

**Minerva Public Library  
Board of Trustees**

**December, 2019**

**Regular Board Meeting  
Packet**

**Minerva Public Library Board of Trustees  
December, 2019 Regular Meeting  
December 18, 6:30 pm in the Library Board Room**

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

**Minutes:** Approve minutes of the November 20, 2019 Board Meeting.

**Ongoing Business**

**LED Project:** The library has hired Ray Electric to install occupancy sensors in the six restrooms. The additional energy saving feature boosted the expected rebate from AEP to \$8,277. The library has signed the rebate paperwork and is waiting to receive a check from AEP.

**Sculpture Installation:** The Sarah's Pencils sculpture was installed by the Village on 11/25. Ray Electric is waiting on whatever additional concrete work is to be done before installing the lights.

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

**Dumpster Fencing:**

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for November, 2019.

**PLF Distribution:** The December PLF distribution was \$58,482, a 1.1% decrease from last December receipts of \$59,147. PLF receipts for 2019 are \$687,946, a \$24,149 or 3.6% increase over 2018 total receipts of \$663,797.

**2019 Net Operating Position**

November Revenue=\$59,301	Year to Date Revenue	= \$654,916
November Expense= \$51,856	Year to Date Expenses	= \$585,385
Difference	\$ 7,445	\$ 69,531

Note: at the October meeting, the Board approved a transfer of \$50,000 from the library's General Revenue Fund to its Capital Projects Fund. This transfer

does not reflect actual expenditures and is not shown in this net position summary.

**Unique Management:** \$71.60 for 8 placements in October. The directors of the various Stark County libraries will meet with the Prosecutor's Office in January to discuss alternative means of contacting delinquent patrons.

**New Business**

**Director and Fiscal Officer Performance Evaluations:** the Personnel Committee of the Board of Trustees has evaluated the job performance of the library Administrators. The Board go into Executive Session to discuss those performance reviews.

Motion to Enter Executive Session at \_\_\_\_\_pm to discuss the job performance of the Director and Fiscal Officer:\_\_\_\_\_

Second:\_\_\_\_\_

Roll Call: Bartley\_\_\_ Beard\_\_\_ Birks\_\_\_ Miller\_\_\_ Repella\_\_\_ Ruff\_\_\_ Rutledge\_\_\_

Motion to leave Executive Session and return to Open Meeting at \_\_\_\_\_ pm:

Second:\_\_\_\_\_

**Hiring the Director and Fiscal Officer:** having received and discussed the performance evaluations of the Library Administrators, the Board will decide whether to hire them for another year.

**Approve Resolution 19-12-01:** to hire Tom Dillie as the Minerva Public Library Director from December 16, 2019 through the 2021 Organization Meeting of the Library Board of Trustees at an annual salary of \$\_\_\_\_\_and under the conditions and benefits as described in the presented employment agreement.

**Approve Resolution 19-12-02:** to hire Christian Davies as the Fiscal Officer of the Minerva Public Library from December 16, 2019 through the 2012 Organization Meeting of the Library Board of Trustees at an hourly rate of \$\_\_\_\_\_ and under the conditions and benefits as described in the presented employment agreement.

**2020 Appropriation Review:** at the November meeting the Board approved the 2020 Permanent Appropriation. That Appropriation has not yet been filed with the Auditors' Offices, and Mr. Dillie would like to briefly review a couple of line items with the Board.



**Minerva Public Library Board of Trustees  
November 20, 2019 Regular Meeting Minutes  
Library Board Room**

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

**Attendance:** Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Rapella, Diane Ruff, Library Director Tom Dillie.

**Adjustments to the Agenda:** Ms. Birks requested a discussion of afterschool behavior be added to new business.

**Public Participation:** none

**Minutes:** Ms. Birks moved to approve minutes of the October 23, 2019 Board Meeting. Dr. Beard seconded. Motion carried.

**Ongoing Business**

**LED Project:** Mr. Dillie reported that the LED lighting project is finally done, but 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:** Mr. Dillie reported that 21<sup>st</sup> Century Alarm installed the security camera to cover the sculpture area on 11/05; the camera coverage includes the picnic tables at the side of the building which had been out of view before. 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:** Mr. Dillie reported that Southway Fence had scheduled installation on 11/15 but were unable to purchase the brown coated chainlink for the project; there is a backlog of orders for that color. Southway estimated that they should have the fencing in about four weeks, and weather permitting will then install the new fence.

**Fiscal Officer's Report**

**Accept:** Ms. Repella moved to accept the monthly financial reports for October, 2019. Ms. Ruff seconded. Motion carried.

**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
<u>October Expense= \$98,013</u>	<u>Year to Date Expenses</u>	<u>= \$585,083</u>
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. Although this transfer simply moves money from General Revenue to Capital, this transfer counts as an expense, hence the deficit operating position for October and the reduction in the year-to-date surplus. The actual monthly expenses were \$11,320 less than the revenue received in October.

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

### New Business

**Ohio Governor's Imagination Library (OGIL):** Mr. Dillie reported to the Board on a meeting on 11/07 with the other Stark County library Directors regarding the Dolly Parton Imagination Library (DPIL). The Governor's program has been funded at \$5 million in this budget and the new Foundation will also raise money on its own. The OGIL will support organizations, one per county, that want to provide DPIL service locally. The OGIL will pay \$12.50 of the annual registration fee for each eligible child, which in effect doubles the value of local funds. Stark County District Library is acting as the fiscal agent for DPIL under a memorandum of understanding that SCDL, Minerva, and Massillon entered into earlier this year. Rodman Library is already providing DPIL service to its patrons on its own. SCDL proposes creating a local organization to fund-raise for the program at the county level while SCDL continues to act as fiscal agent, and already has \$29,000 in funding commitments from various county organizations. SCDL proposes drafting a new MOU that will include all seven libraries, will allocate a certain number of registrations to each library based on that library's share of population, and then fully that number of registrations from the county-level money and state match. Libraries would be expected to help raise funds locally for the county level program, and contribute funds to support local registrations beyond the base level. General discussion among the Trustees then centered on the problem of limiting registration—turning eligible kids away—because of limits of county-level funding; turning away kids who live in Minerva's service area but not in Stark County; and the difficulty of raising funds locally to be directed to a county-wide program. Mr. Dillie said these were all similar to concerns by the other libraries at the meeting on November 7. For now, SCDL is working on drafting a new MOU and Mr. Dillie will keep the Board informed.

**Director and Fiscal Officer Performance Evaluations:** the Personnel Committee of the Board of Trustees will schedule a meeting to evaluate the two library Administrators and the will report to the Board at the December meeting. Mr. Dillie will send the evaluation forms to the Committee.

**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 requested that Board to close both Saturdays following the holidays.

Ms. Birks moved to 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. Dr. Beard seconded. Motion carried.

**2020 Appropriation:** At the October Board meeting, Mr. Dillie reviewed the proposed 2020 Budget in detail with the Board. The detail spreadsheets for both revenue and expenses were also included in the November Board Packet updated to show Carryover and Capital Fund estimates. A summary draft permanent appropriation was also included. The wage budget presumes increased wage ranges for most hourly positions (as shown in the accompanying wage table) and a 3% raise calculated from the midpoint of the new ranges. The new wage table was included in the Board Packet. The draft appropriation includes a \$50,000 transfer out from General Revenue to Capital in 2020; this transfer creates the appearance of a substantial operating deficit in the coming year. However, the library is holding \$350,000 in General Revenue an amount equal to more than six months of average operating expenditures (at \$56,500 a month) which is more than enough cash on hand for carryover. Mr. Bartley pointed out that the carryover was to make sure library could fund operations in the next year when it was relying on money from the intangibles tax for current revenue. Mr. Dillie noted that if the PLF revenue comes in as predicted next year, he recommends transferring the appropriated money in the first half of the year, and amending the appropriation to move another \$50,000 to capital by the end of the year.

Ms. Birks move to approve Resolution 19-11-02 to approve the revised wage table as presented. [attachment A] Ms. Repella seconded. Motion carried.

Dr. Beard moved to 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. Ms. Ruff seconded. Motion carried. E1

Ms Birks moved to approve Resolution 19-11-04 to approve the 2020 Permanent Appropriation as presented. [Attachment B] Ms. Repella seconded. Motion carried.

**Afterschool Rowdiness:** Ms. Birks wondered what could be done to reduce the rowdy behavior in the library afterschool. She had visited the library on a particularly boisterous Friday when the upstairs staff was having a difficult time with some of the kids. Mr. Dillie reported that several of the kids involved incidents that day had been banned from the library. Mr. Chaddock and the school principals have been very helpful in identifying kids who are misbehavior and then addressing that behavior with kids directly. The student seen vandalizing library furniture was banned from the library for the rest of the school year. The kids whose behavior was out of hand have been banned until January. Mr. Dillie noted that only a small number of the Middle School students come to the library after school when compared to total enrollment, and of those kids, only a handful are disruptive. Library staff will continue to work with school administrators to identify students who disrupt library service and to ban those students from library property for set periods of time. There was general discussion among the Trustees and support for the library's current practice.

**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

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**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:** Ms. Birks moved to adjourn the meeting. Ms. Ruff seconded. The meeting adjourned at 8:20 pm.

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 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 Permanent Appropriation Resolution  
Proposed 11-20-2019**

<b>2020 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2019		350,000.00
	Prior Year Encumbrances	(2,000.00)
	<b>UNENCUMBERED BALANCE 01/01/18</b>	<b>348,000.00</b>
	Public Library Fund	688,479.00
	Other Revenues	17,835.00
	<b>TOTAL REVENUES</b>	<b>706,314.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,054,314.00</b>

Capital Projects Fund: Carryover 12/31/2019		133,000.00
4001-931-0000	Transfers In	50,000.00
	<b>TOTAL REVENUES</b>	<b>50,000.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>183,000.00</b>

<b>2020 Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	349,100.00
1000-100-200-0000	Employee Benefits	91,025.95
1000-100-300-0000	Purchased & Contracted Services	143,365.00
1000-100-400-1000	Library Materials and Information	92,500.00
1000-100-450-0000	Supplies	16,900.00
1000-100-500-0000	Other Objects	22,281.00
1000-700-700-0000	Capital Outlay	2,000.00
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>717,171.95</b>
1000-990-910-0000	Transfers - Out	50,000.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>50,000.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>767,171.95</b>

4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>55,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>55,000.00</b>

<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS</b>	<b>822,171.95</b>
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# **Minerva Public Library**

## **November 2019 Financial Reports**

### **Submitted for the December 2019 Board Meeting**

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

Minerva Public Library  
 Summary of Financial Information- November 2019

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>
<i>Receipts:</i>			
<u>LSTA GRANT</u>			
Public Library Fund	58,209.12		
Sales Tax	1.60		
Patron Fines & Fees	152.07		
Lost Card/items			
Copier	299.75		
Fax	56.50		
Contributions	16.75		
Resale	23.40		
Interest	365.77		
printer /paper	50.55		
Meeting Room-Dolly Parton	125.00		
misc			
Total *Revenue Ledger	<b>59,300.51</b>		
<i>Expenditures:</i>			
<u>Salaries</u>	23,021.77		
Benefits-Opers	3,423.87		
Medicare	329.51		
Insurance-Medical and Life	4,946.80		
Catalog/Processing			
Programming supplies	146.33		
Adult Books	2,279.99		
Youth Books	3,653.19		
AV Adult	217.39		
AV Downloadable	763.23		
AV Youth	1,248.72		
Office Supplies	589.98		
Dues/Memberships			
Furniture and Equip	900.00		
Other Purchased Contract Serv	1,717.90		
Purchased and Contract Services-Restricted Dolly Parton			
Periodicals	384.33		
Rent/Lease	186.00		
Telephone	658.02		
Min and Repair on Equip	3,338.43		
Other Property Mtn Repair/Security	114.96		
Utilities-Gas, Electric, Water and Trash	2,300.60		
Maintenance and Repair			
Misc	81.48		
Capital-Maintenance and Repair			403.29
Capital-Land			880.00
Postage			
Resale Supplies			
Refunds			
	<b>50,302.50</b>		<b>1,283.29</b>
			<b>51,585.79</b>

<i>Ending Cash Balance:</i>			
Checking/Cash on Hand	108,432.02	45,314.61	153,746.63
Savings (Chase)	22,028.93		22,028.93
Certificates of Deposit (CMB)	222,190.28	95,361.94	222,190.28
Certificates of Deposit (Chase)	6,523.89		101,885.83
Petty Cash/Registers	271.00		271.00
Total	<u>359,446.12</u>	<u>140,676.55</u>	<u>500,122.67</u>
FUND STATUS			

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<b>General Revenue Summary</b>			
Receipts	59,300.51	654,916.00	
Appropriations	51,585.79	585,385.00	
Net Position November 2019	<u>7,441.72</u>	<u>Year-to-Date</u>	<u>69,531.00</u>

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**  
By Fund  
As Of 11/30/2019

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$19.22	\$15.78	54.914%
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	\$484,557.77	\$30,959.23	93.995%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$136,919.00	\$130,111.40	\$6,807.60	95.028%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$16,410.00	\$13,894.47	\$2,515.53	84.671%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$3,000.00	\$2,796.55	\$203.45	93.218%
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	\$4,224.01	-\$1,474.01	153.600%
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	\$526.94	\$1,473.06	26.347%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$750.00	\$646.45	\$103.55	86.193%
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	\$2,557.55	\$942.45	73.073%
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	\$5,737.47	-\$3,237.47	229.499%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$271.30	-\$21.30	108.520%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$1,500.00	-\$1,500.00	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	\$654,916.11	\$32,364.89	95.291%

**Revenue Status**

By Fund  
As Of 11/30/2019

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$50,000.00	\$50,000.00	\$0.00	100.0000%
Fund 4001 Sub-Total:		\$50,000.00	\$50,000.00	\$0.00	100.0000%
Report Total:		\$737,281.00	\$704,916.11	\$32,364.89	95.610%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 11/30/2019

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
1000-110-100-0001	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	\$80,293.00	\$0.00	\$66,598.33	\$13,694.67	82.944%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$38,465.00	\$0.00	\$33,449.44	\$5,015.56	86.961%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$185,592.00	\$0.00	\$173,840.50	\$11,751.50	93.668%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$11,000.00	\$0.00	\$2,847.51	\$8,152.49	25.886%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$20,808.00	\$0.00	\$17,309.65	\$3,498.35	83.187%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$48,570.62	\$0.00	\$42,027.30	\$6,543.32	86.528%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$4,714.53	\$0.00	\$4,193.33	\$521.20	88.945%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$42,101.00	\$98.92	\$42,002.18	\$0.00	99.765%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$22.39	\$362.61	\$0.00	94.184%
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(RESTR) DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00	\$0.00	100.000%
1000-110-390-0000	Library Material Control Services	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.000%
1000-110-390-0000	Library Material Control Services	\$0.00	\$0.00	\$1,600.00	\$254.18	\$1,345.82	\$0.00	84.114%
1000-110-490-0015	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$2,816.00	\$280.20	\$2,535.80	\$0.00	90.050%
1000-110-491-0007	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$41.69	\$3,108.68	\$349.63	88.819%
1000-120-211-0000	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0003	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	\$24,500.00	\$804.34	\$19,238.65	\$4,357.01	78.525%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$19,500.00	\$952.69	\$17,602.31	\$945.00	90.266%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$504.99	\$6,994.01	\$1.00	93.253%
1000-120-412-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$10,460.23	\$1,117.34	\$6,156.68	\$3,186.21	58.858%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$19,383.67	\$6,681.22	\$10,320.79	\$381.66	53.245%
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	\$308.38	\$5,168.86	\$522.76	86.146%
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%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**  
By Fund

As Of 11/30/2019

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	\$600.00	\$0.00	\$176.42	\$323.58	35.284%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$6,897.00	\$3,631.46	\$3,065.54	\$0.00	45.775%
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	\$655.84	\$7,094.16	\$0.00	91.538%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,360.00	\$7,848.80	\$18,978.99	\$2,532.21	64.642%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$106.00	\$1,144.00	\$0.00	91.520%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$7,505.00	\$812.52	\$6,636.65	\$55.83	88.430%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$35,000.00	\$13,116.97	\$21,883.03	\$0.00	62.523%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$126.03	\$573.97	\$0.00	81.966%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$407.63	\$7,692.37	\$0.00	94.968%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$6,835.24	\$1,370.00	\$5,245.00	\$220.24	76.735%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,069.76	\$8.55	\$4,081.21	\$0.00	99.791%
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	\$1,088.85	\$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	0.000%
1000-230-325-0009	Advertising[LEGAL ADS & PUBLICATIONS]	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.000%
1000-230-325-0010	Advertising[EMPLOYEE VACANCY ADS]	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	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	\$2,393.46	\$218.00	\$2,132.00	\$43.46	89.076%
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	\$1,889.36	\$10,210.64	\$0.00	84.385%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$1,258.59	\$141.00	\$1,110.64	\$6.95	88.245%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$800.82	\$3,199.18	\$0.00	79.980%
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	100.000%
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.

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	83.966%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$600.00	\$1,100.00	45.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.000%
General Fund Total:		\$0.00	\$0.00	\$750,965.15	\$49,366.19	\$635,384.70	\$67,214.26	84.609%

Fund: Capital Projects  
 Pooled Balance: \$140,676.55  
 Non-Pooled Balance: \$0.00  
 Total Cash Balance: \$140,676.55

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	\$2,024.81	\$35,990.77	\$6,984.42	79.979%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$10,000.00	\$5,150.00	\$3,867.00	\$883.00	38.670%
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	\$7,174.81	\$40,515.77	\$17,309.42	62.332%
Report Total:		\$0.00	\$0.00	\$815,965.15	\$56,541.00	\$675,900.47	\$84,523.68	82.834%

## Payment Listing

November 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
406-2019	11/01/2019	11/01/2019	CH	Laken M Hamilton	\$68.00	C
407-2019	11/04/2019	11/04/2019	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	C
408-2019	11/04/2019	11/04/2019	CH	J & D Cleaning Service	\$1,235.00	C
409-2019	11/04/2019	11/04/2019	CH	BAKER & TAYLOR BOOKS	\$432.83	C
410-2019	11/06/2019	11/06/2019	CH	PAYCHEX	\$8,974.62	C
411-2019	11/06/2019	11/06/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00	C
412-2019	11/05/2019	11/06/2019	CH	FIRST COMMUNICATIONS	\$658.02	C
413-2019	11/04/2019	11/06/2019	CH	TRINITY DOOR	\$736.18	C
414-2019	11/06/2019	11/06/2019	CH	BOOKPAGE	\$348.00	C
415-2019	11/06/2019	11/06/2019	CH	MIDWEST TAPE	\$763.23	C
416-2019	11/07/2019	11/07/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,940.76	C
417-2019	11/07/2019	11/07/2019	CH	PAYCHEX	\$1,162.84	C
418-2019	11/07/2019	11/07/2019	CH	PAYCHEX	\$90.35	C
419-2019	11/07/2019	11/07/2019	CH	Ted Fellows	\$85.00	C
420-2019	11/12/2019	11/12/2019	CH	21ST CENTURY ALARM	\$900.00	C
421-2019	11/12/2019	11/12/2019	CH	BAKER & TAYLOR BOOKS	\$474.27	C
422-2019	11/12/2019	11/12/2019	CH	GALE	\$24.69	C
423-2019	11/12/2019	11/12/2019	CH	AMERICAN HEATTEK CORPORATION	\$1,625.00	C
424-2019	11/12/2019	11/12/2019	CH	TREASURER, STATE OF OHIO	\$334.25	C
425-2019	11/12/2019	11/12/2019	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$71.60	C
426-2019	11/14/2019	11/14/2019	CH	COLUMBIA GAS OF OHIO	\$569.90	C
427-2019	11/13/2019	11/14/2019	CH	AMERICAN ELECTRIC POWER	\$1,626.70	C
428-2019	11/15/2019	11/15/2019	CH	Laken M Hamilton	\$119.46	C
429-2019	11/15/2019	11/15/2019	CH	AMERICAN HEATTEK CORPORATION	\$459.00	C
430-2019	11/15/2019	11/15/2019	CH	GREATAMERICA FINANCIAL SERVICES	\$186.00	C
431-2019	11/15/2019	11/15/2019	CH	BAKER & TAYLOR BOOKS	\$58.16	C
432-2019	11/15/2019	11/15/2019	CH	RENTWEAR, INC.	\$46.52	C
433-2019	11/15/2019	11/15/2019	CH	CENTER POINT LARGE PRINT	\$96.73	C
434-2019	11/15/2019	11/15/2019	CH	QUILL CORPORATION	\$97.42	C
435-2019	11/15/2019	11/18/2019	CH	MINERVA AREA CHAMBER OF COMMERC	\$120.00	C
436-2019	11/18/2019	11/21/2019	CH	DOWN TO EARTH LAWN & LANDSCAPING	\$964.00	C
437-2019	11/21/2019	11/21/2019	CH	PAYCHEX	\$1,124.09	C
438-2019	11/21/2019	11/21/2019	CH	PAYCHEX	\$85.95	C
439-2019	11/21/2019	11/21/2019	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00	C
440-2019	11/21/2019	11/21/2019	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,928.74	C
441-2019	11/21/2019	11/21/2019	CH	PAYCHEX	\$8,579.82	C
442-2019	11/21/2019	11/21/2019	CH	AMAZON	\$1,161.97	C
443-2019	11/21/2019	11/21/2019	CH	AMAZON	\$428.24	C
444-2019	11/22/2019	11/22/2019	CH	CHASE CARD SERVICES	\$243.35	C
445-2019	11/22/2019	11/22/2019	CH	DAMON INDUSTRIES INC	\$200.96	C
446-2019	11/26/2019	11/26/2019	CH	Solid Waste And Recycling	\$104.00	C
447-2019	11/26/2019	11/26/2019	CH	BOOKS GALORE	\$2,076.95	C
448-2019	11/26/2019	11/26/2019	CH	BOOK FARM	\$1,351.55	C
449-2019	11/26/2019	11/26/2019	CH	BAKER & TAYLOR BOOKS	\$1,498.73	C
6764	11/14/2019	11/14/2019	AW	Ann Myers	\$30.00	C
6765	11/18/2019	11/18/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$120.00	C

**Payment Listing**

November 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
6766	11/19/2019	11/19/2019	AW	PETTY CASH	\$24.00	C
6767	11/21/2019	11/21/2019	AW	ALWAYS BETTER COMMUNICATIONS INC.	\$403.29	C
6768	11/22/2019	11/22/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.09	C
6769	11/22/2019	11/22/2019	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	C
6770	11/22/2019	11/22/2019	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$4,916.53	C
Total Payments:					\$51,585.79	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$51,585.79	

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 11/30/2019

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	49.385%	\$359,446.12	\$222,190.28	\$137,255.84
4001	Capital Projects	50.615%	\$140,676.55	\$0.00	\$140,676.55
<b>All Funds Total</b>			<b>\$500,122.67</b>	<b>\$222,190.28</b>	<b>\$277,932.39</b>
Pooled Investments					\$123,914.76
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$153,746.63

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Investment Listing**  
 System Year 2019

12/5/2019 3:04:01 PM  
 UAN v2019.2

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/	\$21,153.72	1.50%	\$320.62	\$830.92	01/27/2018	08/27/2018		
CD042517	CONSUMERS 0106524019 25 month CD	\$21,192.52	1.05%	\$326.86	\$668.06	04/25/2017	05/25/2019		
CD050916	CONSUMERS #106631829 48 month CD	\$105,345.38	2.05%	\$1,944.52	\$4,053.01	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 18 month CD 03,	\$21,124.09	1.50%	\$324.40	\$946.35	03/27/2018	09/27/2019		
CD080415	CONSUMERS 106254903 48 month CD	\$32,012.81	2.25%	\$648.53	\$1,711.48	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 18 month CD 3/2,	\$21,361.76	1.50%	\$250.56	\$614.70	08/26/2017	09/28/2019		
SAVINGS	CHASE BUSINESS SAVINGS	\$22,028.93	0.10%	\$36.15	\$28,056.74	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**

**November 2019 Financial  
Reports**

**Submitted for December  
2019 Board Meeting**

## Fine Free Information for Discussion—December, 2019

### Background

The library now charges a fine of 10 cents a day for each day most items are overdue; videogames and framed art are charged 50 cents a day for each day those items are overdue. Overdue fine accumulation is capped at \$5.00 per item. Since the library reduced overdue fines on DVDs from 50 cents to 10 cents a day in January, 2016, and then the next year turned on autorenewal, we have seen a dramatic drop in fine revenue.

<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	\$ 2,900	0.4% (estimate)

The library sends patrons an overdue notice when an item is 7 days late; a second notice is sent when the item is 21 days late. Once the item gets to 45 days late, the circulation system changes its status to Assumed Lost, and a bill is sent to the patron if the total charges are over \$24.99. The bill amount is the price listed in the item record plus a \$3.00 processing fee. Overdue notices are delivered by whatever contact method has been chosen by the patron: phone call, e-mail, or text message. Bills are always sent by regular mail to the patron address on file. This notice service is provide through SEO under a contract the Consortium has with Unique Management. The library also has a separate contract with Unique Management to act as a collection agency. If the billed patron does not return the items or pay the bill within two weeks of the bill date, then the patron account is sent to Unique Management for collection, and Unique begins a cycle of phone calls and mailed notices to the patron. The patron account is also bill \$10.00 as a collection agency fee; the library pays Unique Management \$8.95 for each account sent to collection.

### Current Fines

As of 12/03/2019, there was \$9,248.00 in unpaid overdue fines at the library. Of that amount, there were 2067 unpaid fines totaling \$4151.00 charged in the last five years. And of those, 148 fines total more than the \$5.00 block threshold. Fines between five ten years old total \$3166.99. Of those, 134 fines total more than \$5.00, and make up 20% of the total for those years. Fines over

ten years old total \$1931.00, and of those, 99 total more than \$5.00 and make up 30% of the total for those years.

### **Fine Free?**

**Against:** Overdue fines are a source of revenue, albeit an increasingly smaller one, and the library has no business giving up a revenue source. Fines act as an incentive to get patrons to return items on time so that materials can return to the shelf and for other patrons to check out and enjoy.

**For:** The majority of regular fine revenue was from patrons who were a few days overdue. Since the library turned on automatic renewal, most materials for most patrons will not go overdue, hence the dramatic drop in fine revenue over the past three years. Patrons who are not keeping track of due dates, or who are not concerned about getting materials back on time, are not driven to do so by a fine of ten cents a day per item. Since the library is member of a 95 library consortium, patrons have direct access to a very large collection not owned by this library, and not are not dependent on Minerva's materials coming back on time. The library doesn't need to maintain a fee that serves no purpose other than generating revenue.

Urban libraries that have dropped overdue fines make the argument that the fines are a barrier to use for lower-income people. Those urban libraries have in general seen a noticeable increase in use once they go fine-free. That barrier to use argument doesn't really apply here. Since we reduced the DVD fine to ten cents a day, and turned on automatic renewal, it is difficult for patrons to accumulate fines over the \$5.00 level. Currently 31 of the 95 SEO libraries are fine free. In our area, only Stark County District Library has gone fine free, although other libraries are considering it.

### **Proposal**

To eliminate overdue fines on January 2, 2020 and waive all outstanding overdue fines on that date. The library would shorten the billing notice period so that overdue notices would still go out at 7 and 21 days overdue, but the circulation system would mark the item Assumed Lost at 30 days overdue and send a bill for any item with a total charge then over \$9.99. The library would bill the item cost listed in the catalog record plus a \$1.00 billing fee; the current \$3.00 processing fee will be dropped. Phone overdue notices cost the library 15 cents each, and the printed bill cost 62.5 cents.

### **Resolutions**

19-12-03: to eliminate overdue fines for all library materials beginning January 2, 2020, and to waive all outstanding overdue fines on that date.

19-12-04: to eliminate the current \$3.00 processing fee for each billed item and replace it with a \$1.00 per item billing fee.

## **Director's Report—December, 2019**

**Building and Grounds**—Ray Electric installed the occupancy sensors in the restrooms on 12/09; this project qualifies the library for a larger AEP rebate as part of the LED conversion project. I checked with HEAT earlier in the month about the status of the AEP rebate. They have filed the paperwork for us, but said that AEP is running behind on processing the applications. Southway Fence was out on 12/11 and 12/13 to remove the dumpster fence and install the new chainlink. The fence looks good and now has a gate that will close. I have not heard anything more Denise Freeland about the base for Sarah's Pencils. The sculpture is installed and looks fine, but we can't have lights installed until all the concrete work is done.

**Staffing**—Cheryl Davis has been subbing quite a bit in Adult Services. She had worked as a sub ten years ago and was interested in coming back to work.

**Technology**—Copeco replaced the HP copier they installed earlier this fall with a Sharp copier that will work with the library's coinbox. Its controls are also easier to use than the HP's. What it won't do is act as a wireless printer on our wi-fi network the way the HP would. So we are back to offering wireless printing from a dedicated printer. Copeco is pricing a color wireless printer for us that would be added the maintenance agreement. Because we do so little wireless printing, unless the additional cost is nominal I'm inclined to buy a printer on our own. In the meantime, the black and white wireless Brother printer we already own is working just fine.

## December 2019 Youth Services Report

Winter rushed in affecting the schedule dynamics with typical classroom cancelations, but this allows for a changeable work pace. Our goal is to shelf read the entire department during December. Other projects include removing a large portion of the book beginnings kits (most are a book and a toy such as a small stuffed animal) and continue to evaluate the Audio Visual collections.

The Frozen party brought in 80 or more guests which exceeded expectations by around 30 people. The staff members adjusted and added extra crafts as needed. The Youth Department looks forward to adding several similar programs for summer 2020 modeled after this successful event and the unicorn 2019 summer event. The Summer Reading Program title is Imagine Your Story with themes including fairy tales and mythology, as well as family or community stories.

The library hosted an ornament craft for the Downtown Winter Wonderland parade in early December. On location will be a Star Wars event Saturday to coincide with the final (or not) movie release this month.

### Statistics for November:

Side door count: 1670

Reference Questions: 1334

Teacher collections: 22/ 413 books

MES: 68 visits 1670

YMCA Preschool Outreach: 3 programs 54

Book Beginnings: 3 programs 65

After School: 15 programs 150

Additional Programs: Frozen Party 80

Donations added in November: 5 hard covers, 5 DVD's

Study Rooms Use: 22

Other Questions: 87

Outreach: 28 programs 648

Story Time: 3 programs 13

Sensory SPOT: 17

Kathy Heller

Youth Services Manager

12/12/2019