to the increase in PLF percentage found in the new state budget and a higher than expected increase in General Revenue; the library is also behind on the materials budget spending for the 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. Some leftover books were donated to a patron who maintains little free libraries in an economically disadvantaged area of Canton. Mr. Dillie took a number of boxes of leftover books to Goodwill. Some items were saved for the next book sale. The remaining paperbacks were recycled and the remaining hardcovers were tossed out.

New Business

Dumpster Fencing: The fencing and gate around the dumpster are falling to pieces. Mr. Dillie has a quote from Southway Fence 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.

Ms. Birks moved to accept the the quote of \$5150.00 from Southway Fence to replace the fencing around the dumpster area. Mr. Rutledge seconded. Motion carried

Transfer to Capital Projects: As the financial reports show, the library is currently running an operating surplus of over \$65,000. The library finished 2018 with an operating surplus of over \$54,000 due to reductions in staff hours, and unfilled positions, as well as the unexpected robust returns from the PLF. Last year, the library spent \$41,659 on capital projects without replenishing the Capital Projects Fund. This year's appropriation budgeted only a \$15,000 transfer from Operations to Capital. Given the current operating surplus, Mr. Dillie recommended that 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.

Ms. Miller moved to 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. Ms. Birks seconded. Motion carried unanimously.

Ms. Birks moved to Approve Resolution 19-10-02 to transfer \$50,000 from the library's General Fund to the Capital Fund. Mr. Rutlege seconded. Motion carried unanimously.

Copier Lease: Copeco, the library's current photocopier provider presented Mr. Dillie with 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. The monthly cost then is \$409.95 with an overage charge if copier use is more than the average calculated for the contract. Mr. Dillie reported that the library paid over \$1300 for maintenance for the first six months of this year, as well as the \$186 a month lease for the upstairs copier; the current maintenance price is based on number of copies. The new pricing arrangement is very close the library's current costs, but is applied to new equipment.

Ms. Repella moved to approve Resolution 19-10-03 to approve the new photocopier lease as presented. Ms. Birks seconded. Motion carried unanimously.

2020 Appropriation: This month's Board Packet included a set of budget planning documents for review and discussion. Mr. Dillie reviewed the plan for the 2020 budget with the Board. Expected revenue is slightly higher than 2018 or 2019, and is almost the same as 2017, the last year the library received 20% of the Carroll County PLF distribution. The 2020 proposal includes no overdue fine revenue, and the Board discussed in general going fine free in the next year.

The expense budget includes an increase in the wage scale for most hourly positions (the scale has not been adjusted since it was implemented in 2013). In any case, the base rate for Library Associate I needs to be raised to keep ahead of the Ohio Minimum Wage. Mr. Dillie proposed a 3% raise for hourly staff using the new wage scale. Core inflation continues below 2%, so a 3% raise maintains the wage value and provides a 1%+ actual increase. Even With the proposed raise, the 2020 actual wage budget is only about \$600 more that of 2019 reflecting two unfilled positions and the voluntary reduction in hours by the Fiscal Officer. Furthermore, the wage budget includes \$8750 as the maximum leave payout value for those employees who might retire in 2020. The materials budget includes an increase for downloadable content and leaves the physical materials budgets the same as 2019. The maintenance and repair lines show the cost of the new copier contract, the cleaning contract, and the window washing service . The cleaning service replaces the eliminated custodian position at about the same cost. Electrical cost has been reduced anticipating savings from the LED conversion. The proposed operating appropriation is in deficit by \$37,358. However, past budget experience suggests that the library will not spent out the entire appropriation, and the current robust carryover can

Minerva Public Library

October 2019 Financial Reports

Submitted for the November 2019 Board Meeting

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

Minerva Public Library
 Summary of Financial Information- October 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
<i>LSTA GRANT</i>	0.00		
Public Library Fund	56,342.06		
Sales Tax	1.35		
Patron Fines & Fees	199.98		
Lost Card/items	13.00		
Copier	401.27		
Fax	37.50		
Contributions	1,117.14		
Resale	19.65		
Interest	353.71		
printer /paper	30.83		
Meeting Room-Dolly Parton	100.00		
misc	716.32		
Total *Revenue Ledger	59,332.81		109,332.81
<i>Expenditures:</i>			
Salaries	23,133.65		
Benefits-Opers	3,411.36		
Medicare	330.3		
Insurance-Medical and Life	4,946.80		
Catalog/Processing	1,660.36		
Programming supplies	10.36		
Adult Books	2,482.56		
Youth Books	1,216.19		
AV Adult	442.02		
AV Downloadable	882.47		
AV Youth	639.86		
Office Supplies	278.21		
Dues/Memberships	2,400.85		
Other Purchased Contract Serv	904.70		
Purchased and Contract Services-Restricted Dolly Parton			
Periodicals	46.21		
Rent/Lease	186.00		
Telephone	657.12		
Mtn and Repair on Equip	200.10		
Other Property Mtn Repair/Security	156.97		
Utilities-Gas, Electric, Water and Trash	2,512.32		
Maintenance and Repair			28,505.00
Capital-Maintenance and Repair			
Capital-Land			
Postage	10.85		
Resale Supplies	17.95		
Refunds	9.99		
Transfer to Capital	50,000.00		
Total Expenditures-Taken from Appropriation Ledger	98,013.33		28,505.00

Ending Cash Balance:			
Checking/Cash on Hand	99,999.78	Capital Balance	46,597.90
Savings (Chase)	22,025.78		
Certificates of Deposit (CNB)	221,827.66		
Certificates of Deposit (Chase)	6,523.89		
Petty Cash/Registers	271.00		
Total	<u>350,548.11</u>		
FUND STATUS		<u>141,959.84</u>	<u>492,507.95</u>
	Less OS -100.00	141,959.84	492,407.95
	350448.11		

General Revenue Summary			
Receipts	59,332.61		595,753.00
Appropriations (includes \$50,000 transfer out)	98,013.33		585,083.00
Net Position		Month	Year-to-Date
	-38,680.72		10,670.00
Total Cash	<u>350,548.11</u>		
Liquid Assets- non capital	141,959.84		
Capital			

Revenue Status

By Fund

As Of 11/4/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$18.14	\$16.86	51.829%
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	\$439,684.54	\$75,832.46	85.290%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$136,919.00	\$118,203.93	\$18,715.07	86.331%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$16,410.00	\$12,466.05	\$3,943.95	75.966%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$3,000.00	\$2,683.87	\$316.13	89.462%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$290.38	-\$90.38	145.190%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$36.00	\$39.00	48.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,750.00	\$3,970.91	-\$1,220.91	144.397%
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	\$501.09	\$1,498.91	25.055%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$750.00	\$603.95	\$146.05	80.527%
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	\$2,545.80	\$954.20	72.737%
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	\$5,371.70	-\$2,871.70	214.868%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$255.38	-\$5.38	102.152%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$1,375.00	-\$1,375.00	0.000%
1000-871-0000	Refunds for Overpayment	\$75.00	\$52.69	\$22.31	70.253%
1000-872-0000	Insurance Reimbursements	\$500.00	\$794.32	-\$294.32	158.864%
1000-892-0000	Other - Miscellaneous Non-Operating	\$100.00	\$533.99	-\$433.99	533.990%
Fund 1000 Sub-Total:		\$687,281.00	\$595,753.34	\$91,527.66	86.683%

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	\$50,000.00	\$50,000.00	\$0.00	100.000%
Fund 4001 Sub-Total:		\$50,000.00	\$50,000.00	\$0.00	100.000%
Report Total:		\$737,281.00	\$645,753.34	\$91,527.66	87.586%

Appropriation Status

By Fund
As Of 10/31/2019

Fund: General \$128,620.45
Pooled Balance: \$221,827.66
Non-Pooled Balance: \$350,448.11
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	\$84,393.00	\$0.00	\$61,744.87	\$22,648.13	73.163%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$30,764.34	\$7,700.66	79.980%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$159,341.69	\$26,250.31	85.856%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$2,779.91	\$8,220.09	25.272%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$20,808.00	\$0.00	\$16,392.85	\$4,415.15	78.781%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$38,603.43	\$9,967.19	79.479%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$4,714.53	\$0.00	\$3,863.82	\$850.71	81.956%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$38,001.00	\$915.35	\$37,085.65	\$0.00	97.591%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$52.66	\$332.34	\$0.00	86.322%
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	\$254.18	\$1,345.82	\$0.00	84.114%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$2,816.00	\$430.20	\$2,385.80	\$0.00	84.723%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$84.37	\$2,962.35	\$453.28	84.639%
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	\$25,500.00	\$1,063.14	\$16,958.66	\$7,478.20	66.505%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$19,500.00	\$3,229.82	\$13,949.12	\$2,321.06	71.534%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$889.32	\$6,609.68	\$1.00	88.129%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$11,579.60	\$306.77	\$5,939.29	\$5,333.54	51.291%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$17,264.30	\$7,566.19	\$9,557.56	\$140.55	55.360%
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	\$1,386.15	\$3,920.14	\$693.71	65.336%
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 10/31/2019

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-419-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$799.10	\$0.00	\$799.10	\$0.00	100.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$65.92	\$110.50	\$323.58	22.1000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,697.00	\$3,631.46	\$3,065.54	\$0.00	45.7759%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$7,750.00	\$1,313.86	\$6,436.14	\$0.00	83.0479%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$10,116.80	\$15,640.56	\$3,602.64	53.272%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,040.00	\$210.00	\$1,040.00	\$0.00	83.2000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$927.48	\$6,521.69	\$55.83	86.898%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$14,743.67	\$20,256.33	\$0.00	57.875%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$126.03	\$573.97	\$0.00	81.986%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$977.53	\$7,122.47	\$0.00	87.932%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$6,835.24	\$2,690.00	\$3,925.00	\$220.24	57.423%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,089.76	\$24.11	\$4,065.65	\$0.00	99.410%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$4,555.00	\$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	100.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,000.00	\$1,088.85	\$911.15	\$0.00	45.558%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$74.24	\$150.76	\$0.00	67.004%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$8,274.00	\$0.00	\$8,274.00	\$0.00	100.0000%
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	\$2,393.46	\$404.00	\$1,946.00	\$43.46	81.305%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,700.00	\$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	\$2,065.66	\$10,034.34	\$0.00	82.928%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$1,258.59	\$242.60	\$1,039.04	\$6.95	82.556%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$1,390.80	\$2,609.20	\$0.00	65.230%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$377.95	\$0.00	\$360.03	\$17.92	95.259%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$16,946.00	\$0.00	\$16,946.00	\$0.00	100.0000%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$95.00	\$18.87	\$72.42	\$3.71	76.232%

Report reflects selected information.

Appropriation Status

By Fund

As Of 10/31/2019

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$250.00	\$40.01	\$209.99	\$0.00	83.9966%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-590-0511	Other - Other(Information Technology)	\$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	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.0000%
General Fund Total:		\$0.00	\$0.00	\$750,965.15	\$59,145.04	\$585,082.20	\$106,737.91	77.9111%
Fund: Capital Projects								
	Pooled Balance:	\$141,959.84						
	Non-Pooled Balance:	\$0.00						
	Total Cash Balance:	\$141,959.84						
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	\$750.00	\$35,587.48	\$8,662.52	79.083%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$5,150.00	\$2,987.00	\$1,863.00	29.870%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$10,000.00	\$0.00	\$658.00	\$9,342.00	6.580%
Capital Projects Fund Total:		\$0.00	\$0.00	\$65,000.00	\$5,900.00	\$39,232.48	\$19,867.52	60.358%
Report Total:		\$0.00	\$0.00	\$815,965.15	\$65,045.04	\$624,314.68	\$126,605.43	76.512%

Payment Listing

October 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
364-2019	10/01/2019	10/01/2019	CH	AMERICAN HERITAGE LIFE INSURANCE CO	\$148.65	C
365-2019	10/01/2019	10/01/2019	CH	BAKER & TAYLOR BOOKS	\$398.39	C
366-2019	10/03/2019	10/03/2019	CH	Kaela Frazier	\$9.99	C
367-2019	10/03/2019	10/03/2019	CH	The Carroll County Messenger	\$25.00	C
368-2019	10/03/2019	10/03/2019	CH	BAKER & TAYLOR BOOKS	\$354.20	C
369-2019	10/03/2019	10/03/2019	CH	AMERICAN HEATTEK CORPORATION	\$16.10	C
370-2019	10/04/2019	10/07/2019	CH	FIRST COMMUNICATIONS	\$657.12	C
371-2019	10/09/2019	10/09/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
372-2019	10/09/2019	10/09/2019	CH	PAYCHEX	\$9,098.24	C
373-2019	10/10/2019	10/10/2019	CH	PAYCHEX	\$1,168.65	C
374-2019	10/10/2019	10/10/2019	CH	PAYCHEX	\$102.35	C
375-2019	10/10/2019	10/10/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,917.62	C
376-2019	10/10/2019	10/10/2019	CH	QUILL CORPORATION	\$103.97	C
377-2019	10/10/2019	10/10/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$35.80	C
378-2019	10/10/2019	10/10/2019	CH	J & D Cleaning Service	\$1,235.00	C
379-2019	10/10/2019	10/10/2019	CH	DISCOUNT TAPE 'N ROLL	\$126.00	C
380-2019	10/10/2019	10/10/2019	CH	Swank Movie Licensing USA	\$483.00	C
381-2019	10/10/2019	10/10/2019	CH	Ted Fellows	\$110.00	C
382-2019	10/10/2019	10/10/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	C
383-2019	10/10/2019	10/10/2019	CH	MIDWEST TAPE	\$882.47	C
384-2019	10/15/2019	10/15/2019	CH	AMERICAN ELECTRIC POWER	\$1,816.62	C
385-2019	10/15/2019	10/15/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
386-2019	10/15/2019	10/15/2019	CH	STANDARD PLUMBING AND HEATING CO	\$5,240.00	C
387-2019	10/16/2019	10/16/2019	CH	COLUMBIA GAS OF OHIO	\$591.70	C
388-2019	10/16/2019	10/16/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$84.00	C
389-2019	10/16/2019	10/16/2019	CH	BAKER & TAYLOR BOOKS	\$1,128.71	C
390-2019	10/18/2019	10/18/2019	CH	RENTWEAR, INC.	\$46.52	C
391-2019	10/23/2019	10/23/2019	CH	PAYCHEX	\$8,681.21	C
392-2019	10/23/2019	10/23/2019	CH	AMAZON	\$1,235.73	C
393-2019	10/23/2019	10/23/2019	CH	AMAZON	\$141.47	C
394-2019	10/23/2019	10/23/2019	CH	DEMCO, INC.	\$314.54	C
395-2019	10/23/2019	10/23/2019	CH	CENTER POINT LARGE PRINT	\$310.31	C
396-2019	10/23/2019	10/23/2019	CH	BAKER & TAYLOR BOOKS	\$917.19	C
397-2019	10/23/2019	10/23/2019	CH	CHASE CARD SERVICES	\$244.98	C
398-2019	10/25/2019	10/25/2019	CH	PAYCHEX	\$83.55	C
399-2019	10/24/2019	10/25/2019	CH	PAYCHEX	\$1,127.06	C
400-2019	10/25/2019	10/25/2019	CH	Solid Waste And Recycling	\$104.00	C
401-2019	10/29/2019	10/30/2019	CH	AMERICAN HERITAGE LIFE INSURANCE CO	\$148.65	C
402-2019	10/29/2019	10/30/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	C
403-2019	10/28/2019	10/30/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,930.41	C
404-2019	10/31/2019	10/31/2019	CH	TREASURER, STATE OF OHIO	\$3,746.67	C
405-2019	10/31/2019	10/31/2019	CH	BAKER & TAYLOR BOOKS	\$315.84	C
6756	10/09/2019	10/09/2019	AW	MASSILLON MUSEUM	\$50.00	O
6757	10/09/2019	10/09/2019	AW	OSU-Stark Cty Master Gardeners	\$50.00	C
6758	10/09/2019	10/09/2019	AW	Richard Haldi	\$50.00	O
6759	10/09/2019	10/09/2019	AW	Jim Knight	\$50.00	C

Payment Listing

October 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
6760	10/10/2019	10/10/2019	AW	HEAT TOTAL FACILITY SOLUTIONS, INC.	\$23,265.00	C
6761	10/25/2019	10/25/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$60.00	C
6762	10/25/2019	10/25/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,916.53	C
6763	10/25/2019	10/25/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	C
Total Payments:					\$76,518.33	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$76,518.33	

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 10/31/2019

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	47.535%	\$350,448.11	\$221,827.66	\$128,620.45
4001	Capital Projects	52.465%	\$141,959.84	\$0.00	\$141,959.84
All Funds Total			\$492,407.95	\$221,827.66	\$270,580.29
Pooled Investments					\$123,911.61
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$146,397.68

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2019

1/14/2019 2:27:55 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 02/1	\$21,126.97	1.50%	\$293.87	\$804.17	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,152.42	1.05%	\$286.76	\$627.96	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$105,163.91	2.05%	\$1,763.05	\$3,871.54	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,087.38	1.50%	\$297.69	\$919.64	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$31,952.24	2.25%	\$587.96	\$1,650.91	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/21	\$21,334.74	1.50%	\$223.54	\$587.68	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,025.78	0.10%	\$33.00	\$28,053.59	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		

End

Minerva Public Library

**October 2019 Financial
Reports**

**Submitted for November
2019 Board Meeting**

Minerva Public Library Wage Tables 2013 (2015) and 2020

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%

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%
Deputy Fiscal Officer	\$14.21	\$16.59	\$18.95	\$4.74	25.01% [no separate hire now]
Manager	\$15.50	\$16.58	\$18.05	\$4.74	26.26%

2020 Budget Appropriation

Account Code	Account Name	2019 Appropriation	2020 Appropriation
	Total Wage and Leave	\$348,508.00	\$349,100.00
1000-110-110-0001	Salaries{ADMINISTRATIVE SALARIES}	\$84,893.00	\$85,515.00
	service award 1000	\$1,000.00	\$1,000.00
1000-110-110-0002	Salaries{MANAGERS}	\$38,465.00	\$39,795.00
1000-110-110-0003	Salaries{NON-PROFESSIONALS}	\$185,592.00	\$190,000.00
	retirement max payout sick leave + max payout vacation	\$0.00	\$8,750.00
	Cash-in-lieu of insurance (2 x 3000); service award 750	\$6,750.00	\$6,750.00
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
	Total Benefit	\$93,051.15	\$91,025.95
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	\$3,000.00
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	\$88,643.00	\$92,500.00
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$23,000.00	\$23,000.00
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$22,000.00	\$22,000.00
1000-120-412-0000	Periodicals	\$7,500.00	\$7,500.00
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$12,229.60	\$12,000.00
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$16,614.30	\$21,000.00
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$6,000.00	\$6,000.00
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$500.00
1000-120-419-0000	Other - Library Materials and Information	\$500.00	\$500.00
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$6,697.00	\$6,000.00
1000-210-110-0005	Salaries{SERVICE WORKERS}	\$0.00	\$0.00
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 Suppression (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		\$6,000.00
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 (Roxy+promotions)	\$0.00	\$500.00
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	\$2,411.41	\$5,200.00
	Copier Lease and Maintenance (409.95 x 12)		\$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	\$18,936.00
	SEO Consortium membership + cataloging + notice service		\$15,445.00
	NEO-Regional Library System membership		\$1,507.00
	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 (new account for miscellaneous IT expense)	\$0.00	\$3,000.00
1000-760-750-0000	Furniture and Equipment	\$2,000.00	\$2,000.00
1000-910-910-0000	Transfers - Out to Capital Projects (updated to October 2019 transfer)	\$50,000.00	\$50,000.00
	Operating Expenses Total	\$758,715.15	\$768,671.95
	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	\$823,715.15	\$823,671.95

2020 Budget Revenue
MINERVA PUBLIC LIBRARY, STARK COUNTY

Operations						
Revenue	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
		Total Current Year Operating Revenue	\$706,703.39	\$683,525.00	\$687,281.00	\$706,314.00

	General Revenue Fund Carryover January 1	\$330,153.00	\$344,405.00	\$339,914.00	\$350,000.00	estimate
	Enunbrance for prior year	-\$8,531.00	-\$1,849.00	\$0.00	-\$2,000.00	estimate

	Capital Projects Fund January 1	\$174,723.00	\$172,850.00	\$131,192.00	\$133,000.00	estimate
	Total Cash on Hand January 1 (General Revenue + Capital)	\$496,345.00	\$515,406.00	\$471,106.00	\$481,000.00	estimate
	Total Revenue (Annual Revenue + Carryover + Capital)	\$1,211,579.39	\$1,200,780.00	\$1,158,387.00	\$1,190,614.00	estimate

Director's Report—November, 2019

Building and Grounds—I've had a security camera installed that will cover the grounds where the sculpture will be mounted. As a bonus, the camera also covers the picnic tables on that side of the building. The Village and Ray Electric are mounting the pole and running the conduit this week (11/11), and we should be on track for sculpture dedication before Thanksgiving. The dumpster fence project is delayed because Southway Fence's supplies are behind on the brown chainlink we want to use. Installation won't be until December some time, weather permitting. Two of the four parking lot lights are out. Ray Electric will try replacing the bulbs first, and, if that doesn't work, will convert the fixtures to LEDs. Kevin said if the ballasts are going bad it makes more sense to change over to LED, but they won't know until they get up there and take a look. I've also asked Ray Electric for a quote on installing occupancy sensors in the restrooms.

Staffing—Laken Hamilton, the new Library Associate I in Youth Services started work last month. Things seem to be going well.

Programs—Adult programs for fall saw very uneven attendance. The two local history programs—Fairmount Children's Home and Stagecoach Era in Stark County—had 61 in the audience between them. Two of the three how-to programs—InstantPot Success and Natural Crafts—had 33 between them, while only three people showed up for Growing Microgreens. An Evening with Edgar Allan Poe had 12 in the audience; Jim Knight usually has a reasonable turnout. However the remaining three programs with paid speakers had a total attendance of six.

Meetings—I had lunch with Brock Hutchinson, the new Director at Louisville Public Library, on 11/01. The Directors of the libraries in Stark County met on 11/07 to discuss the Ohio Governor's Imagination Library. I hosted a meeting of area library Directors here on 11/08. I'll attend the OLC Board meeting on the 15th and the Chamber Board meeting on the 21st.

November 2019 Youth Services Report

Blockbuster movie, Frozen 2, begins in theaters soon, and the Minerva Public Library Youth Department will present a Party celebrating all things Frozen! Sarah planned crafts, games, and activities to keep young princesses and other family members glittered up. Yes, reindeer antlers are available for those that prefer a more rugged experience.

Sarah offers an after school activity for middle and high school students each day at 2:15. Although video game days on Tuesdays and Thursday remain the most popular, students enjoy activities and games the other three afternoons. Sarah also visits the middle school once per quarter to present new books and inform students about upcoming programs at the library.

When patrons visit the Sensory SPOT, we offer a questionnaire for feedback purposes. Please find attached a sheet of comments about their experiences written by patrons over the past (almost) year.

Statistics for October:

Side door count: 2121

Reference Questions: 1697

Teacher collections: 33/ 766 books

MES: 88 visits 2121

MMS: 2 visits 13

YMCA Preschool Outreach: 3 programs 50

Book Beginnings: 4 programs 68

After School: 14 programs 123

Additional Programs: Halloween House 38, Interactive movie 18, Preschool Pirate Day 300

Donations added in October: 2 hard covers, 2 paperbacks

Study Rooms Use: 21

Other Questions: 48

Outreach: 17 programs 333

Story Time: 5 programs 55

Sensory SPOT: 3

Kathy Heller

Youth Services Manager

11/14/2019

Sensory SPOT comments

We provide a survey for our Sensory SPOT visitors. They can provide number of adults and children (and age range of children), which items they interacted with, and comments.

Here are the comments from the December 2018 through October 2019:

...Was very much fun for my son who is 3. (smile face)

Gram loves the light table.

Kids loved playing with all of the activities... thank you for all you provide for kids!

We will come back again. Thankful for this new area.

Kids loved them all! Thanks

Lola loved everything. Thanks

Fun! Love it.

They really enjoyed themselves. Didn't want to leave

My autistic grandson loves everything!

Always fun! Thank you!

Absolutely love the Sensory Spot. The kids enjoyed it as well.

Thanks for getting the sensory toys out for us.

He had a lot of fun!

He enjoys it

Very interesting—enjoyed

The kids really enjoyed all the activities. It was a lot of fun

The kids loved it. This is our second time in Sensory Spot. We love it.

We really like coming here and playing

Magnetic board was awesome

Very fun. Thanks!

This room is fantastic!