

**Minerva Public Library  
Board of Trustees**

**February, 2020**

**Regular Board Meeting  
Packet**

**Minerva Public Library Board of Trustees  
February, 2020 Regular Meeting  
February 19, 6:30 pm in the Library Board Room**

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

**Regular Meeting Business**

**Minutes:** Approve minutes of the January 22, 2019 Board Meeting.

**Ongoing Business**

**Ohio Governor's Imagination Library Update**

**Strategic Plan Update**

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for January, 2020.

**PLF Distribution:** the February distribution was \$66,048, a 3.1% increase over the \$64,031 received last February. At the state level, the distribution was 4.7% over last year's for the month.

**2020 General Revenue Net Operating Position**

Jan. Revenue = \$56,128	Total Annual Revenue = \$56,128
Jan. Expenses = <u>\$66,472</u>	Total Annual Expenses = <u>\$66,472</u>
Difference = (\$10,344)	Difference (\$10,344)

**Unique Management:** \$35.80 for four placements in January.

**New Business**

**Library Associate II, Early Literacy Associate Position:** with the upcoming retirement of Jan Oneacre, the library has the opportunity to redirect a full-time position in the Youth Services Department. A draft job description is included in the Board packet for discussion and approval.

**Stark County PLF Distribution Formula:** The Directors of the seven public libraries in Stark County appear to have reached a consensus on a revision to the PLF distribution formula. A copy of the proposed solution is included in the Board packet for discussion and approval.

**Correspondence**

None this month.

**Director's Report**

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

**Annual Library Statistics:** Door count January was 21% higher than that of January, 2019, reflecting in part the much milder weather this year compared to last. However, it's worth noting that this was the highest January doorcount since 2013. Checkouts for the month were also up, 17.4%, although renewals were down 12.2%; again, likely reflecting that it was much easier for people to get to the library this January as opposed to last. Total in-house circ was up 3.2% and overall circ was up 4.6%.

**Accept Gifts**

**January Restricted Individual Contributions to the General Fund**

None

**January Unrestricted Individual Contributions to the General Fund**

	\$ 60.27
<b>Total Restricted and Unrestricted</b>	<b>\$ 60.27</b>

**In-kind Gifts**

Anonymous	9 hardcovers; 5 trade paperbacks; 8 mass market; 6 DVDs; 1 audiobook
The Friedman Family	1 hardcover

**Adjourn**

The next Regular Board Meeting will be held on March 25, 2020 at 6:30 pm in the Minerva Public Library Board Room. The library's annual Records Commission meeting will immediately precede the Regular Board Meeting.

**Minerva Public Library Board of Trustees  
Minutes of the 2020 Annual Organization Meeting  
And January, 2020 Regular Meeting  
January 22, 6:30 pm in the Library Board Room**

**Call to Order:** the meeting was called to order at 6:30 pm in the Library Board Room.

**Attendance:** Library Trustees 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

**Annual Organization Meeting Business**

Election of Officers for calendar year 2020. Mr. Rutledge moved **to elect** the 2019 Officers to the same positions for the 2020 Board year: Roger Bartley as President, Dick Rutledge as Vice President, and Virginia Birks as Secretary. Ms. Miller seconded the motion. Motion carried unanimously.

With the agreement of the Trustees, Mr. Bartley appointed the members of the various Board Committees for the 2020 Board year as listed below.

Building & Grounds (Birks, Ruff, Rutledge)  
Finance & Audit (Bartley, Repella, Rutledge)  
Personnel (Birks, Ruff, Rutledge)  
Policy Committee (Repella, Miller, Beard)  
Development Chair (Bartley)

The Trustees agreed to meet as the library's Record Commission immediately prior to the March Regular Board meeting on March 25, 2020.

Ms. Birks moved to **accept** the monthly Regular Board meeting calendar for 2020 as the dates listed below. Ms. Repella seconded. Motion carried unanimously. The 2020 regular meeting schedule is:

January 22	May 27	September 23
February 19	June 24	October 28
March 25	July 22	November 18
April 22	August 26	December 16

Mr. Dillie noted that a complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website. Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the

resolution, e.g. in January 2020, resolutions are numbered 20-01-01, 20-01-02, 20-01-03, etc.

### **Administering oath of Office to Fiscal Officer**

Mr. Bartley administered the oath of office to Fiscal Officer Davies.

*Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?*

### **Enact enabling resolutions:**

Ms. Birks moved to **approve Resolutions 20-01-01, 20-01-02, and 20-01-03** as presented. Mr. Rutledge seconded. Motion carried unanimously.

**Resolution: 20-01-01:** that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting.

**Resolution: 20-01-02:** that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting, as long as said expenditures fall within the 2020 or 2021 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution: 20-01-03:** that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting, as long as said expenditures fall within the 2020 or 2021 Appropriation Resolution(s) adopted by the Board of Trustees.

Ms. Miller moved to **approve resolutions 20-01-04 and 20-01-05** as presented. Ms. Birks seconded. Motion carried unanimously.

**Resolution: 20-01-04:** to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2020 and continuing through to the 2021 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Resolution: 20-01-05:** that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2020 and continuing through to the 2021 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

Ms. Miller moved to **approve resolution 20-01-06** as presented. Ms. Birks seconded. Motion carried unanimously.

**Resolution: 20-01-06:** to renew the Public Official Bond in the amount of \$35,000 for Christina Davies, Fiscal Officer, for the period of one year upon expiration of the current bond in 2019.

Ms. Birks moved to **approve resolutions 20-01-07 and 20-01-08** as presented. Ms. Repella seconded. Motion carried unanimously.

**Resolution:20-01-07:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2020 and continuing until the 2021 organizational meeting, as long as said bills fall within the 2020 or 2021 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2020 and continuing through to the 2021 Organization Meeting as approved by the Board.

**Resolution: 20-01-08:** that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2020 and continues through to the 2021 Organization Meeting.

Ms. Repella moved to **approve resolution 20-01-09** as presented. Mr. Rutledge seconded. Motion carried unanimously.

**Resolution 20-01-09:** that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2020 and continuing through to the 2021 Organization Meeting.

Ms. Miller moved to **approve resolution 20-01-10** as presented. Ms. Repella seconded. Motion carried unanimously.

**Resolution 20-01-10:** to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2019 and through to the 2020 Organization Meeting.

### **Regular Meeting Business**

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

### **Ongoing Business**

**Ohio Governor's Imagination Library Update:** At last month's Board meeting Mr. Dillie shared the new logo and branding information for Books for Kids, the Stark County Ohio Governor's Imagination Library program. Since then, the Dolly Parton Imagination Library has informed the local programs that it does want any local name to include the "imagination library" phrase. Mr. Dillie shared the latest version of the publicity material which is now branded "Stark County Imagination Library." He also shared the new Memorandum of Understanding for the participating libraries in Stark County. The only substantive change from the Memorandum the library signed last April is the agreement that each library will "maintain records of children enrolled in the program to ensure enrollment does not exceed agreed upon percentage by year, as determined by the public library directors of Stark County." Currently that percentage has been suggested as 10% of the eligible kids within the library's service area. For Minerva, that number is 29 and there 17 kids registered so far. Mr. Dillie said the percentage was suggested by Stark Library in order to make sure that the funds raised throughout the county could be shared proportionally among the participating libraries' registrants, and that the concern is maintaining all registered kids for their full period of eligibility, not just the first 12 months after registering. There was general discussion among the Trustees about possible solutions to this limit, since it wouldn't be hard to register more than 29 kids from Minerva. Mr. Dillie said that the 10% limit was a concern to all the libraries participating and that there will be further discussion among the libraries about this limitation.

Mr. Rutledge moved to **accept** the revised Memorandum of Understanding with the Stark County Imagination Library as presented. Ms. Repella seconded. Motion carried unanimously.

**Strategic Plan Update:** An annotated copy of the library's strategic plan was included in the Board Packet for discussion. It shows the current status of the goals and objectives, indicating those that have been completed, those that are ongoing and will continue past the life of this plan, (e.g. programming commitments), and those that have not yet been started. Mr. Dillie shared that Mandy Simon, a consultant from the State Library, will make a site visit on February to discuss the facilities planning services that she will provide to the library this year.

**Fiscal Officer's Report**

Ms. Miller moved to **accept** the monthly financial reports for December, 2019. Mr. Rutledge seconded. Motion carried unanimously.

**PLF Distribution:** The January PLF receipts are \$54,954, slightly more than the \$53,244 received in January, 2019. In December, the Ohio Dept. of Taxation slightly reduced its 2020 PLF estimate from what it had certified in July, 2018. Minerva's 2020 certified estimate, received from the County Auditors' Offices is \$688,479. Unless we receive new Certificates of Resources from the County Auditors' Offices, the library does not need to amend its appropriation to account for the reduced estimate. However, we will keep an eye on the expenses since the approved operating budget of \$717,172 before transfers out was a deficit budget already.

**2019 General Revenue Net Operating Position**

Dec. Revenue =	\$61,222	Total Annual Revenue =	\$684,506
Dec. Expenses =	\$60,343	Total Annual Expenses =	\$638,900
Difference =	\$ 879	Difference =	\$ 45,606

**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. It is shown on the financial documents included in the Board Packet.

**Carryover:** the library's carryover of General Revenue Fund cash to start 2020 was \$367,152, the equivalent of more than six months of normal operating expenditures. As Mr. Dillie discussed with the Board last fall, if 2020 PLF revenue arrives as predicted, the library will make two transfers out into the Capital Projects fund this year. The goal is to end 2020 with the equivalent of four months of operating revenue as carryover.

**Unique Management:** Unique Management's December invoice was \$53.70 for 6 placements.

**Bonds:** The Fiscal Officer is bonded annually for \$35,000 at a cost of \$132.00. The Director, acting in limited capacity as Deputy Fiscal Officer, is also to be bonded



annually for \$35,000, which costs \$110.00. Mr. Dillie reminded the Board that his role as Deputy is only to have approved access to library accounts and financial systems in the event the Fiscal Officer is incapacitated.

Ms. Miller moved to **approve Resolution: 20-01-11** to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year. Ms. Birks seconded. Motion passed unanimously.

### **New Business**

**Managing Delinquent Patron Accounts:** the Directors of the public libraries in Stark County met with a representative from the County Prosecutor's Office on January 16 to discuss whether that Office could act for the libraries and contact patrons with large billed charges. Steve Babik, the Head of the Civil Division said that his office could send out letters to patrons with large billed amounts for unreturned materials. The Directors discussed the form of letter and the language with Mr. Babik, as well as how to patron information to the Office. There was general agreement that only patrons who owed more than \$500 for unreturned items would be referred to the Prosecutor's Office. Mr. Dillie shared with the Board that Minerva has only three patrons that owe more than \$500. This new service, while helpful, is not a substitute for Unique Management acting as the library's collection agency.

**Stark County PLF Distribution Formula:** The Directors of the public libraries in the county met on 01/16 to discuss revising the Stark County PLF distribution formula. Mr. Dillie had provided the Directors with a recalculation of the distribution using the original formula for the distribution from 2017-2020. Five of the libraries, including Minerva, have done better under the new formula than they would have if the original formula was still in place. Rodman and North Canton saw less revenue every year under the new formula than under the original distribution. The variance between the two distributions was not so large that any Director was unwilling to consider a change. After some discussion, it was generally agreed that the libraries will freeze the distribution for five years either at the current, 2020, rate or at some average of the last several years' rates. Since Minerva's trend in the formula has been slowly, but steadily downward, Mr. Dillie said that a freeze at any recent rate will benefit this library, and provide the Board with a table showing 2016-2020 rates for all seven libraries and an average of those rates. (Attachment A) Once the details are ironed out among the Directors, the Boards will be asked to approve the rate and the freeze.

Mr. Rutledge moved to **approve Resolution 20-01-12:** the Minerva Public Library will accept a freeze of the Stark County PLF distribution percentage either at the current (2020) distribution rate, or at a rate that is an average of some number

of recent years' distribution percentages agreed upon by the libraries. This agreed-upon freeze is to last through the 2025 distribution year. Ms. Miller seconded. Motion carried unanimously.

**Correspondence**

None this month.

**Director's Report**

Mr. Rutledge moved to **accept** the monthly reports from the Director, and the Youth Services Manager, which were included in the packet. Ms. Miller seconded. Motion carried unanimously.

**Annual Library Statistics:** Door count for 2019 was 98,569, 4% more than the total for 2018. The increase was entirely in the main entrance count. Total in-house circulation (physical checkouts plus renewals) was 217,025 down 2.2% from 2018, but still better than the annual count for 2014-2016. Total circulation, which includes loans to other libraries and downloadable content was 286,327, 1.3% below 2018, and almost exactly the same as 2006 total circ. Downloadable content saw another record year at 18,329 checkouts or 6.4% of total circulation.

**Accept Gifts**

**December Restricted Individual Contributions to the General Fund**

Herb Eglie for Adult Books	\$500.00
Virginia Birks (\$250 for OGIL and \$250 for good books)	\$500.00
Ann K. Myers for adult audiobooks	\$100.00

**December Unrestricted Individual Contributions to the General Fund**

	\$ 14.00
<hr/>	
Total Restricted and Unrestricted	\$1,114.00

**In-kind Gifts**

anonymous	1 hardcovers; 10 trade paperbacks; 1 mass market; 2 DVDs; 1 CD
Deborah Edmisten	2 trade paperbacks

Mr. Rutledge moved to **adjourn** the meeting at 7:55 pm. Ms. Repella seconded. The next Regular Board Meeting will be held on February 19, 2020 at 6:30 pm in the Minerva Public Library Board Room.

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Roger Bartley, Board President Date

MPL Board Minutes 01-22-2020 Attachment A

**Five Year Average of PLF Distribution Formula**

Library	2016	2017	2018	2019	2020	Average 2016-2020	Variance with 2020
Canal Fulton	3.67274407	3.62988947	3.60720897	3.57684231	3.54357378	3.60605172	0.06247794
Louisville	4.31448529	4.45581503	4.47434771	4.52980046	4.64037463	4.48296462	-0.15741001
Massillon	11.3105624	11.14703435	11.0931398	11.14408538	11.1494515	11.16885471	0.01940317
Minerva	4.08242247	4.02005472	4.00598926	3.97229818	3.93005426	4.00216378	0.07210952
North Canton	10.6807772	10.61902755	10.6307998	10.63279668	10.6189503	10.63647030	0.01751998
Rodman	10.4535846	10.40889221	10.4179573	10.38741947	10.3208959	10.39774988	0.07685399
SCDL	55.485424	55.71928667	55.7705572	55.75675752	55.7966996	55.70574499	-0.09095459
	100	100	100	100	100	100.00000000	

# **Minerva Public Library**

## **January 2020 Financial Reports**

### **Submitted for the February 2020 Board Meeting**

**Revenue Status**  
**Appropriation Status**  
**Payment Listing**  
**Fund Status**

MINERVA PUBLIC LIBRARY, STARK COUNTY

Revenue Status

By Fund  
As Of 1/31/2020

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$1.27	\$33.73	3.629%
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	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$529,377.00	\$42,259.81	\$487,117.19	7.983%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$142,070.00	\$11,334.51	\$130,735.49	7.978%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$17,032.00	\$1,359.69	\$15,672.31	7.983%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$148.98	-\$148.98	0.000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$0.00	\$250.00	0.000%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$75.00	\$1.00	\$74.00	1.333%
1000-340-0000	Patron Coin-Operated Machine Income	\$4,000.00	\$164.90	\$3,835.10	4.123%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$50.00	\$0.00	\$50.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$500.00	\$190.05	\$309.95	38.010%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$63.50	\$636.50	9.071%
1000-611-0000	Restricted Contributions - Individuals	\$750.00	\$0.00	\$750.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,250.00	\$0.00	\$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	\$60.27	\$3,439.73	1.722%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$367.18	\$4,632.82	7.344%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$17.23	\$232.77	6.892%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$1,300.00	\$75.00	\$1,225.00	5.769%
1000-871-0000	Refunds for Overpayment	\$75.00	\$0.00	\$75.00	0.000%
1000-872-0000	Insurance Reimbursements	\$100.00	\$75.12	\$24.88	75.120%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$9.99	-\$9.99	0.000%
Fund 1000 Sub-Total:		\$706,314.00	\$56,128.50	\$650,185.50	7.947%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
Revenue Ledger  
By Fund  
January 2020

Account Number: 1000-190-0000 Other - Local Taxes  
Fund: General

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Debit	Memoranda- Estimated Revenue Credit	Budget Balance
01/01/2020	01/02/2020	Enter Budget Amount		28450		\$0.00		Report Beginning Balance	\$0.00
01/07/2020	01/07/2020	CHRISTINA L DAVIES	Fines, Fees and Contributions	28571	3-2020	\$0.13		\$35.00	\$35.00
01/09/2020	01/09/2020	CHRISTINA L DAVIES	Fines, Fees and Contributions	28583	5-2020	\$0.07		\$0.00	\$34.87
01/13/2020	01/13/2020	CHRISTINA L DAVIES	Fines, Fees and Contributions	28597	6-2020	\$0.16		\$0.00	\$34.80
01/20/2020	01/20/2020	CHRISTINA L DAVIES	Receipts 01/14/2020-01/20/2020	28619	10-2020	\$0.07		\$0.00	\$34.64
01/20/2020	01/20/2020	CHRISTINA L DAVIES	Receipts 01/14/2020-01/20/2020	28619	10-2020	\$0.35		\$0.00	\$34.22
01/20/2020	01/20/2020	CHRISTINA L DAVIES	Receipts 01/14/2020-01/20/2020	28619	10-2020	\$0.35		\$0.00	\$33.87
01/24/2020	01/24/2020	CHRISTINA L DAVIES	Receipts 01/22-01/24/2020	28729	13-2020	\$0.07		\$0.00	\$33.80
01/30/2020	01/30/2020	CHRISTINA L DAVIES	Receipts	28779	15-2020	\$0.07		\$0.00	\$33.73
Account Total:						\$1.27		\$35.00	\$0.00
Account YTD Total:						\$1.27		\$35.00	\$0.00

Account Number: 1000-240-0011 Public Library Fund - State(STARK CO.)  
Fund: General

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Debit	Memoranda- Estimated Revenue Credit	Budget Balance
01/01/2020	01/02/2020	Enter Budget Amount		28450		\$0.00		Report Beginning Balance	\$0.00
01/16/2020	01/20/2020	STARK COUNTY AUDITOR'S OFFICE	Jan PLF 2020	28608	6-2020	\$42,259.81		\$0.00	\$529,377.00
Account Total:						\$42,259.81		\$0.00	\$487,117.19
Account YTD Total:						\$42,259.81		\$529,377.00	\$0.00

Account Number: 1000-240-0012 Public Library Fund - State(CARROLL CO.)  
Fund: General

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Debit	Memoranda- Estimated Revenue Credit	Budget Balance
01/01/2020	01/02/2020	Enter Budget Amount		28450		\$0.00		Report Beginning Balance	\$0.00
01/20/2020	01/20/2020	CARROLL COUNTY AUDITOR'S OFFICE	Jan PLF 2020	28617	9-2020	\$11,334.51		\$0.00	\$142,070.00
Account Total:						\$11,334.51		\$0.00	\$130,735.49
Account YTD Total:						\$11,334.51		\$142,070.00	\$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY  
Appropriation Status

By Fund

As Of 2/10/2020

Fund: General  
Pooled Balance: \$134,287.97  
Non-Pooled Balance: \$222,905.60  
Total Cash Balance: \$357,193.57

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-100-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
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	\$86,515.00	\$0.00	\$10,074.23	\$76,440.77	11.644%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$33,795.00	\$0.00	\$3,784.68	\$36,010.32	9.510%
1000-110-110-0003	D Salaries{NON-PROFESSIONAL}	\$0.00	\$0.00	\$205,500.00	\$0.00	\$17,861.80	\$187,638.20	8.692%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$634.60	\$4,465.40	10.692%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$12,290.00	\$0.00	\$1,010.97	\$11,279.03	8.226%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,789.00	\$0.00	\$5,527.38	\$42,261.62	11.566%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,061.96	\$0.00	\$562.86	\$4,509.09	10.922%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$36,410.00	\$30,339.60	\$6,070.50	\$0.00	16.793%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$324.24	\$60.76	\$0.00	15.732%
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	\$1,370.00	\$0.00	\$0.00	0.000%
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	\$1,875.00	\$0.00	\$0.00	\$1,875.00	0.000%
1000-110-360-2019	Purchased and Contracted Services{Mental Health FA grant pi}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$3,344.30	\$155.70	\$0.00	4.449%
1000-120-110-0003	D Salaries{NON-PROFESSIONAL}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$23,000.00	\$1,797.63	\$1,184.58	\$20,017.79	5.150%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$22,000.00	\$1,792.45	\$1,621.17	\$18,586.38	7.369%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$7,280.25	\$219.75	\$0.00	2.930%
1000-120-413-1008	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$12,000.00	\$898.27	\$148.74	\$10,952.99	1.240%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$21,000.00	\$10,714.40	\$1,677.29	\$8,608.31	7.987%
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	\$289.36	\$75.77	\$5,634.87	1.263%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
Appropriation Status

By Fund  
As Of 2/10/2020

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	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-120-418-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$50.46	\$0.00	\$449.54	0.000%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL}	\$0.00	\$0.00	\$4,500.00	\$4,384.80	\$115.20	\$0.00	2.960%
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	\$6,441.82	\$1,308.18	\$0.00	18.880%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$28,910.00	\$16,350.79	\$6,557.21	\$12,002.00	1.927%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,250.00	\$1,146.00	\$104.00	\$0.00	8.320%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,855.00	\$22,246.77	\$1,608.23	\$0.00	8.220%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$27,500.00	\$26,497.52	\$1,002.48	\$0.00	3.645%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,100.00	\$7,038.52	\$1,061.48	\$0.00	13.105%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	0.000%
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%
1000-230-289-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$425.00	\$75.00	85.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	0.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$225.00	\$0.00	\$0.00	0.000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising{LEGAL ADS & PUBLICATIONS}	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$500.00	\$360.00	\$120.00	\$0.00	24.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	0.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$118.00	\$132.00	\$0.00	52.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.30	\$5,250.00	\$4,328.17	\$871.83	\$0.00	16.766%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$3,100.00	\$0.00	\$0.00	0.000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,000.00	\$8,299.75	\$4,700.25	\$0.00	36.156%
1000-230-390-0014	Other - Purchased and Contracted Services{COMPUTER SVCS & I}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$3,500.00	\$3,429.85	\$70.15	\$0.00	2.004%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$18,936.00	\$15,187.48	\$3,748.52	\$0.00	19.796%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$85.00	\$20.94	\$74.06	\$0.00	77.958%

Report reflects selected information.



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

As Of 2/10/2020

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	\$250.00	\$0.00	\$0.00	0.000%
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	\$3,000.00	\$143.05	\$12.95	\$2,844.00	0.432%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.000%
	<b>General Fund Total:</b>	\$0.00	\$0.00	\$767,171.95	\$197,519.32	\$66,472.32	\$503,160.31	8.665%
	<b>Report Total:</b>	\$0.00	\$0.00	\$767,171.95	\$197,519.32	\$66,472.32	\$503,160.31	8.665%

Payment Listing

January 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2020	01/02/2020	01/02/2020	CH	PAYCHEX	\$1,259.39	V
1-2020	01/09/2020	01/09/2020	CH	PAYCHEX	-\$1,259.39	V
2-2020	01/02/2020	01/02/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	V
2-2020	01/09/2020	01/09/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	-\$290.00	V
3-2020	01/02/2020	01/02/2020	CH	PAYCHEX	\$87.95	V
3-2020	01/09/2020	01/09/2020	CH	PAYCHEX	-\$87.95	V
4-2020	01/03/2020	01/08/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,215.67	V
4-2020	01/09/2020	01/09/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	-\$3,215.67	V
5-2020	01/07/2020	01/07/2020	CH	FIRST COMMUNICATIONS	\$658.40	V
5-2020	01/09/2020	01/09/2020	CH	FIRST COMMUNICATIONS	-\$658.40	V
6-2020	01/07/2020	01/07/2020	CH	MIDWEST TAPE	\$898.04	V
6-2020	01/09/2020	01/09/2020	CH	MIDWEST TAPE	-\$898.04	V
7-2020	01/07/2020	01/07/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	V
7-2020	01/09/2020	01/09/2020	CH	INDEPENDENT ELEVATOR CO., INC.	-\$184.00	V
8-2020	01/09/2020	01/09/2020	CH	ALLIED INFOTECH	\$60.00	Q
9-2020	01/09/2020	01/09/2020	CH	NATURESCAPES	\$240.00	Q
10-2020	01/09/2020	01/09/2020	CH	FIRST COMMUNICATIONS	\$658.40	V
10-2020	01/09/2020	01/09/2020	CH	FIRST COMMUNICATIONS	-\$658.40	V
11-2020	01/17/2020	01/20/2020	CH	AMERICAN ELECTRIC POWER	\$1,002.48	Q
12-2020	01/16/2020	01/20/2020	CH	PAYCHEX	\$350.25	Q
13-2020	01/16/2020	01/20/2020	CH	PAYCHEX	\$1,290.39	Q
14-2020	01/15/2020	01/20/2020	CH	PAYCHEX	\$10,004.54	Q
15-2020	01/13/2020	01/20/2020	CH	J & D Cleaning Service	\$1,235.00	Q
16-2020	01/13/2020	01/20/2020	CH	RENTWEAR, INC.	\$48.23	Q
17-2020	01/07/2020	01/20/2020	CH	FIRST COMMUNICATIONS	\$658.40	Q
18-2020	01/08/2020	01/20/2020	CH	MIDWEST TAPE	\$898.04	Q
19-2020	01/07/2020	01/20/2020	CH	INDEPENDENT ELEVATOR CO., INC.	\$184.00	Q
20-2020	01/03/2020	01/20/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,215.67	Q
21-2020	01/02/2020	01/20/2020	CH	PAYCHEX	\$87.95	Q
22-2020	01/02/2020	01/20/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	Q
23-2020	01/02/2020	01/20/2020	CH	PAYCHEX	\$1,259.39	Q
24-2020	01/20/2020	01/20/2020	CH	copeco	\$646.83	Q
25-2020	01/20/2020	01/20/2020	CH	UNIQUE MANAGEMENT SERVICES, INC.	\$35.80	Q
26-2020	01/20/2020	01/20/2020	CH	TREASURER, STATE OF OHIO	\$3,748.52	Q
27-2020	01/20/2020	01/20/2020	CH	THE REPOSITORY	\$219.75	Q
28-2020	01/20/2020	01/20/2020	CH	AMAZON	\$235.02	Q
29-2020	01/21/2020	01/21/2020	CH	COLUMBIA GAS OF OHIO	\$1,061.48	Q
30-2020	01/24/2020	01/24/2020	CH	STARK COUNTY TREASURER	\$74.06	Q
31-2020	01/22/2020	01/24/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	Q
32-2020	01/22/2020	01/24/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,145.91	Q
33-2020	01/24/2020	01/24/2020	CH	TREASURER, STATE OF OHIO	\$4,131.85	Q
34-2020	01/24/2020	01/24/2020	CH	Ted Fellows	\$85.00	Q
35-2020	01/24/2020	01/24/2020	CH	BAKER & TAYLOR BOOKS	\$1,151.58	Q
36-2020	01/27/2020	01/27/2020	CH	CHASE CARD SERVICES	\$158.87	Q
37-2020	01/27/2020	01/27/2020	CH	Solid Waste And Recycling	\$104.00	Q
38-2020	01/27/2020	01/27/2020	CH	STANDARD PLUMBING AND HEATING CO	\$183.21	Q

**Payment Listing**

January 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
39-2020	01/30/2020	01/30/2020	CH	SMART APPLE MEDIA	\$336.31	✓
40-2020	01/30/2020	01/30/2020	CH	BAKER & TAYLOR BOOKS	\$1,231.58	✓
41-2020	01/30/2020	01/30/2020	CH	PAYCHEX	\$1,430.28	✓
42-2020	01/30/2020	01/30/2020	CH	PAYCHEX	\$94.40	✓
43-2020	01/30/2020	01/30/2020	CH	AMERICAN HERITAGE LIFE INSURANCE CO	\$220.00	✓
44-2020	01/29/2020	01/30/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED	\$290.00	✓
45-2020	01/29/2020	01/30/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,113.91	✓
46-2020	01/29/2020	01/30/2020	CH	PAYCHEX	\$10,053.67	✓
54-2020	01/30/2020	02/08/2020	CH	CHASE BANK <i>Garbuel</i>	\$165.00	✓
6773	01/02/2020	01/02/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	✓
6774	01/02/2020	01/02/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.20	V
6774	01/02/2020	01/02/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	-\$45.20	V
6775	01/02/2020	01/02/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.20	✓
6776	01/02/2020	01/02/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$5,166.81	✓
6777	01/27/2020	01/27/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$90.00	O
6778	01/27/2020	01/27/2020	AW	STARK COUNTY SCHOOLS FLEX PLAN AC	\$180.00	O
6779	01/27/2020	01/27/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$5,166.81	O
6780	01/27/2020	01/27/2020	AW	STARK COUNTY SCHOOLS COUNCIL OF G	\$45.20	O
Total Payments:					\$63,905.39	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$63,905.39	

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.

*OS not cleared*

*6777 90.00  
6778 180.00  
6779 5166.81  
6780 45.20*

*\$5481.81 1/31/2020*

*OS  
63,905.39  
5481.81  
-----  
58,423.58*

**Fund Status**

As Of 1/31/2020

<u>Fund Number</u>	<u>Fund Name</u>	<u>% of Total Pooled</u>	<u>Fund Balance</u>	<u>Investments (Non-Pooled)</u>	<u>Checking &amp; Pooled Investments (Pooled)</u>
1000	General	50.485%	\$359,375.56	\$222,905.60	\$136,469.96
4001	Capital Projects	49.515%	\$133,848.45	\$0.00	\$133,848.45
All Funds Total			<u>\$493,224.01</u>	<u>\$222,905.60</u>	<u>\$270,318.41</u>
Pooled Investments					\$123,921.61
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$146,125.80

**End**

**Minerva Public Library**

**January 2020 Financial  
Reports**

**Submitted for February  
2020 Board Meeting**

**Classification:** Library Associate II

**Title:** Library Associate II, Early Childhood Associate, Youth Services (full-time)

**Department:** Youth Services

**Reports to:** Manager, Youth Services Department

**Hours:** Full time at 40 hours per week including days, evenings and one or more Saturdays a month as scheduled. Schedules may be altered depending on the needs of the library.

**Job Objective:** A Library Associate II, Youth Services works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference, and reader's advisory questions; provides high quality customer service to patrons of all ages, focusing particularly on youth and their caregivers; and maintains an orderly and welcoming library. This position plans and executes programs for preschool age patrons and their caregivers. This position works under the supervision of the Department Manager.

**Essential Job Functions and Responsibilities:**

- Checks out and checks in materials using a computerized system; registers patrons; collects fines and fees; renews materials and manages reserves; accepts and processes various forms; answers circulation questions from patrons in person or by telephone.
- Provides basic reference and reader's advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- Maintains an orderly and attractive library collection: verifies and sorts returned materials, cleans materials as needed; shelves materials, reads shelves as needed and assigned; assists with displays of materials.
- Assists library patrons in making effective use of library resources, equipment, and services within the department.
- Maintains a high level of effective and efficient customer service in assisting all patrons.
- Plans and coordinates library story times.
- Creates and executes additional preschool programs as needed.
- Promotes early childhood programs in-house, on social media, and in local media.
- Acts as liaison between local preschools and library.
- Coordinates with SPARK for parent programs and promotions.
- Assists with programs as needed.

- Consults with teachers and prepares collections for their use.
- Shows tact and courtesy with the public and with other staff members.
- Pulls Cargo list and sorts materials.
- Solves routine problems under supervision.
- Performs opening and closing procedures.
- Keeps supervisor informed of departmental needs and concerns.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Additional duties may be assigned. Such duties are non-essential functions of this position.

**Qualifications:**

- Associate or Bachelor degree with a focus on early childhood education or equivalent combination of education, experience, and training which provides the required knowledge, skill, and ability.
- Demonstrated successful experience in library service to children or a combination of educational programs and experience demonstrating success with groups of children and knowledge of children's literature and materials.

**Knowledge, Skills, and Abilities**

- Keyboard and mouse skills.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the Library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with Library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.

- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.

**Environmental Conditions:**

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds and moving loaded book carts and other library equipment and fixtures.

**Machines, Tools, Equipment, and Work Aids:**

- A variety of desktop and portable computers, Ellison die machine; laminator; photocopier; fax machine; and telephone system.
- CD-player; digital projector; videogame consoles; ELMO projector.



**Proposed Stark County Distribution for 2021-2025  
Average of Five-Year Average and Current (2020) Year**

Library	Average 2016-2020								
	2016	2017	2018	2019	2020				
Canal Fulton	3.67274407	3.62988947	3.60720897	3.57684231	3.60605172	2020 Rate	3.54357378	Freeze Rate	3.57481275
Louisville	4.31448529	4.45581503	4.47434771	4.52980046	4.48296462		4.64037463		4.56166963
Massillon	11.31056243	11.14703435	11.09313983	11.14408538	11.16885471		11.14945154		11.15915312
Minerva	4.08242247	4.02005472	4.00598926	3.97229818	4.00216378		3.93005426		3.96610902
North Canton	10.68077717	10.61902755	10.63079978	10.63279668	10.63647030		10.61895032		10.62771031
Rodman	10.45358458	10.40889221	10.41795727	10.38741947	10.39774988		10.32089589		10.35932289
SCDL	55.48542399	55.71928667	55.77055718	55.75675752	55.70574499		55.79666958		55.75122228
	100.00000000	100.00000000	100.00000000	100.00000000	100.00000000		100.00000000		100.00000000

Distribution rate for each library for the 2021-2025 distribution years is a calculated by averaging each library's distribution rates for 2016-2020 then adding that number to the 2020 distribution rate and dividing by two. This Freeze Rate would be in effect from the 2021 through the 2025 distribution year. Library Directors will need to meet first thing in 2025 to discuss how, or whether, to alter the distribution formula or rate for the 2026 distribution year and going forward.

## **Director's Report—February, 2020**

**Building and Grounds**—Called Standard Plumbing at the end of January about cold temperatures in certain parts of building for several mornings at opening. Tech came out day and said the air handlers needed to be reset, so he restarted them. I hadn't noticed that they were off, but once going again the temperature came back up to normal. He also took a look at boiler #2 and made some adjustments. It's been such a mild winter so far, the furnaces haven't had to work very hard. The parking lot has also needed very little plowing.

**Staffing**—Starting in sometime in March I'll advertise for the Library Associate II opening in Youth Services in hopes that we can get someone hired and in place by the beginning of May.

**Incident**—There was an incident with a middle school student at the end January that has resulted in that student being banned from the library for the rest of the school year unless accompanied by a parent or guardian. I worked with Mr. Cassidy at the Middle School on this problem, and also mailed a letter to the student's father informing him of the situation.

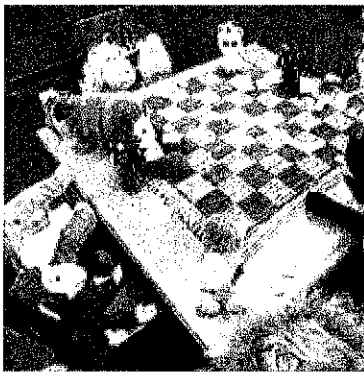
**Programs**—I have scheduled five adult programs for April and May so far, and am still looking for one more.

**Meetings**—I will attend the Public Library Association Conference in Nashville at the end of this month. The library does pay for my registration for this event.

## February 2020 Youth Services Report

January mild weather brought consistent library visits from the school classes, however, February opened with a snow day in the first week!

The Stuffed Animal Sleepover Story Time program was popular, drawing 15 children and their parents into the library for an evening story time. The stuffed animals “spent” the night creating havoc around the library (staged photos by Sarah and Hannah). Sarah made a little booklet of the photos for the children to take home the next day along with a fleece “blankie” for the animal. Beginning in March, Laken will host a 3 week series of evening Story Times for families.



February also brings another round of LEGO Day and another Little Builders, along with the Sensory SPOT, and After School programming.

### Statistics for January:

Side door count: 1997

Reference Questions: 1935

Teacher collections: 24/ 536 books

MES: 83 visits 1997

YMCA Preschool Outreach: 4 programs 60

Book Beginnings: 4 programs 99

After School: 17 programs 117

Additional Programs: LEGO Day 7, Tech and Game Day 7

Donations added in January: 6 hard covers, 7 paperbacks

Study Rooms Use: 38

Other Questions: 63

Outreach: 20 programs 544

Story Time: 4 programs 21

Sensory SPOT: 14

Kathy Heller

Youth Services Manager

2/13/2020