

**Minerva Public Library
Board of Trustees**

December 19, 2024

**Monthly
Regular
Meeting Packet**

**Minerva Public Library
Board of Trustees Meeting Agenda
December 19, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley _____

Trustee: Jennifer Beard _____

Trustee: Casey Milano _____

Trustee: Rebecca Miller _____

Trustee: Sarah Repella _____

Trustee: Diane Ruff _____

Trustee: Richard Rutledge _____

Fiscal Officer: Heather Husted _____

Director: Jason Bumbico _____

Call to Order:

Adjustments to the Agenda:

Public Participation:

Minutes: Motion to approve the minutes from the November 21, 2024 Regular Board of Trustees meeting.

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – We currently have 000 children registered under Minerva library, which represents XXXXXXXXXXXX.

Fiscal Officer’s Report:

Motion to Accept: Monthly financial reports for November 2024, and the Fiscal Officer’s Monthly Report.

Current Revenue:

PLF Distribution: The November 2024 PLF distribution is **\$67,812.73** which is **3.41%** less than the **\$70,205.12** received in November 2023. The PLF funding is behind about **3.3%** from the budget.

2024 General Revenue Net Operating Position

November Revenue =	\$70,342.64	Total Annual Revenue =	\$759,579.46
November Expense =	\$61,457.37	Total Annual Expenses =	\$748,635.52
Difference	\$8,885.27		\$10,943.94

Operating Fund Expenses as Percentage of Appropriation on November 30, 2024

<u>2024 Appropriation</u>	<u>Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
	\$1,071,706.00	\$748,635.52	69.855%

New Business:

Transfer of Funds: Transfer funds to office supplies to complete the purchases for the end of the year.

Approve Resolution: 24-12-01: Transfer of \$750 from Contingencies #1000-930-930-0000 to Office Supplies 1000-230-451-0007.

Transfer of Funds: Transfer of unused funds in Contingencies to the Transfers-Out Fund for Capital Projects

Approve Resolution: 24-12-02: Transfer of \$5,000 from Contingencies #1000-930-930-0000 and transfer to Transfers-Out to Capital Projects #1000-910-910-000.

Transfer of Funds: Transfer of unused funds in Medical Insurance to the Transfers-Out Fund for Capital Projects.

Approve Resolution: 24-12-03: Transfer of \$30,000 from Medical Insurance 1000-110-221-000 and transfer to Transfers-Out to Capital Projects #1000-910-910-000.

Transfer of Funds: Transfer of unused funds in Non-Professional Salaries to the Transfers-Out Fund for Capital Projects.

Approve Resolution: 24-12-04: Transfer of \$15,000 from from Salaries (Non-Professionals) and transfer to Transfers-Out to Capital Projects #1000-910-910-000.

Transfer of Funds: Transfer funds to Capital Projects to finish year.

Approve Resolution: 24-12-05: Transfer of \$100,000 from Transfers- Out to Capital Projects #1000-910-910-000 and transfer to Capital.

HVAC Maintenance Agreement: With the completion with Standard Heating & Plumbing agreement with the library to provide maintenance for the HVAC system, we will need to find a new service provider. Buckeye Mechanical & Controls' proposal presents a economical, local alternative as a service provider.

Approve Resolution: 24-12-06: To enter into an agreement with Buckeye Mechanical & Controls Inc. for them to provide quarterly maintenance of the library's HVAC equipment at a rate of \$1,575 per visit.

Carpet Cleaning: After speaking with a number of local carpet cleaning service providers, Brad's Carpet Cleaning presented the best offer in terms of quality, scheduling and price. We would like to contract with them to clean the carpets on the main floor this coming month.

Approve Resolution: 24-12-07: To contract with Brad's Carpet Cleaning to clean the main floor carpets (\$0.20 per square foot) and the library's armchairs (\$35.00 per chair) for the cost of \$2,500.

Trash Pickup: The library has continually been running out of space in our dumpster which has caused periodic backups and made clearing out storage spaces difficult. After contacting other local waste management companies, and speaking with our current provider, Solid Water & Recycling Services, the best option to expand our service would be to increase the frequency of our pickups from once every two weeks to a weekly service. This increase would raise the rate \$55.00 from \$120.00 per month to \$175.00 per month.

Approve Resolution: 24-12-08: To update our service agreement with Solid Waste & Recycling Services to a weekly service in 2025 at a rate of \$175 per month.

Budget Revenue Approval: The projected 2025 total operations revenue is **\$839,720.00**. The total projected 2024 operating revenue with carryover is **\$1,185,812.23**. The total projected 2025 Revenue with carryover and capital is **\$1,664,889.00**.

Approve Resolution: 24-12-09: Request the approval of the 2025 Budget Revenue-Permanent Appropriation.

Budget Appropriations Approval: The operating expenses for 2025 are proposed at **\$898,725.50** Total Expenditure/Appropriation including Capital Projects total **\$1,139,725.50**.

Approve Resolution: 24-12-10: Request the approval of the 2025 Budget-Permanent Appropriations.

Correspondence:

None

Director's Report:

Motion to Accept the monthly report from the Director included in the packet.

November 2024 Library Statistics:

In-house circulation was **13,790**, which is about **12.5% below** the November 2023 total circulation of 15,763. Total circulation was **17,824**, which is about **10.4%** below the November 2023 total circulation of **19,893**. The November 2024 door count was **6,035**, **down about 18%** from November 2023, when it totaled **7,143**. In November 2024, **53 classrooms** came to the library from the Minerva School, serving **986 children**.

Accept Financial Gifts—November 2024:

Restricted Individual Contributions:
Virginia Birks \$500.00

Unrestricted Individual Contributions to the General Fund:
Book Sale \$37.00

Total Financial Gifts \$537.00

In-kind Gifts for November 2024

- 26 Books Donated - Mary L Miller

Motion to Adjourn:

The next Regular Board Meeting will be January 23, 2024 at 6:30 pm in the Board Room.

**Minerva Public Library
Board of Trustees Meeting Agenda
November 21, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley _____X_____

Trustee: Jennifer Beard _____X_____

Trustee: Casey Milano _____X_____

Trustee: Rebecca Miller _____

Trustee: Sarah Repella _____X_____

Trustee: Diane Ruff _____

Trustee: Richard Rutledge _____X_____

Fiscal Officer: Heather Husted ___X___

Director: Jason Bumbico _____X_____

Call to Order:

Adjustments to the Agenda:

Public Participation:

Minutes: Motion to approve the minutes from the October 24, 2024 Regular Board of Trustees meeting **by Jennifer Beard, 2nd by Sarah Repella, motion carried unanimously.**

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – We currently have 280 children registered under Minerva library, which represents no change from the October 2024 number.

Fiscal Officer’s Report:

Motion to Accept: Monthly financial reports for October 2024, and the Fiscal Officer’s Monthly Report **by Richard Rutledge, 2nd by Casey Milano, motion carried unanimously.**

Current Revenue:

PLF Distribution: The October 2024 PLF distribution is **\$60,601.29** which is **10.11%** less than the **\$67,423.54** received in October 2023. The PLF funding is behind about **3.5%** from the budget.

2024 General Revenue Net Operating Position

October Revenue =	\$ 63,543.03	Total Annual Revenue =	\$ 689,236.82
October Expense =	\$ 73,020.73	Total Annual Expenses =	\$ 687,178.15
Difference	(\$ 9,477.70)		\$ 2,058.67

Operating Fund Expenses as Percentage of Appropriation on June 30, 2024

<u>2024 Appropriation</u>	<u>Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
	\$1,071,706.00	\$687,178.15	64.12%

New Business:

Replacement Pump Motor: As part of Standard Plumbing & Heating’s final scheduled preventative maintenance, the technician indicated that a leaking pump needed to be repaired. When the technician returned to replace the filters, he removed the pump to be diagnosed and repaired. The pump was reinstalled on 11/12/2024.

Approve Resolution: 24-10-01: To approve up to \$1800 for pump repair and installation **by Sarah Repella, 2nd by Jennifer Beard, motion carried unanimously.**

Migrate Email to Google Workspace: The present situation where we have a mix of free Gmail accounts and SEO accounts for staff emails is challenging in terms of their management, and it tends to discourage their use, making communication more difficult on a day-to-day basis. By migrating all of our accounts to Google Workspace, we will have a centralized management portal, 30 GB pooled storage per user, the ability to share documents easily using the Google applications, as well as the ability to use the minervalibrary.info domain for the email addresses. The migration should improve our ability to communicate and share information, improve our digital security, and help the library brand.

Approve Resolution: 24-10-02: To migrate our present staff emails from individual Gmail and SEO-administered accounts to a Google Workspace account managed by MPL

at an annual cost of \$1440 (\$6 per user a month for a Business Starter level account) **by Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.**

Free Printing for Select Patron Documents: In reviewing the invoices from Visual Edge IT, our managed print provider, it is apparent that we are not using the allowance for black and white images. On the first invoice, we were around 5,500 images under the allowance, and on the second, we were about 7,000 images under. Because of this gap and the relatively small amount of revenue raised by our black-and-white printing fees, we propose allowing patrons to print a limited number of resumes, tax forms, or government documents for free per day. We will continue to track usage and watch for potential print overages to ensure minimal cost to the library.

Approve Resolution: 24-10-03: To allow patrons to print in black and white up to 10 copies of a resume, 10 pages of tax forms, 10 pages of other government documents for free per day or 20 pages of homework for students 18 and under **by Jennifer Beard, 2nd by Sarah Repella, motion carried unanimously.**

Teen Gaming Space Proposal: The influx of middle-grade students to the library in the afternoon poses challenges and leads to the staff having to deal with a range of incidents. The current teen/tween programming is a good start, but it is not engaging the students as well as it could and is posing staffing difficulties. The area in Youth Services between the Fiscal Officer's office and the service desk could be re-imagined as a gaming spot that staff could easily supervise to provide an attractive space for these patrons.

Approve Resolution: 24-10-04: To purchase a television, video games, accessories, and furniture (maximum \$2,500) to create a new gaming space in Youth Services **by Richard Rutledge, 2nd by Casey Milano, motion carried unanimously.**

Adjust Hours for Christmas Holiday: Because of staffing difficulties and reduced patron traffic between December 22 and 28, we are proposing the elimination of evening hours that week.

Approve Resolution: 24-10-05: To change the library hours on December 23rd, 2024, December 26th, 2024, and December 27th, 2024, to 10:00 am to 5:00 pm **by Jennifer Beard, 2nd by Sarah Repella, motion carried unanimously.**

SEO Membership Fees: To pay the current SEO membership fees, we will need to move \$2,000 from Contingencies account #1000-210-452-0000 to Dues & Memberships account number #1000-230-510-0000.

Approve Resolution: 24-10-06: To move \$2,000 from Contingencies account #1000-210-452-0000 to Dues & Memberships account number #1000-230-510-0000 **by Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.**

Refunds for Found Books: The library policy regarding refunds currently states that they can be given for items already paid for and then subsequently returned within 6 months. Processing these refunds (of which there are a limited amount) can be time-consuming and includes costs when it involves PayPal fees.

Approve Resolution: 24-10-07: To revise section 2.33 of the Public Services policy to read, "Once damaged or lost items have been paid for, no refunds can be issued" **by Sarah Repella, 2nd by Casey Milano, motion carried unanimously.**

Adopt New Internet Safety Policy: In the near future, there are several potential projects where the cost could be significantly mitigated using the FCC's E-Rate program. To participate in the program, an Internet Safety Policy approved by the board in an open meeting is required.

Approve Resolution: 24-10-08: To adopt and implement the attached Internet Safety Policy and revise sections 5.1 and 5.2 (Internet Access Policy) of the Public Services Policy manual to match the language **by Jennifer Beard, 2nd by Casey Milano, motion carried unanimously.**

Post-Audit Review: The State of Ohio Auditor returned the results of our 2024 audit and the only exceptions were minor, leading us to conclude that the offered post-audit review is not need.

Approve Resolution: 24-10-09: To forgo the State of Ohio post-audit review meeting **by Jennifer Beard, 2nd by Sarah Repella, motion carried unanimously.**

Hours Policy for Thanksgiving Holiday: Currently the policy states that we will close early the day before Thanksgiving. With the library hours on Wednesday currently stating that we will close at 5:00 pm, this is no longer necessary.

Approve Resolution: 24-10-10: To remove “early close” on the day before Thanksgiving from the holiday hours policy **by Sarah Repella, 2nd by Richard Rutledge, motion carried unanimously.**

Move November Pay Date: Due to the Thanksgiving holiday the November 28 pay date must be changed to accommodate the deposit schedule.

Approve Resolution: 24-10-11: To move this month’s pay date from November 28 to November 27 **by Sarah Repella, 2nd by Jennifer Beard, motion carried unanimously.**

Discussion:

Budget 2025

Overview of planned revenue, expenditures, and staff compensation for the coming year.

Youth Services Printer Proposal

Examine the addition of a printer to our present managed print contract.

Friends of the Minerva Public Library

Discuss the possibility of reconstituting a friend’s group at MPL.

Correspondence:

None

Director’s Report:

Motion to Accept the monthly report from the Director included in the packet **by Sarah Repella, 2nd by Jennifer Beard, motion carried unanimously.**

October 2024 Library Statistics:

In-house circulation was 13,620, which is about 18% below the October 2023 total circulation of 16,632. Total circulation was 18,191, which is about 14% below the October 2023 total circulation of 21,123. The 2024 door count was 7191, down about 12% from October 2023, when it totaled 8075. In October 2024, 74 classrooms came to the library from the Minerva School, serving 1206 children.

Accept Financial Gifts—October 2024:

Restricted Individual Contributions:
None \$00.00

Unrestricted Individual Contributions to the General Fund:
Book Sale \$758.92

Total Financial Gifts \$00.00

In-kind Gifts for October 2024

- 3 Books Donated - John Schmidt

Motion to Adjourn: 7:33 pm – Approved by Casey Milano, 2nd by Sarah Repella, motion carried unanimously.

The next Regular Board Meeting will be December 19, 2024 at 6:30 pm in the Board Room.

Minerva Public Library

November 2024 Financial Reports

Submitted for the December 2024 Board Meeting

**Fiscal Officer's Report
Revenue Status Report
Revenue Receipt Register
Appropriation Status Report
Bank Reconciliation
Fund Status
Investment Listing**

Fiscal Officer's Report December 2024

1. Bank Reconciliation
 - a. Adjustment for entry error
2. Revenue Receipt Register
 - a. \$1,412.40 of interest earned in November
3. Appropriation Payment Register
 - a. Programming Supplies \$365.02
 - b. Book purchases \$5,001.52
 - c. Downloadable Content \$1,786.71
 - d. Cataloging & Processing Supplies \$1,174.12 (more library cards ordered)
 - e. Property Maint. Repair & Security Services \$1,162.41
 - f. Auditing Services \$627.30 (partial payment)
 - g. Office Supplies \$888.96
 - h. Dues and Memberships \$5,713.03- quarterly SEO payment
4. Revenue Status (YTD 91%)
 - a. PLF is slightly behind in all three counties (88.617%)
 - b. Overall Revenue Status 85.387% (does not included \$50,000.00 transfer into capital)
5. Appropriation Status (YTD 91%)
 - a. Administrative Salaries are at 98%
 - b. Programming 83%
 - c. Adult Books 73%
 - d. Youth Books 90%
 - e. Downloadable Content 85%
 - f. Rents and Leases 88%
 - g. Overall Appropriation Status is 70% (does not included \$50,000 transfer to capital)
6. Investment Listing
 - a. \$20,330.33 interest YTD
7. Appropriation Adjustments
 - a. Moved \$253.00 from 1000-230-371-0000 Auditing to 1000-230-390-0000 Other-Purchased and Contracted Services
 - b. Moved \$200.00 from 1000-230-341-0000 Property Insurance Premiums to 1000-230-329-0000 Other Communications, Printing and publicity
 - c. Moved \$6,000.00 from 1000-110-110-0003 Salaries (non-professionals) to 1000-110-110-0001 Salaries (Administrative Salaries)

Revenue Status

By Fund

As Of 11/30/2024

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$8.47	\$16.53	33.880%
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.}	\$633,240.00	\$561,158.10	\$72,081.90	88.617%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$168,434.00	\$149,261.73	\$19,172.27	88.617%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$19,919.00	\$17,651.83	\$2,267.17	88.618%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$569.33	-\$219.33	162.666%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$53.50	\$146.50	26.750%
1000-310-0314	Patron Fines and Lost Item Income{NOTARY FEE}	\$0.00	\$47.05	-\$47.05	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,750.00	\$2,630.07	-\$880.07	150.290%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,500.00	\$1,481.06	\$18.94	98.737%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$537.10	-\$37.10	107.420%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$1,020.00	-\$1,020.00	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 }	\$1,500.00	\$1,725.00	-\$225.00	115.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$2,938.42	\$1,061.58	73.461%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-690-0000	Other - Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$6,000.00	\$8,667.78	-\$2,667.78	144.463%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$129.53	-\$29.53	129.530%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$50.00	\$0.00	\$50.00	0.000%
1000-871-0000	Refunds for Overpayment	\$1,500.00	\$30.26	\$1,469.74	2.017%
1000-872-0000	Insurance Reimbursements	\$500.00	\$7.68	\$492.32	1.536%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%

Revenue Status

By Fund

As Of 11/30/2024

Fund 1000 Sub-Total:	\$839,568.00	\$747,916.91	\$91,651.09	89.084%
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Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
4001-651-2024	Unrestricted Contributions - Individuals{Eglie Estate Donat}	\$0.00	\$0.00	\$0.00	0.000%
4001-701-0000	Interest or Dividends on Investments	\$0.00	\$11,662.55	-\$11,662.55	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$50,000.00	\$0.00	\$50,000.00	0.000%
Fund 4001 Sub-Total:		\$50,000.00	\$11,662.55	\$38,337.45	23.325%
Report Total:		\$889,568.00	\$759,579.46	\$129,988.54	85.387%

Revenue Receipt Register

November 2024

Account Code: 1000-190-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$0.07	C
					Account Total:	\$0.07

Account Code: 1000-240-0011

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
173-2024	11/09/2024	11/15/2024	STD	STARK COUNTY AUDITOR'S OFFICE	\$52,266.37	C
					Account Total:	\$52,266.37

Account Code: 1000-240-0012

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
176-2024	11/12/2024	11/15/2024	STD	CARROLL COUNTY AUDITOR'S OFFICE	\$13,902.27	C
					Account Total:	\$13,902.27

Account Code: 1000-240-0013

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
175-2024	11/07/2024	11/15/2024	STD	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,644.09	C
					Account Total:	\$1,644.09

Account Code: 1000-310-0314

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$46.95	C
					Account Total:	\$46.95

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$30.30	C
171-2024	11/07/2024	11/07/2024	STD	Daily Receipts-CNB Registers	\$10.05	C
171-2024	11/07/2024	11/07/2024	STD	Daily Receipts-CNB Registers	\$14.05	C
172-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$49.55	C
172-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$14.65	C
172-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$33.05	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$32.25	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$42.40	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$6.30	C
177-2024	11/18/2024	11/18/2024	STD	Daily Receipts-CNB Registers	\$5.30	C
177-2024	11/18/2024	11/18/2024	STD	Daily Receipts-CNB Registers	\$2.65	C
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$4.40	C
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$12.00	C
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$4.20	C
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$15.25	C
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$24.10	C
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$30.25	C
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$7.00	C
					Account Total:	\$337.75

Account Code: 1000-399-0397

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$9.70	C
171-2024	11/07/2024	11/07/2024	STD	Daily Receipts-CNB Registers	\$45.52	C

Revenue Receipt Register

November 2024

Account Code: 1000-399-0397

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
171-2024	11/07/2024	11/07/2024	STD	Daily Receipts-CNB Registers	\$35.90	C
172-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$2.50	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$25.90	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$2.80	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$0.60	C
177-2024	11/18/2024	11/18/2024	STD	Daily Receipts-CNB Registers	\$6.25	C
177-2024	11/18/2024	11/18/2024	STD	Daily Receipts-CNB Registers	\$10.50	C
177-2024	11/18/2024	11/18/2024	STD	Daily Receipts-CNB Registers	\$2.20	C
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$27.00	C
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$5.00	C
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$5.75	C
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$4.69	C
Account Total:					<u>\$184.31</u>	

Account Code: 1000-399-0398

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$1.50	C
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$2.50	C
171-2024	11/07/2024	11/07/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
171-2024	11/07/2024	11/07/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
172-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
177-2024	11/18/2024	11/18/2024	STD	Daily Receipts-CNB Registers	\$2.50	C
Account Total:					<u>\$10.50</u>	

Account Code: 1000-611-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$500.00	C
Account Total:					<u>\$500.00</u>	

Account Code: 1000-651-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$10.00	C
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
168-2024	11/04/2024	11/04/2024	STD	Daily Receipts-CNB Registers	\$5.00	C
171-2024	11/07/2024	11/07/2024	STD	Daily Receipts-CNB Registers	\$3.00	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$13.00	C
174-2024	11/15/2024	11/15/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
178-2024	11/21/2024	11/21/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
Account Total:					<u>\$37.00</u>	

Account Code: 1000-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
181-2024	11/27/2024	12/02/2024	INT	CD082817	\$77.40	C
182-2024	11/25/2024	12/02/2024	INT	CD042517	\$9.30	C
183-2024	11/27/2024	12/02/2024	INT	CD072716	\$76.54	C
184-2024	11/29/2024	12/02/2024	INT	Money Mark	\$458.43	C
185-2024	11/29/2024	12/02/2024	INT	Hunt. MM	\$150.45	C
Account Total:					<u>\$772.12</u>	

Revenue Receipt Register

November 2024

Account Code: 1000-820-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
179-2024	11/25/2024	11/25/2024	STD	Daily Receipts-CNB Registers	\$0.93	C
					Account Total:	\$0.93

Account Code: 4001-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
184-2024	11/29/2024	12/02/2024	INT	Money Mark	\$482.06	C
185-2024	11/29/2024	12/02/2024	INT	Hunt. MM	\$158.22	C
					Account Total:	\$640.28
					Report Total:	\$70,342.64

Type: STD - Standard Receipt, INT - Interest Receipt, MEMO - Memo Receipt, GAIN - Capital Gain, 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

Appropriation Status

By Fund

As Of 11/30/2024

Fund: General
 Pooled Balance: \$471,320.94
 Non-Pooled Balance: \$68,225.79
 Total Cash Balance: \$539,546.73

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	\$99,200.00	\$0.00	\$97,077.28	\$2,122.72	97.860%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$262,200.00	\$0.00	\$211,320.36	\$50,879.64	80.595%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$41,000.00	\$0.00	\$32,868.96	\$8,131.04	80.168%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$8,000.00	\$0.00	\$4,699.81	\$3,300.19	58.748%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$55,000.00	\$0.00	\$43,734.17	\$11,265.83	79.517%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$6,000.00	\$0.00	\$4,853.88	\$1,146.12	80.898%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$50,000.00	\$4,679.78	\$15,320.22	\$30,000.00	30.640%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$1,000.00	\$43.75	\$406.25	\$550.00	40.625%
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	\$750.00	\$304.00	\$316.00	22.190%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$6,000.00	\$0.00	\$2,009.99	\$3,990.01	33.500%
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$1,000.00	\$88.49	\$911.51	\$0.00	91.151%
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$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%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$243.50	\$0.00	\$243.50	\$0.00	100.000%
1000-110-390-0391	Other - Purchased and Contracted Services{Grunder Fund}	\$0.00	\$0.00	\$2,165.00	\$0.00	\$0.00	\$2,165.00	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$2,301.00	\$0.00	\$290.00	\$2,011.00	12.603%
1000-110-450-0015	Supplies{PROGRAMING SUPPLIES}	\$0.00	\$0.00	\$9,000.00	\$829.08	\$7,505.60	\$665.32	83.396%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0000	Books and Pamphlets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0109	Books and Pamphlets{Donation Adult Books-Moser}	\$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	\$24,000.00	\$398.89	\$17,601.11	\$6,000.00	73.338%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$22,000.00	\$2,188.53	\$19,811.47	\$0.00	90.052%
1000-120-411-2022	Books and Pamphlets{Eglie Adult Books Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,000.00	\$101.40	\$5,447.80	\$1,450.80	77.826%

Report reflects selected information.

Appropriation Status

By Fund

As Of 11/30/2024

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
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$5,000.00	\$3,341.73	\$1,658.27	\$0.00	33.165%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$30,000.00	\$4,305.30	\$25,694.70	\$0.00	85.649%
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$3,000.00	\$2,162.11	\$425.88	\$412.01	14.196%
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%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$3,750.00	\$452.99	\$3,297.01	\$0.00	87.920%
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	\$9,000.00	\$1,398.06	\$7,601.94	\$0.00	84.466%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$46,250.00	\$14,046.55	\$32,203.45	\$0.00	69.629%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,650.00	\$120.00	\$1,380.00	\$150.00	83.636%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$35,950.00	\$15,880.70	\$13,819.30	\$6,250.00	38.440%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$25,000.00	\$5,361.45	\$19,638.55	\$0.00	78.554%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$265.16	\$434.84	\$0.00	62.120%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$13,000.00	\$7,134.38	\$5,865.62	\$0.00	45.120%
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	\$7,956.50	\$1,694.13	\$6,262.37	\$0.00	78.708%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	100.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,200.00	\$192.78	\$1,701.52	\$305.70	77.342%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$300.00	\$169.67	\$130.33	\$0.00	43.443%
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	\$25.50	\$24.50	\$0.00	49.000%
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$0.00	\$0.00	\$324.00	\$0.00	\$324.00	\$0.00	100.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$1,000.00	\$194.60	\$805.40	\$0.00	80.540%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$10,676.00	\$0.00	\$10,375.00	\$301.00	97.181%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$7,100.00	\$607.98	\$6,252.02	\$240.00	88.057%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,747.00	\$377.20	\$2,369.80	\$0.00	86.269%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$814.00	\$2,286.00	\$0.00	73.742%

Report reflects selected information.

Appropriation Status

By Fund

As Of 11/30/2024

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
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$15,153.00	\$2,002.95	\$13,150.05	\$0.00	86.782%
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	\$5,000.00	\$720.64	\$4,279.36	\$0.00	85.587%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$700.00	\$651.71	\$48.29	\$0.00	6.899%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$24,526.00	\$576.61	\$23,949.39	\$0.00	97.649%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$125.00	\$0.00	\$9.05	\$115.95	7.240%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$124.00	\$0.00	\$13.39	\$110.61	10.798%
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	\$4,000.00	\$1,378.67	\$2,621.33	\$0.00	65.533%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$8,750.00	\$0.00	\$0.00	\$8,750.00	0.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$916,706.00	\$72,954.79	\$651,147.27	\$192,603.94	71.031%

Fund: Capital Projects

Pooled Balance: \$494,104.87

Non-Pooled Balance: \$0.00

Total Cash Balance: \$494,104.87

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	\$120,000.00	\$0.00	\$75,735.40	\$44,264.60	63.113%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$5,000.00	\$4,780.00	\$220.00	\$0.00	4.400%
4001-760-720-2021	Land Improvement{McConnell Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-740-2024	Building Improvements{Eglie Estate Donation}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$30,000.00	\$1,493.97	\$21,532.85	\$6,973.18	71.776%
4001-760-750-2021	Furniture and Equipment{McConnell Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$155,000.00	\$6,273.97	\$97,488.25	\$51,237.78	62.896%
Report Total:		\$0.00	\$0.00	\$1,071,706.00	\$79,228.76	\$748,635.52	\$243,841.72	69.855%

Appropriation Payment Register

November 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-110-110-0001 Salaries{ADMINISTRATIVE SALARIES}						
1076-2024	EP	11/14/2024	11/11/2024	Jason Bumbico	\$2,001.07	C
1080-2024	EP	11/14/2024	11/11/2024	Heather Husted	908.90	C
1123-2024	EP	11/27/2024	11/25/2024	Jason Bumbico	1,989.37	C
1127-2024	EP	11/27/2024	11/25/2024	Heather Husted	656.28	C
1139-2024	EW	11/27/2024	11/25/2024	Ohio Department of Taxation	125.03	O
1140-2024	EW	11/27/2024	11/25/2024	RITA	99.70	O
1141-2024	EW	11/27/2024	11/25/2024	EFTPS	154.61	C
1142-2024	EW	11/27/2024	11/25/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	50.00	O
1143-2024	CH	11/27/2024	11/25/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	616.20	O
1145-2024	EW	11/27/2024	11/25/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	700.14	C
Account Total:					<u>\$7,301.30</u>	
Account Code: 1000-110-110-0003 Salaries{NON-PROFESSIONALS}						
1027-2024	EW	11/01/2024	10/28/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00	C
1072-2024	EP	11/14/2024	11/11/2024	Jennifer Baker	421.64	C
1073-2024	EP	11/14/2024	11/11/2024	Sue E Barrick	441.71	C
1074-2024	EP	11/14/2024	11/11/2024	Jennifer Bates	1,513.27	C
1078-2024	EP	11/14/2024	11/11/2024	Rhonda Grogg	285.44	C
1081-2024	EP	11/14/2024	11/11/2024	Donna Kohler	558.62	C
1082-2024	EP	11/14/2024	11/11/2024	Lisa Lutes	531.62	C
1083-2024	EP	11/14/2024	11/11/2024	Jersey Moss	489.65	C
1084-2024	EP	11/14/2024	11/11/2024	Kendra Selby	1,033.97	C
1087-2024	EP	11/14/2024	11/11/2024	Laken Underwood	1,173.71	C
1088-2024	EP	11/14/2024	11/11/2024	Nicole Weber	1,405.05	C
1090-2024	EW	11/15/2024	11/11/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
1119-2024	EP	11/27/2024	11/25/2024	Jennifer Baker	421.64	C
1120-2024	EP	11/27/2024	11/25/2024	Sue E Barrick	452.36	C
1121-2024	EP	11/27/2024	11/25/2024	Jennifer Bates	1,267.10	C
1125-2024	EP	11/27/2024	11/25/2024	Rhonda Grogg	375.48	C
1128-2024	EP	11/27/2024	11/25/2024	Donna Kohler	570.43	C
1129-2024	EP	11/27/2024	11/25/2024	Lisa Lutes	690.60	C
1130-2024	EP	11/27/2024	11/25/2024	Jersey Moss	500.30	C
1131-2024	EP	11/27/2024	11/25/2024	Kendra Selby	898.59	C
1134-2024	EP	11/27/2024	11/25/2024	Laken Underwood	892.92	C
1135-2024	EP	11/27/2024	11/25/2024	Nicole Weber	1,158.87	C
1138-2024	EW	11/27/2024	11/25/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	O
1139-2024	EW	11/27/2024	11/25/2024	Ohio Department of Taxation	316.07	O
1140-2024	EW	11/27/2024	11/25/2024	RITA	283.49	O
1141-2024	EW	11/27/2024	11/25/2024	EFTPS	1,206.90	C

Appropriation Payment Register

November 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
1142-2024	EW	11/27/2024	11/25/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	100.00	O
1143-2024	CH	11/27/2024	11/25/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	1,026.52	O
1144-2024	EW	11/27/2024	11/25/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	130.94	O
1145-2024	EW	11/27/2024	11/25/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,902.99	C
Account Total:					<u>\$20,169.88</u>	
Account Code: 1000-110-110-0004 Salaries{SUBSTITUTES}						
1075-2024	EP	11/14/2024	11/11/2024	Eli Benzel	\$259.66	C
1077-2024	EP	11/14/2024	11/11/2024	Rachael Carmine	274.92	C
1079-2024	EP	11/14/2024	11/11/2024	Trista Howe	72.58	C
1085-2024	EP	11/14/2024	11/11/2024	Payton S Selby	97.42	C
1086-2024	EP	11/14/2024	11/11/2024	Anne Tokos	130.25	C
1122-2024	EP	11/27/2024	11/25/2024	Eli Benzel	302.73	C
1124-2024	EP	11/27/2024	11/25/2024	Rachael Carmine	311.10	C
1126-2024	EP	11/27/2024	11/25/2024	Trista Howe	31.18	C
1132-2024	EP	11/27/2024	11/25/2024	Payton S Selby	92.01	C
1133-2024	EP	11/27/2024	11/25/2024	Anne Tokos	136.45	C
1139-2024	EW	11/27/2024	11/25/2024	Ohio Department of Taxation	10.43	O
1140-2024	EW	11/27/2024	11/25/2024	RITA	29.61	O
1141-2024	EW	11/27/2024	11/25/2024	EFTPS	28.63	C
1145-2024	EW	11/27/2024	11/25/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	197.45	C
Account Total:					<u>\$1,974.42</u>	
Account Code: 1000-110-110-0005 Salaries{SERVICE WORKERS}						
1078-2024	EP	11/14/2024	11/11/2024	Rhonda Grogg	\$164.37	C
1079-2024	EP	11/14/2024	11/11/2024	Trista Howe	249.50	C
1125-2024	EP	11/27/2024	11/25/2024	Rhonda Grogg	266.80	C
1126-2024	EP	11/27/2024	11/25/2024	Trista Howe	142.88	C
1139-2024	EW	11/27/2024	11/25/2024	Ohio Department of Taxation	8.09	O
1140-2024	EW	11/27/2024	11/25/2024	RITA	14.33	O
1141-2024	EW	11/27/2024	11/25/2024	EFTPS	13.85	C
1145-2024	EW	11/27/2024	11/25/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	95.55	C
Account Total:					<u>\$955.37</u>	
Account Code: 1000-110-211-0000 Ohio Public Employees Retirement System						
1145-2024	EW	11/27/2024	11/25/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$4,054.54	C
Account Total:					<u>\$4,054.54</u>	
Account Code: 1000-110-213-0000 Medicare						
1141-2024	EW	11/27/2024	11/25/2024	EFTPS	\$412.89	C
Account Total:					<u>\$412.89</u>	
Account Code: 1000-110-221-0000 Medical / Hospitalization Insurance						

Appropriation Payment Register

November 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
1143-2024	CH	11/27/2024	11/25/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$3,207.52	O
Account Total:					\$3,207.52	
Account Code: 1000-110-222-0000 Life Insurance						
1143-2024	CH	11/27/2024	11/25/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$37.50	O
Account Total:					\$37.50	
Account Code: 1000-110-450-0015 Supplies{PROGRAMING SUPPLIES}						
1041-2024	CH	11/04/2024	11/04/2024	AMAZON	\$40.96	C
1062-2024	CH	11/08/2024	11/08/2024	KISHMAN'S IGA	47.96	C
1091-2024	CH	11/15/2024	11/15/2024	Consumers Credit Card	93.00	C
1113-2024	CH	11/21/2024	11/21/2024	AMAZON	171.12	O
1148-2024	CH	11/25/2024	11/25/2024	AMAZON	11.98	O
Account Total:					\$365.02	
Account Code: 1000-120-411-1000 Books and Pamphlets{ADULT DEPT. BOOKS}						
1046-2024	CH	11/04/2024	11/04/2024	AMAZON	\$40.13	C
1047-2024	CH	11/04/2024	11/04/2024	AMAZON	41.98	C
1049-2024	CH	11/04/2024	11/04/2024	AMAZON	45.16	C
1069-2024	CH	11/08/2024	11/08/2024	AMAZON	42.17	C
1094-2024	CH	11/15/2024	11/15/2024	AMAZON	204.32	C
1095-2024	CH	11/15/2024	11/15/2024	AMAZON	989.53	C
1098-2024	CH	11/15/2024	11/15/2024	AMAZON	624.58	C
1106-2024	CH	11/21/2024	11/21/2024	CENTER POINT LARGE PRINT	303.35	C
1110-2024	CH	11/21/2024	11/21/2024	AMAZON	69.50	O
1111-2024	CH	11/21/2024	11/21/2024	AMAZON	160.06	O
1149-2024	CH	11/25/2024	11/25/2024	AMAZON	191.92	O
1150-2024	CH	11/25/2024	11/25/2024	AMAZON	153.41	O
Account Total:					\$2,866.11	
Account Code: 1000-120-411-2000 Books and Pamphlets{YOUTH DEPT. BOOKS}						
1044-2024	CH	11/04/2024	11/04/2024	AMAZON	\$119.57	C
1048-2024	CH	11/04/2024	11/04/2024	AMAZON	18.99	C
1050-2024	CH	11/04/2024	11/04/2024	AMAZON	37.98	C
1051-2024	CH	11/04/2024	11/04/2024	AMAZON	42.73	C
1058-2024	CH	11/07/2024	11/07/2024	AMAZON	69.96	C
1070-2024	CH	11/08/2024	11/08/2024	AMAZON	6.99	C
1071-2024	CH	11/08/2024	11/08/2024	AMAZON	15.99	C
1096-2024	CH	11/15/2024	11/15/2024	AMAZON	570.96	C
1102-2024	CH	11/18/2024	11/18/2024	AMAZON	775.95	C
1103-2024	CH	11/18/2024	11/18/2024	AMAZON	37.98	C
1114-2024	CH	11/21/2024	11/21/2024	AMAZON	372.54	O
1115-2024	CH	11/21/2024	11/21/2024	AMAZON	33.94	O

Appropriation Payment Register

November 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
1116-2024	CH	11/21/2024	11/21/2024	AMAZON	17.95	O
1151-2024	CH	11/25/2024	11/25/2024	AMAZON	13.88	O
Account Total:					<u>\$2,135.41</u>	
Account Code: 1000-120-412-0000 Periodicals						
1054-2024	CH	11/07/2024	11/07/2024	BOOKPAGE	\$414.00	C
1091-2024	CH	11/15/2024	11/15/2024	Consumers Credit Card	30.00	C
Account Total:					<u>\$444.00</u>	
Account Code: 1000-120-413-1006 Audiovisual Materials{Audiovisual Materials ADULT}						
1045-2024	CH	11/04/2024	11/04/2024	AMAZON	\$39.91	C
1099-2024	CH	11/15/2024	11/15/2024	AMAZON	31.22	C
1109-2024	CH	11/21/2024	11/21/2024	AMAZON	17.95	O
1137-2024	CH	11/25/2024	11/25/2024	AMAZON	72.82	O
Account Total:					<u>\$161.90</u>	
Account Code: 1000-120-413-1007 Audiovisual Materials{DOWNLOADABLE CONTENT}						
1057-2024	CH	11/07/2024	11/07/2024	MIDWEST TAPE	\$1,786.71	C
Account Total:					<u>\$1,786.71</u>	
Account Code: 1000-120-459-0008 Other - Supplies{CATALOGING & PROCESSING SUPPL.}						
1053-2024	CH	11/07/2024	11/07/2024	DEMCO, INC.	\$261.74	C
1053-2024	CH	11/07/2024	11/07/2024	DEMCO, INC.	9.93	C
1108-2024	CH	11/21/2024	11/21/2024	Printing Concepts	805.00	O
1118-2024	CH	11/22/2024	11/22/2024	Elm USA	97.45	O
Account Total:					<u>\$1,174.12</u>	
Account Code: 1000-210-321-0000 Telephone						
1061-2024	CH	11/08/2024	11/08/2024	FIRST COMMUNICATIONS	\$678.04	C
Account Total:					<u>\$678.04</u>	
Account Code: 1000-210-332-0000 Maintenance and Repair on Equipment						
1055-2024	CH	11/07/2024	11/07/2024	INDEPENDENT ELEVATOR CO., INC.	\$231.00	C
1112-2024	CH	11/21/2024	11/21/2024	PC CoPilot	725.00	O
Account Total:					<u>\$956.00</u>	
Account Code: 1000-210-334-0000 Trash Removal						
1146-2024	CH	11/25/2024	11/25/2024	Solid Waste And Recycling	\$120.00	O
Account Total:					<u>\$120.00</u>	
Account Code: 1000-210-339-0000 Other - Property Maint. Repair & Security Svc						
1064-2024	CH	11/08/2024	11/08/2024	Ohio Department of Commerce	\$330.25	O
1065-2024	CH	11/08/2024	11/08/2024	CLEAN - N - GREEN	85.00	C
1066-2024	CH	11/08/2024	11/08/2024	UNIFIRST	91.16	C
1107-2024	CH	11/21/2024	11/21/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	656.00	O
Account Total:					<u>\$1,162.41</u>	

Appropriation Payment Register

November 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-210-361-0000 Electricity						
989-2024	CH	11/13/2024	10/24/2024	AMERICAN ELECTRIC POWER	\$1,687.40	C
					Account Total:	\$1,687.40
Account Code: 1000-210-363-0000 Natural Gas						
1039-2024	CH	11/13/2024	11/04/2024	COLUMBIA GAS OF OHIO	\$563.29	C
					Account Total:	\$563.29
Account Code: 1000-210-452-0000 Property Maintenance/Repair Supplies & Parts						
1042-2024	CH	11/04/2024	11/04/2024	AMAZON	\$374.80	C
1056-2024	CH	11/07/2024	11/07/2024	RAY ELECTRIC	199.50	C
1068-2024	CH	11/08/2024	11/08/2024	SAND ROCK MINERAL WATER CO.	49.50	C
1091-2024	CH	11/15/2024	11/15/2024	Consumers Credit Card	27.50	C
					Account Total:	\$651.30
Account Code: 1000-230-311-0000 Dues and Fees						
1040-2024	CH	11/04/2024	11/04/2024	MINERVA AREA CHAMBER OF COMMERCE	\$120.00	C
					Account Total:	\$120.00
Account Code: 1000-230-329-0000 Other - Communications,Printing and Publicity						
1091-2024	CH	11/15/2024	11/15/2024	Consumers Credit Card	\$12.00	C
					Account Total:	\$12.00
Account Code: 1000-230-351-0000 Rents and Leases						
1147-2024	CH	11/25/2024	11/25/2024	copeco	\$411.50	C
					Account Total:	\$411.50
Account Code: 1000-230-371-0000 Auditing Services						
1052-2024	CH	11/07/2024	11/07/2024	Treasurer State of Ohio	\$627.30	C
					Account Total:	\$627.30
Account Code: 1000-230-390-0000 Other - Purchased and Contracted Services						
1067-2024	CH	11/08/2024	11/08/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$78.80	C
					Account Total:	\$78.80
Account Code: 1000-230-451-0007 General Administrative Supplies{OFFICE SUPPLIES}						
1157-2024	CH	11/01/2024	12/02/2024	CONSUMERS NATIONAL BANK	\$12.88	C
1043-2024	CH	11/04/2024	11/04/2024	AMAZON	96.33	C
1059-2024	CH	11/07/2024	11/07/2024	AMAZON	28.91	C
1060-2024	CH	11/07/2024	11/07/2024	AMAZON	24.93	C
1062-2024	CH	11/08/2024	11/08/2024	KISHMAN'S IGA	159.28	C
1092-2024	CH	11/15/2024	11/15/2024	DISCOUNT TAPE 'N ROLL	143.80	C
1093-2024	CH	11/15/2024	11/15/2024	AMAZON	15.80	C
1097-2024	CH	11/15/2024	11/15/2024	AMAZON	29.99	C
1100-2024	CH	11/15/2024	11/15/2024	AMAZON	121.46	C

Appropriation Payment Register

November 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
1101-2024	CH	11/15/2024	11/15/2024	AMAZON	19.80	C
1154-2024	CH	11/15/2024	12/02/2024	HUNTINGTON	5.00	C
1104-2024	CH	11/18/2024	11/18/2024	AMAZON	122.91	C
1152-2024	CH	11/25/2024	11/25/2024	AMAZON	52.87	O
1155-2024	CH	11/29/2024	12/02/2024	CONSUMERS NATIONAL BANK	30.00	C
1156-2024	CH	11/29/2024	12/02/2024	CONSUMERS NATIONAL BANK	25.00	C
Account Total:					<u>\$888.96</u>	
Account Code: 1000-230-510-0000 Dues and Memberships						
1117-2024	CH	11/22/2024	11/22/2024	TREASURER, STATE OF OHIO	\$5,713.03	O
Account Total:					<u>\$5,713.03</u>	
Account Code: 1000-230-590-0511 Other - Other{Information Technology}						
1063-2024	CH	11/08/2024	11/08/2024	Treasurer State of Ohio	\$500.00	C
1091-2024	CH	11/15/2024	11/15/2024	Consumers Credit Card	20.65	C
Account Total:					<u>\$520.65</u>	
Account Code: 4001-760-720-0000 Land Improvement						
1107-2024	CH	11/21/2024	11/21/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$220.00	O
Account Total:					<u>\$220.00</u>	
Report Total:					<u>\$61,457.37</u>	

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, WS – Special Warrant, POS ADJ – Positive Adjustment, NEG ADJ – Negative Adjustment, POS REAL – Positive Reallocation , NEG REAL – Negative, CH - Account Charge, MR - Memo Receipt

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

Bank Reconciliation

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

Prior UAN Balance:		\$1,024,766.33
Receipts:	+	\$70,347.64
Payments:	-	\$61,452.44
Adjustments:	+	<u>-\$9.93</u>
Current UAN Balance as of 11/30/2024:		\$1,033,651.60
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 11/30/2024:		<u><u>\$1,033,651.60</u></u>
Entered Bank Balances as of 11/30/2024:		\$1,049,753.70
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$16,102.10
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 11/30/2024:		<u><u>\$1,033,651.60</u></u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 11/30/2024.

There are no outstanding adjustments as of 11/30/2024.

Bank Balances

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$130,781.67	\$141,633.44	\$141,633.44	\$0.00
Secondary	CHANGE AMT		\$109.20	\$109.20	\$109.20	\$0.00
Secondary	PETTYCASH2		\$60.00	\$60.00	\$60.00	\$0.00
Investment	CD042517		\$21,897.43	\$21,906.73	\$21,906.73	\$0.00
Investment	CD072716		\$22,953.46	\$23,030.00	\$23,030.00	\$0.00
Investment	CD082817		\$23,211.66	\$23,289.06	\$23,289.06	\$0.00
Investment	CDAR-HUNT		\$0.00	\$0.00	\$0.00	\$0.00
Investment	HUNT 26 CD		\$79,005.82	\$79,005.82	\$79,005.82	\$0.00
Investment	Hunt. MM		\$167,617.40	\$167,921.07	\$167,921.07	\$0.00
Investment	Money Mark		\$591,857.89	\$592,798.38	\$592,798.38	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$1,037,494.53</u>	<u>\$1,049,753.70</u>	<u>\$1,049,753.70</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	1064-2024	11/08/2024	Ohio Department of Commerce	\$330.25
PRIMARY	Electronic	1107-2024	11/21/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$876.00
PRIMARY	Electronic	1108-2024	11/21/2024	Printing Concepts	\$805.00
PRIMARY	Electronic	1109-2024	11/21/2024	AMAZON	\$17.95
PRIMARY	Electronic	1110-2024	11/21/2024	AMAZON	\$69.50
PRIMARY	Electronic	1111-2024	11/21/2024	AMAZON	\$160.06
PRIMARY	Electronic	1112-2024	11/21/2024	PC CoPilot	\$725.00
PRIMARY	Electronic	1113-2024	11/21/2024	AMAZON	\$171.12
PRIMARY	Electronic	1114-2024	11/21/2024	AMAZON	\$372.54
PRIMARY	Electronic	1115-2024	11/21/2024	AMAZON	\$33.94
PRIMARY	Electronic	1116-2024	11/21/2024	AMAZON	\$17.95
PRIMARY	Electronic	1117-2024	11/22/2024	TREASURER, STATE OF OHIO	\$5,713.03
PRIMARY	Electronic	1118-2024	11/22/2024	Elm USA	\$97.45
PRIMARY	Electronic	1137-2024	11/25/2024	AMAZON	\$72.82
PRIMARY	Electronic	1138-2024	11/27/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	1139-2024	11/27/2024	Ohio Department of Taxation	\$459.62
PRIMARY	Electronic	1140-2024	11/27/2024	RITA	\$427.13
PRIMARY	Electronic	1142-2024	11/27/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$150.00
PRIMARY	Electronic	1143-2024	11/27/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,887.74
PRIMARY	Electronic	1144-2024	11/27/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	1146-2024	11/25/2024	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	1148-2024	11/25/2024	AMAZON	\$11.98
PRIMARY	Electronic	1149-2024	11/25/2024	AMAZON	\$191.92
PRIMARY	Electronic	1150-2024	11/25/2024	AMAZON	\$153.41
PRIMARY	Electronic	1151-2024	11/25/2024	AMAZON	\$13.88
PRIMARY	Electronic	1152-2024	11/25/2024	AMAZON	\$52.87
					\$16,102.10

Cleared Payments

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	976-2024	10/21/2024	LOVELESS EXTERMINATING	\$90.00
PRIMARY	Electronic	977-2024	10/21/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$1,350.50
PRIMARY	Electronic	989-2024	11/13/2024	AMERICAN ELECTRIC POWER	\$1,687.40
PRIMARY	Electronic	990-2024	10/24/2024	AMAZON	\$191.81
PRIMARY	Electronic	991-2024	10/24/2024	AMAZON	\$12.95
PRIMARY	Electronic	992-2024	10/24/2024	AMAZON	\$49.40
PRIMARY	Electronic	993-2024	10/24/2024	AMAZON	\$177.63
PRIMARY	Electronic	994-2024	10/24/2024	AMAZON	\$22.59
PRIMARY	Electronic	995-2024	10/24/2024	AMAZON	\$14.99
PRIMARY	Electronic	996-2024	10/24/2024	AMAZON	\$468.68
PRIMARY	Electronic	997-2024	10/24/2024	AMAZON	\$75.06
PRIMARY	Electronic	998-2024	10/24/2024	AMAZON	\$32.00
PRIMARY	Electronic	999-2024	10/24/2024	AMAZON	\$131.68
PRIMARY	Electronic	1000-2024	10/25/2024	dray home repair	\$1,300.00
PRIMARY	Electronic	1020-2024	10/28/2024	Stark County District Library	\$330.46
PRIMARY	Electronic	1022-2024	10/28/2024	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	1023-2024	10/28/2024	AMAZON	\$24.99
PRIMARY	Electronic	1024-2024	10/28/2024	AMAZON	\$47.85
PRIMARY	Electronic	1025-2024	10/28/2024	AMAZON	\$13.49
PRIMARY	Electronic	1026-2024	10/28/2024	AMAZON	\$19.98
PRIMARY	Electronic	1027-2024	11/01/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	1028-2024	10/28/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	1029-2024	10/31/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$225.00
PRIMARY	Electronic	1030-2024	10/28/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$57.77
PRIMARY	Electronic	1032-2024	10/31/2024	Ohio Department of Taxation	\$706.59
PRIMARY	Electronic	1033-2024	10/31/2024	RITA	\$631.23
PRIMARY	Electronic	1034-2024	10/31/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,502.61
PRIMARY	Electronic	1039-2024	11/13/2024	COLUMBIA GAS OF OHIO	\$563.29
PRIMARY	Electronic	1040-2024	11/04/2024	MINERVA AREA CHAMBER OF COMMERCE	\$120.00
PRIMARY	Electronic	1041-2024	11/04/2024	AMAZON	\$40.96
PRIMARY	Electronic	1042-2024	11/04/2024	AMAZON	\$374.80
PRIMARY	Electronic	1043-2024	11/04/2024	AMAZON	\$96.33

Cleared Payments

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	1044-2024	11/04/2024	AMAZON	\$119.57
PRIMARY	Electronic	1045-2024	11/04/2024	AMAZON	\$39.91
PRIMARY	Electronic	1046-2024	11/04/2024	AMAZON	\$40.13
PRIMARY	Electronic	1047-2024	11/04/2024	AMAZON	\$41.98
PRIMARY	Electronic	1048-2024	11/04/2024	AMAZON	\$18.99
PRIMARY	Electronic	1049-2024	11/04/2024	AMAZON	\$45.16
PRIMARY	Electronic	1050-2024	11/04/2024	AMAZON	\$37.98
PRIMARY	Electronic	1051-2024	11/04/2024	AMAZON	\$42.73
PRIMARY	Electronic	1052-2024	11/07/2024	Treasurer State of Ohio	\$627.30
PRIMARY	Electronic	1053-2024	11/07/2024	DEMCO, INC.	\$261.74
PRIMARY	Electronic	1054-2024	11/07/2024	BOOKPAGE	\$414.00
PRIMARY	Electronic	1055-2024	11/07/2024	INDEPENDENT ELEVATOR CO., INC.	\$231.00
PRIMARY	Electronic	1056-2024	11/07/2024	RAY ELECTRIC	\$199.50
PRIMARY	Electronic	1057-2024	11/07/2024	MIDWEST TAPE	\$1,786.71
PRIMARY	Electronic	1058-2024	11/07/2024	AMAZON	\$69.96
PRIMARY	Electronic	1059-2024	11/07/2024	AMAZON	\$28.91
PRIMARY	Electronic	1060-2024	11/07/2024	AMAZON	\$24.93
PRIMARY	Electronic	1061-2024	11/08/2024	FIRST COMMUNICATIONS	\$678.04
PRIMARY	Electronic	1062-2024	11/08/2024	KISHMAN'S IGA	\$207.24
PRIMARY	Electronic	1063-2024	11/08/2024	Treasurer State of Ohio	\$500.00
PRIMARY	Electronic	1065-2024	11/08/2024	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	1066-2024	11/08/2024	UNIFIRST	\$91.16
PRIMARY	Electronic	1067-2024	11/08/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$78.80
PRIMARY	Electronic	1068-2024	11/08/2024	SAND ROCK MINERAL WATER CO.	\$49.50
PRIMARY	Electronic	1069-2024	11/08/2024	AMAZON	\$42.17
PRIMARY	Electronic	1070-2024	11/08/2024	AMAZON	\$6.99
PRIMARY	Electronic	1071-2024	11/08/2024	AMAZON	\$15.99
PRIMARY	Electronic	1072-2024	11/14/2024	Jennifer Baker	\$421.64
PRIMARY	Electronic	1073-2024	11/14/2024	Sue E Barrick	\$441.71
PRIMARY	Electronic	1074-2024	11/14/2024	Jennifer Bates	\$1,513.27
PRIMARY	Electronic	1075-2024	11/14/2024	Eli Benzel	\$259.66
PRIMARY	Electronic	1076-2024	11/14/2024	Jason Bumbico	\$2,001.07
PRIMARY	Electronic	1077-2024	11/14/2024	Rachael Carmine	\$274.92
PRIMARY	Electronic	1078-2024	11/14/2024	Rhonda Grogg	\$449.81
PRIMARY	Electronic	1079-2024	11/14/2024	Trista Howe	\$322.08

Cleared Payments

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	1080-2024	11/14/2024	Heather Husted	\$908.90
PRIMARY	Electronic	1081-2024	11/14/2024	Donna Kohler	\$558.62
PRIMARY	Electronic	1082-2024	11/14/2024	Lisa Lutes	\$531.62
PRIMARY	Electronic	1083-2024	11/14/2024	Jersey Moss	\$489.65
PRIMARY	Electronic	1084-2024	11/14/2024	Kendra Selby	\$1,033.97
PRIMARY	Electronic	1085-2024	11/14/2024	Payton S Selby	\$97.42
PRIMARY	Electronic	1086-2024	11/14/2024	Anne Tokos	\$130.25
PRIMARY	Electronic	1087-2024	11/14/2024	Laken Underwood	\$1,173.71
PRIMARY	Electronic	1088-2024	11/14/2024	Nicole Weber	\$1,405.05
PRIMARY	Electronic	1090-2024	11/15/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	1091-2024	11/15/2024	Consumers Credit Card	\$183.15
PRIMARY	Electronic	1092-2024	11/15/2024	DISCOUNT TAPE 'N ROLL	\$143.80
PRIMARY	Electronic	1093-2024	11/15/2024	AMAZON	\$15.80
PRIMARY	Electronic	1094-2024	11/15/2024	AMAZON	\$204.32
PRIMARY	Electronic	1095-2024	11/15/2024	AMAZON	\$989.53
PRIMARY	Electronic	1096-2024	11/15/2024	AMAZON	\$570.96
PRIMARY	Electronic	1097-2024	11/15/2024	AMAZON	\$29.99
PRIMARY	Electronic	1098-2024	11/15/2024	AMAZON	\$624.58
PRIMARY	Electronic	1099-2024	11/15/2024	AMAZON	\$31.22
PRIMARY	Electronic	1100-2024	11/15/2024	AMAZON	\$121.46
PRIMARY	Electronic	1101-2024	11/15/2024	AMAZON	\$19.80
PRIMARY	Electronic	1102-2024	11/18/2024	AMAZON	\$775.95
PRIMARY	Electronic	1103-2024	11/18/2024	AMAZON	\$37.98
PRIMARY	Electronic	1104-2024	11/18/2024	AMAZON	\$122.91
PRIMARY	Electronic	1106-2024	11/21/2024	CENTER POINT LARGE PRINT	\$303.35
PRIMARY	Electronic	1119-2024	11/27/2024	Jennifer Baker	\$421.64
PRIMARY	Electronic	1120-2024	11/27/2024	Sue E Barrick	\$452.36
PRIMARY	Electronic	1121-2024	11/27/2024	Jennifer Bates	\$1,267.10
PRIMARY	Electronic	1122-2024	11/27/2024	Eli Benzel	\$302.73
PRIMARY	Electronic	1123-2024	11/27/2024	Jason Bumbico	\$1,989.37
PRIMARY	Electronic	1124-2024	11/27/2024	Rachael Carmine	\$311.10
PRIMARY	Electronic	1125-2024	11/27/2024	Rhonda Grogg	\$642.28
PRIMARY	Electronic	1126-2024	11/27/2024	Trista Howe	\$174.06
PRIMARY	Electronic	1127-2024	11/27/2024	Heather Husted	\$656.28
PRIMARY	Electronic	1128-2024	11/27/2024	Donna Kohler	\$570.43

Cleared Payments

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	1129-2024	11/27/2024	Lisa Lutes	\$690.60
PRIMARY	Electronic	1130-2024	11/27/2024	Jersey Moss	\$500.30
PRIMARY	Electronic	1131-2024	11/27/2024	Kendra Selby	\$898.59
PRIMARY	Electronic	1132-2024	11/27/2024	Payton S Selby	\$92.01
PRIMARY	Electronic	1133-2024	11/27/2024	Anne Tokos	\$136.45
PRIMARY	Electronic	1134-2024	11/27/2024	Laken Underwood	\$892.92
PRIMARY	Electronic	1135-2024	11/27/2024	Nicole Weber	\$1,158.87
PRIMARY	Electronic	1141-2024	11/27/2024	EFTPS	\$1,816.88
PRIMARY	Electronic	1145-2024	11/27/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,950.67
PRIMARY	Electronic	1147-2024	11/25/2024	copeco	\$411.50
PRIMARY	Electronic	1154-2024	11/15/2024	HUNTINGTON	\$5.00
PRIMARY	Electronic	1155-2024	11/29/2024	CONSUMERS NATIONAL BANK	\$30.00
PRIMARY	Electronic	1156-2024	11/29/2024	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Electronic	1157-2024	11/01/2024	CONSUMERS NATIONAL BANK	\$12.88
CDAR-HUNT	Inv Transfer		11/01/2024	CLOSE INVESTMENT: CDAR-HUNT FUND: 4001	\$0.00
Hunt. MM	Inv Transfer		11/15/2024	Transfer From Investment Hunt. MM	\$5.00
					\$58,078.54

Cleared Receipts

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		168-2024	11/04/2024	Daily Receipts-CNB Registers	\$107.95
PRIMARY	Standard		171-2024	11/07/2024	Daily Receipts-CNB Registers	\$111.52
PRIMARY	Standard		175-2024	11/07/2024	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,644.09
PRIMARY	Standard		173-2024	11/09/2024	STARK COUNTY AUDITOR'S OFFICE	\$52,266.37
PRIMARY	Standard		176-2024	11/12/2024	CARROLL COUNTY AUDITOR'S OFFICE	\$13,902.27
PRIMARY	Standard		172-2024	11/15/2024	Daily Receipts-CNB Registers	\$100.75
PRIMARY	Standard		174-2024	11/15/2024	Daily Receipts-CNB Registers	\$124.25
PRIMARY	Standard		177-2024	11/18/2024	Daily Receipts-CNB Registers	\$29.40
PRIMARY	Standard		178-2024	11/21/2024	Daily Receipts-CNB Registers	\$560.35
PRIMARY	Standard		179-2024	11/25/2024	Daily Receipts-CNB Registers	\$83.29
PRIMARY	Inv Transfer			11/01/2024	CLOSE INVESTMENT: CDAR-HUNT FUND: 4001	\$0.00
PRIMARY	Inv Transfer			11/15/2024	Transfer From Investment Hunt. MM	\$5.00
CD042517	Interest		182-2024	11/25/2024	CD042517	\$9.30
CD072716	Interest		183-2024	11/27/2024	CD072716	\$76.54
CD082817	Interest		181-2024	11/27/2024	CD082817	\$77.40
Hunt. MM	Interest		185-2024	11/29/2024	Hunt. MM	\$308.67
Money Mark	Interest		184-2024	11/29/2024	Money Mark	\$940.49
						\$70,347.64

Cleared Adjustments

Reconciled Date 11/30/2024

Posted 12/2/2024 5:54:18 PM

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Payment Adj	1053-2024	11/07/2024	DEMCO, INC.	-\$9.93
					-\$9.93

Fund Status

As Of 11/30/2024

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	48.820%	\$539,546.73	\$68,225.79	\$471,320.94
4001	Capital Projects	51.180%	\$494,104.87	\$0.00	\$494,104.87
All Funds Total			\$1,033,651.60	\$68,225.79	\$965,425.81
Pooled Investments					\$839,725.27
Secondary Checking Accounts					\$169.20
Available Primary Checking Balance					\$125,531.34

Last reconciled to bank: 11/30/2024 – Total other adjusting factors: \$0.00

Investment Listing

System Year 2024

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,906.73	0.50%	\$100.60	\$1,382.27	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 04/27/25	\$23,030.00	3.92%	\$915.27	\$2,852.26	10/27/2024	04/27/2025		
CD082817	CONSUMERS 0106774145 CD 04/28/25	\$23,289.06	3.92%	\$925.56	\$2,542.00	10/28/2024	04/28/2025		
CDAR-HUNT	CDAR HUNTINGTON 5.2%	\$0.00	5.20%	\$3,992.36	\$3,992.36	08/10/2023	08/08/2024	11/01/2024	\$0.00
HUNT 26 CD	HUNTINGTON CDAR 26 WEEKS	\$79,005.82	5.00%	\$0.00	\$0.00	08/07/2024	02/06/2025		
Hunt. MM	Huntington Money Market	\$167,921.07	3.00%	\$4,285.09	\$6,095.20	08/01/2023	08/01/2053		
Money Mark	Money Market Consumers	\$592,798.38	2.00%	\$10,111.45	\$15,832.85	05/04/2023	05/04/2073		
STAR OHIO	STATE TREASURY ASSET RESERVE OF OH	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		
		<u>\$907,951.06</u>		<u>\$20,330.33</u>	<u>\$303,369.79</u>				

End

Minerva Public Library

**November 2024
Financial Reports**

**Submitted for December
2024 Board Meeting**

Buckeye MECHANICAL & CONTROLS INC.

901 IKE STREET
MINERVA OHIO 44657
PHONE 330-771-4430 E-Mail Buckeyemechanical@hotmail.com

Proposal

November 12, 2024

Minerva Public Library
677 Lynnwood Drive
Minerva, Ohio 44657

THANK YOU for choosing Buckeye Mechanical and Controls to submit the following proposal.

Our business core is dedication, honest pricing and quality work and service.

Please consider this when choosing a HVAC contractor for your needs:

"The bitterness of poor quality remains long after the sweetness of lower price is forgotten"
We may not be the most inexpensive provider; however, we take enormous pride in every aspect of what we do and the equipment we have choose for your purchase. We do not want to disappoint anyone who is prepared to put their trust and faith in our company and technicians.

We will perform preventive maintenance and inspections quarterly on your buildings HVAC equipment. We will provide labor, all tools, testing equipment and materials to include:

- Air filters are replaced twice a year spring and fall.
- Coil cleaning and belt replacement once a year in spring. Air conditioning tune up getting ready for cooling season.
- All greasing and oiling of motors, pumps and bearings at least once and then as needed.
- Burner and boiler cleaning once a year in fall. Boiler tune up get ready for heating season.
- In between services will check for proper operation of equipment, check for any abnormal noises, vibrations and leaks of any kind that may have developed since the last visit.

Billing will be quarterly after completion of each service. Starting February 2025.

February	\$1,575.00
May.....	\$1,575.00
August	\$1,575.00
November	\$1,575.00

Sincerely,
Service Manager: Ryan Smith
Cell: 330-771-4430

Please call with any concerns or questions. Thank You!

Acceptance of proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____

BRAD'S Carpet Cleaning LLC

"Your Satisfaction Guaranteed"

330-497-6416

**Estimate Date:
12/10/24**

Name: Minerva Public Library
Property Address: 677 Lynnwood Drive
Minerva, Ohio 44657

Phone: (330) 868-4101
Contact: Jason Bumbico

Proposal:

Carpet Cleaning	
Approximately 9867 sq. ft. & steps	\$ 1,975.00
15 Upholstered chairs @ \$25 each	\$ 375.00
Add fabric protection @ \$10 each	\$ 150.00

Please call with any questions and to schedule your cleaning.

Thank you,

Brad Roshong

WEBSITE: www.bradscarpetcleaning.com
OFFICE: 330-497-6416 Eva Roshong
E-MAIL: bradcleanscarpet@aol.com



SERVICE AGREEMENT
NON HAZARDOUS WASTES
AND RECYCLING

P.O. Box 670282
Northfield, Ohio 44067
www.SOLIDwrs.com

ACCOUNT NO.	
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SERVICE INFORMATION	BILLING INFORMATION
Name <u>MINERVA PUBLIC LIBRARY</u>	Name _____
Service Address <u>677 LYNWOOD DR</u>	Billing Address <u>SAME</u>
	<u>ATTN: HEATHER HUSTED</u>
City, Zip <u>MINERVA OHIO 44657</u>	City, Zip _____
Tel # <u>330-868-4101</u> Fax _____	Tel # <u>N</u> Fax _____
Contact <u>JASON BUMBICO</u>	Contact <u>NCOLE WEBER</u>
E-mail <u>JBUMBICO@MINERVALIBRARY.INFO</u>	E-mail <u>MPLFISCALOFFICER@GMAIL.COM</u>

SERVICE SPECIFICATIONS	SERVICE START DATE		
	SIZE / DESCRIPTION	QUANTITY	FREQUENCY
<u>NEW: 3YD TRASH CONTAINER</u>	<u>1</u>	<u>1 X WEEK</u>	<u>\$ 175.00 / month</u>
			<u>\$ / month</u>
			<u>\$</u>
<u>OLD: 3YD TRASH CONTAINER</u>	<u>1</u>	<u>EOW</u>	<u>\$ 120.00 / month</u>
			<u>\$</u>

SCHEDULE OF CHARGES	ADDITIONAL INSTRUCTIONS / TERMS
Monthly Service Charge \$ _____	RATE FIRM 2 YEARS WITH 10% CAP ON 3RD YEAR EMAIL INVOICES EACH MONTH TO MPLFISCALOFFICER@GMAIL.COM
Extra Garbage Per Cubic Yard \$ _____	
Extra Pick-Up Per Lift \$ _____	
Delivery Fee \$ _____	
Equipment Lease \$ _____	
Lock Fee \$ _____	
Other _____ \$ _____	

CONTAINER INFORMATION		
Effective Date <u>1/1/25</u>	Container Size <u>3YD</u>	Instructions / Comments _____

THIS IS A LEGALLY BINDING CONTRACT. THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT (ON THE REVERSE SIDE), AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER. SUBJECT TO TERMS ON REVERSE, INITIAL TERM IS 36 MONTHS BEGINNING WITH THE SERVICE START DATE.

MINERVA PUBLIC LIBRARY
(Customer Name)



Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: JUSTIN BURTON
Title: VP OF BUSINESS DEVELOPMENT
Date: _____

THE TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF THIS AGREEMENT

TERMS AND CONDITIONS

CONTRACTOR'S DUTIES: SOLID Waste & Recycling Services (Contractor) shall manage the collection and disposal or recycle of the waste materials for the customer at the described service address. The customer is responsible for placing the waste into the containers provided by the contractor. The contractor may assess an extra yardage charge for any waste placed around or on top of a full container.

SERVICE STANDARD: All work will be done in a good workmanlike manner and will be adequately covered by Public Liability and Workmen's Compensation Insurance. Customer is required to notify Contractor of any service discrepancies if and when they occur. Neither party hereto shall be liable for its failure to perform or any delay in performance hereunder due to contingencies beyond its reasonable control or the control of its subcontractors, including, but not limited to; strikes, riots, fires, and acts of God.

WASTE MATERIAL: The waste material to be collected and disposed of by Contractor pursuant to this Agreement is solid waste generated by Customer excluding radioactive, highly flammable, explosive, toxic or hazardous material. The term "hazardous material" shall include, but not be limited to any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act of 1976, as amended or applicable state law. Customer warrants that the waste materials delivered to Contractor will not contain hazardous, toxic, potentially infectious or radioactive waste, or substances as defined by applicable federal, state or local laws or regulations. Customer represents and warrants that it is in compliance with all the laws, rules, and regulations and ordinances governing the generation of the waste materials. Contractor shall acquire title to the waste materials when loaded into Contractor's vehicle, provided, that title and liability for the waste materials excluded from this Agreement shall remain with the Customer, and Customer agrees to indemnify, defend and hold harmless Contractor against all claims, damages, suits, penalties, fines and liabilities arising out of the breach of the above warranties, including liabilities for violations of laws and regulations, for injury or death to persons or for loss or damage to property or the environment.

CUSTOMER'S DUTIES AND LIABILITY: The equipment provided by the contractor is done so for Contractor's convenience in providing the service called for in this Agreement. Container placement, movement, weather related conditions, and pavement slope are not within Contractor's control and Customer releases Contractor from any and all liability associated with the damage or injury which may occur as a result of container movement. Customer acknowledges a service fee may result from customer request to move, exchange, or remove container. Customer shall be responsible for the cleanliness and safekeeping of the equipment. Customer shall not make any alterations or improvements to the equipment without the prior written consent of the Contractor. Customer shall not overload equipment, or use it for incineration purposes, and shall be liable to Contractor for its loss or damage in excess of reasonable wear and tear. All equipment furnished by the contractor for use by the Customer, which the Customer has not purchased, shall remain the property of the Contractor and the Customer shall have no right, title or interest in such equipment. Customer agrees to defend, hold harmless and indemnify Contractor against all claims, lawsuits and any other liability or injury to persons or damage to property or personal injury (including death) other than those caused by Contractor's negligence or failure of equipment. Contractor shall not be liable for injury or damage to property resulting from the use or misuse of the equipment by Customer or any third party while the equipment is located on the Customer's premises or under the Customer's control. On collection day, the Contractor's vehicles shall have clear access to the equipment. If the equipment is blocked to prohibit collection; one additional attempt shall be made by Contractor's vehicle. Any additional attempts to provide service will be classified as an extra pickup and will be duly charged. Customer is responsible to maintain access to the equipment for Contractor including removal of snow and ice from the equipment and the area around the equipment.

TERM: Customer grants to Contractor the exclusive right to collect and dispose of all Customer's waste/recyclable materials as specified on the first page of this agreement for a minimum of 3 years from the service start date. This agreement shall be automatically renewed for successive like terms unless either party shall give written notice at least 60 days prior to the end of the existing term, or prior to the end of any renewal term. Cancellations will be accepted if sent by certified mail with return receipt or by email. Customer acknowledges that 60 days is a reasonable term to inform all parties of the changes to services and billing. All cancellations shall coincide with the last day of the month the 60th day falls in to ease service and billing cancellations. Any attempt to cancel Contractor's service without 60 day notice will be subject to a fee equal to 6 times the current monthly charges. Customer acknowledges that this charge is not a penalty as Contractor will incur these same costs from the servicing agents. Contractor agrees that any location may be removed from this agreement if the waste removal services are no longer needed due to closure of the location or sale of the location by Customer.

PAYMENTS: Customer shall pay Contractor on a monthly basis for the service and/or equipment provided for herein. Customer will have 30 days to pay any invoice. Any disputed charges on any invoice will be handled separately from the standard monthly invoice and must be in addition to the regular monthly invoice amount. After 30 days, a 3% late payment fee may be added to all unpaid, undisputed service charges.

ADJUSTMENTS: All adjustments to the normal monthly billing shall be agreed to either verbally or in writing in advance by both parties. Customer and Contractor agree that Email is an acceptable method of communication for these.

SERVICE CHARGES: Changes in the price rates, frequency of collection service, except as provided in the above paragraph, number, capacity and type of container shall be agreed to in writing, in advance, by both parties. Consent to changes shall be evidenced via counter-signed addendums within seven (7) business days of effective date changes.

DAMAGE TO PROPERTY: Customer warrants that any driveway, parking lot or other area provided or designated for use by Customer for Contractor's services is adequate for use by the Contractor's equipment and vehicles. Customer acknowledges that contractor shall not be liable for any damage to pavement, curbing, driving surface or personal injury resulting from its trucks servicing in the agreed upon area, except for damages arising from negligence on the part of the Contractor or Subcontractor. In Addition, Contractor shall not be responsible for damage to any fence, barricade or other structure which encloses containers or objects which are located within ten (10) feet of containers, except for damages arising from negligence on the part of the Contractor or Subcontractor. Contractor may be required to carry keys or gate openers to access Customer's containers. Contractor shall be responsible for damage to a gate that is left open except in the event of failure of the Customer's gate equipment.

FAILURE TO PERFORM: in the event of breach of this Agreement by either party, the breaching party shall pay all reasonable attorney's fees, collections fees, and costs of the other party incident to an action brought to enforce this Agreement.

ASSIGNMENT AND BENEFIT: This Agreement and all changes hereto shall inure to the benefit of and shall be binding on the parties' successor and assigns. Customer may not assign this Agreement or its rights or obligations hereunder without prior written consent of Contractor.

MISCELLANEOUS: If any conflict or differences exist in this Agreement between terms which are printed and those which are typed or written, the typed or written language shall govern. The invalidity of any provision of this Agreement shall not render invalid the remainder of this Agreement or the remainder of such provision. If any provision of this Agreement is broad as to be unenforceable, such provision shall be interpreted to be only so broad as is enforceable. The representations, warranties and indemnifications contained herein shall survive the termination of this Agreement.

2025 Budget Revenue - Permanent Appropriation				
Account Code	Account Name	2023 Actual	2024 Actual	2025 - July PLF Estimate
Account Code	Account Name	2023 Actual	2024	2025
1000-190-0000	Other - Local Taxes	\$8.18	\$ 25.00	\$ 25.00
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$ -	
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$ -	
1000-240-0011	Public Library Fund - State {STARK CO.}	\$656,938.07	\$164,810.76	\$ 636,811.00
1000-240-0012	Public Library Fund - State {CARROLL CO.}	\$174,738.13	\$19,490.67	\$ 169,385.00
1000-240-0013	Public Library Fund - State {COLUMBIANA CO.}	\$20,664.69	\$619,615.58	\$ 20,299.00
1000-310-0311	Patron Fines and Lost Item Income {FINES & FEES}	\$460.90	\$ 350.00	\$ 350.00
1000-310-0312	Patron Fines and Lost Item Income {LOST ITEM}	\$228.25	\$ 200.00	\$ -
1000-310-0314	Patron Fines and Lost Item Income {LOST CARD FEE}	\$1.00	\$ -	
1000-340-0000	Patron Copier Income	\$2,752.58	\$ 1,750.00	\$ 1,750.00
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$ -	
1000-399-0000	Other - Patron Fines and Fees	\$48.68	\$ -	
1000-399-0397	Other - Patron Fines and Fees {PATRON PRINTING}	\$1,488.50	\$ 1,500.00	\$ 1,500.00
1000-399-0398	Other - Patron Fines and Fees {FAX FEE}	\$451.92	\$ 500.00	\$ -
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$ -	
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$ -	
1000-612-2018	Restricted Contributions - Businesses {YOUTH SUMMER READING }	\$2,175.00	\$ 1,500.00	\$ 1,500.00
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$ -	
1000-651-0000	Unrestricted Contributions - Individuals	\$7,326.39	\$ 4,000.00	\$ 3,000.00
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$ -	
1000-701-0000	Interest or Dividends on Investments	\$6,189.96	\$ 6,000.00	\$ 5,000.00
1000-820-0000	Sale of Supplies for Resale	\$118.82	\$ 100.00	\$ 100.00
1000-831-2017	Rental of Meeting Rooms {DOLLY PARTON LIBRARY}	\$125.08	\$ 50.00	\$ -
1000-871-0000	Refunds for Overpayment	\$83.38	\$ 1,500.00	\$ -
1000-872-0000	Insurance Reimbursements	\$0.00	\$ 500.00	\$ -
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$ -	
	Total Current Year Income	\$873,799.53	\$ 821,892.01	\$ 839,720.00
	General Revenue Fund Carryover as of January 1	\$343,608.00	\$ 442,759.40	\$ 346,092.23
	Total Current Year Operating Revenue(Income + Carryover)	\$1,217,407.53	\$ 1,264,651.41	\$ 1,185,812.23
4001-701-0000	Interest or Dividends on Investments	\$ 2,770.37	\$ -	\$ -
4001-931-0000	Transfers - In	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
	Total Current Year Income- Capital	\$ 52,770.37	\$ 50,000.00	\$ 50,000.00
	Capital Projects Fund as of January 1 unrestricted	\$589,571.00	\$ 579,930.57	\$ 429,077.53
	Total Cash on Hand January 1 (Carryover + Capital)	\$642,341.37	\$ 629,930.57	\$ 479,077.53
	Total Revenue (Annual Revenue + Carryover + Capital)	\$1,516,140.90	\$ 1,894,581.98	\$ 1,664,889.76

2025 Budget Expenses - Permanent Appropriation				
OPERATING EXPENSES				
Account Code	Account Name	2023 Actual	2024	2025
	Total Wage and Leave	\$383,946.05	\$410,400.00	\$ 461,000.00
1000-110-110-0001	Salaries & Wages {ADMINISTRATIVE}	\$104,529.46	\$92,000.00	\$ 100,000.00
	Director			\$ 70,000.00
	Fiscal Officer			\$ 25,300.00
	Cash-In-Lieu of Insurance		\$ 7,200.00	\$ -
1000-110-110-0002	Salaries & Wages {MANAGERS}	\$42,183.95	\$ -	\$ -
1000-110-110-0003	Salaries & Wages {NON-PROFESSIONALS}	\$217,169.34	\$ 285,000.00	\$ 304,000.00
	Library Associate I (4) 40 Hours @ Week			\$ 163,000.00
	Library Associate II (7) 28 Hours @ Week			\$ 141,000.00
	Retirement Payouts		\$ 6,000.00	\$ -
	Cash-In-Lieu of Insurance		\$ 7,200.00	\$ -
1000-110-110-0004	Salaries & Wages {SUBSTITUTES}	\$7,425.81	\$ 5,000.00	\$ 26,000.00
	Substitutes (3) 12 Hours @ Week			\$ -
1000-110-110-0005	Salaries & Wages {SERVICE WORKERS}	\$12,637.49	\$ 8,000.00	\$ 31,000.00
	Service Workers (2) 20 Hours Week			\$ -
	Total InDirect Benefit	\$93,238.16	\$ 119,370.00	\$ 144,224.50
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$49,906.82	\$ 55,000.00	\$ 64,540.00
1000-110-213-0000	Medicare (1.45% gross wages)	\$5,222.14	\$ 6,000.00	\$ 6,684.50
1000-110-221-0000	Medical / Hospitalization Insurance	\$37,271.77	\$ 50,000.00	\$ 65,000.00
1000-110-222-0000	Life Insurance	\$453.43	\$ 1,000.00	\$ 500.00
1000-110-223-0000	Dental Insurance	\$0.00	\$ -	\$ -
1000-110-224-0000	Vision Insurance	\$0.00	\$ -	\$ -
1000-110-225-0000	Workers' Compensation	\$384.00	\$ 1,370.00	\$ 1,500.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$ 6,000.00	\$ 6,000.00
1000-110-300-2017	Purchased and Contracted Services {DPILO}	\$0.00	\$ 1,000.00	\$ 1,500.00
1000-110-300-2019	Purchased and Contracted Services {Mental Health FA Grant}	\$0.00	\$ -	\$ -
1000-110-380-0000	Library Material Control Services		\$ -	\$ -
1000-110-390-0000	Programming - Purchased and Contracted Services (Presenters)	\$74.97	\$ 200.00	\$ 4,176.00
	Grunder Fund		\$ 2,165.00	\$ 2,165.00
	Powell Fund	\$472.00	\$ 2,301.00	\$ 2,011.00
1000-110-450-0015	Supplies {PROGRAMING SUPPLIES}	\$6,964.40	\$ 8,000.00	\$ 8,000.00
1000-110-451-0007	General Administrative Supplies {OFFICE SUPPLIES}	\$0.00	\$ -	\$ -
	Library Materials	\$68,848.55	\$ 90,200.00	\$ 91,000.00
1000-120-411-1000	Books and Pamphlets {ADULT DEPT. BOOKS}	\$17,601.58	\$ 24,000.00	\$ 24,000.00
1000-120-411-2000	Books and Pamphlets {YOUTH DEPT. BOOKS}	\$14,316.75	\$ 20,000.00	\$ 22,500.00
1000-120-412-0000	Periodicals	\$5,678.96	\$ 7,000.00	\$ 7,000.00
1000-120-413-1006	Audiovisual Materials {AV ADULT}	\$1,590.21	\$ 5,000.00	\$ 3,000.00
1000-120-413-1007	Audiovisual Materials {DOWNLOADABLE CONTENT}	\$26,769.31	\$ 28,000.00	\$ 30,500.00
	2023--Overdrive \$5,000; Hoopla \$24,000; Beanstack \$1,500			\$ -
1000-120-413-2004	Audiovisual Materials {YOUTH CDs}		\$ 200.00	\$ -
1000-120-413-2006	Audiovisual Materials {AV YOUTH}	\$1,787.07	\$ 5,000.00	\$ 2,500.00
1000-120-414-0000	Computer Services and Information		\$ -	\$ -
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$ -	\$ -
1000-120-416-0000	Library Material Repair and Restoration {MICROFILM}	\$361.95	\$ -	\$ -
1000-120-419-0000	Other - Library Materials and Information	\$742.72	\$ 1,000.00	\$ 1,500.00
	<i>Includes Unique Circulating Items</i>			
1000-120-459-0008	Other - Supplies {CATALOGING & PROCESSING}	\$1,292.37	\$ 3,500.00	\$ 3,500.00
1000-210-321-0000	Telephone	\$9,071.69	\$ 9,000.00	\$ 9,000.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$20,831.73	\$ 46,250.00	\$ 46,250.00
	Elevator Maintenance and Repair (309 x 12 +300)		\$ 3,500.00	\$ 3,500.00

	Fire Alarm and Supression (Johnson Controls) annual +3000		\$	10,000.00	\$	10,000.00
	HVAC (1707.50 x 4) + 3000 (Standard Plumbing & Heating)		\$	10,000.00	\$	10,000.00
	General Plumbing Work		\$	1,250.00	\$	1,250.00
	General Electrical Work		\$	1,250.00	\$	1,250.00
	Front Door Maintenance Trinity Door		\$	2,250.00	\$	2,250.00
	PC Copilot IT Maintenance		\$	10,000.00	\$	10,000.00
	Miscellaneous Maintenance & Repair		\$	8,000.00	\$	8,000.00
1000-210-334-0000	Trash Removal	\$1,376.00	\$	1,650.00	\$	2,500.00
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$29,823.22	\$	35,950.00	\$	22,800.00
	Snow Removal		\$	2,750.00	\$	2,800.00
	Mowing and Landscape Maintenance		\$	5,750.00	\$	10,000.00
	Pest Control (4 x 120)		\$	500.00	\$	500.00
	Cleaning Service (377x52)		\$	20,000.00	\$	-
	Walk-Off Rug Service		\$	750.00	\$	1,300.00
	Window Washing		\$	1,200.00	\$	1,200.00
	Carpet Cleaning		\$	2,250.00	\$	4,000.00
	Security Services		\$	500.00	\$	500.00
	Miscellaneous Maintenance Services		\$	2,250.00	\$	2,500.00
1000-210-361-0000	Electricity	\$25,841.23	\$	25,000.00	\$	26,000.00
1000-210-362-0000	Water and Sewage	\$577.12	\$	700.00	\$	700.00
1000-210-363-0000	Natural Gas	\$10,160.85	\$	13,000.00	\$	13,000.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$	-	\$	-
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$5,047.54	\$	5,000.00	\$	8,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits (Memberships)	\$60.00	\$	500.00	\$	500.00
1000-230-311-0000	Dues and Fees	\$120.00	\$	120.00	\$	-
1000-230-312-0000	Travel and Meeting Expense	\$1,387.47	\$	1,200.00	\$	2,500.00
	<i>Includes Notary Training</i>					
1000-230-322-0000	Postage	\$206.47	\$	300.00	\$	200.00
1000-230-324-0000	Printing	\$0.00	\$	-	\$	-
1000-230-325-0009	Advertising {LEGAL ADS & PUBLICATIONS}	\$50.82	\$	50.00	\$	50.00
1000-230-325-0010	Advertising {EMPLOYEE VACANCY ADS}	\$1,453.65	\$	200.00	\$	200.00
1000-230-329-0000	Other - Communications,Printing and Publicity (Roxy & Promotions)	\$437.04	\$	800.00	\$	800.00
1000-230-341-0000	Property Insurance Premiums	\$9,704.12	\$	11,000.00	\$	11,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$	275.00	\$	275.00
1000-230-351-0000	Rents and Leases	\$5,801.90	\$	6,100.00	\$	7,100.00
	Copier Lease and Maintenance (465 x 12)		\$	6,000.00	\$	7,000.00
	Microfilm Storage		\$	100.00	\$	100.00
1000-230-371-0000	Auditing Services	\$0.00	\$	3,000.00	\$	3,000.00
1000-230-372-0000	Uniform Accounting Network Fees (762 x 4)	\$3,048.00	\$	3,100.00	\$	3,100.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$17,079.00	\$	14,900.00	\$	15,000.00
	Statewide Delivery Contract		\$	14,000.00	\$	14,000.00
	Debt Collection Services (Unique Management)		\$	900.00	\$	1,000.00
1000-230-390-0014	Other - Purchased and Contracted Services {COMPUTER SVCS & IT}		\$	-	\$	-
1000-230-451-0007	General Administrative Supplies {OFFICE SUPPLIES}	\$4,151.65	\$	4,000.00	\$	5,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$141.32	\$	700.00	\$	500.00
1000-230-510-0000	Institutional Dues and Memberships	\$20,460.95	\$	22,375.00	\$	23,700.00
	SEO Consortium Membership		\$	18,000.00	\$	18,500.00
	NEO-Regional Library System Memberhip		\$	1,750.00	\$	1,900.00
	OLC Institutional Membership		\$	2,500.00	\$	3,100.00
	Chamber of Commerce		\$	125.00	\$	200.00
1000-230-520-0000	Taxes and Assessments	\$6.00	\$	150.00	\$	150.00
1000-230-550-0000	Refunds and Reimbursements	\$20.99	\$	250.00	\$	-
1000-230-590-0511	Information Technology	\$3,077.48	\$	4,000.00	\$	5,000.00
1000-760-750-0000	Furniture and Equipment	\$0.00	\$	-	\$	-

1000-930-930-0000	Contingency Fund	\$0.00	\$ 20,000.00	\$ 20,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$ 50,000.00	\$ 50,000.00
1000-990-990-2020	2020 CARES Act Funds	\$0.00	\$ -	
	Operating Expenses Total	\$774,772.74	\$916,706.00	\$989,725.50
	CAPITAL PROJECTS			
4001-760-331-0000	Maintenance and Repair on Facilities	\$17,702.02	\$ 120,000.00	\$ 20,000.00
4001-760-720-0000	Land Improvement	\$7,754.74	\$ 5,000.00	\$ 100,000.00
	<i>Parking Lot Repairs & Maintenance</i>			
	McConnell Fund--Land Improvement			
4001-760-750-0000	Furniture and Equipment	\$36,530.00	\$ 30,000.00	\$ 30,000.00
	<i>Potential: Monitors / PA Speakers / Network Improvements / YS Printer</i>			
	McConnell Fund--Furniture and Equipment			
	Capital Projects Total	\$61,986.76	\$ 155,000.00	\$ 150,000.00
	Total Expenditure/Appropriation	\$836,759.50	\$1,071,706.00	\$1,139,725.50

Minerva Public Library
Director's Report – December 2024

Building & Grounds

- We are in the process of transitioning away from Standard Heating & Plumbing to Buckeye Mechanical for HVAC maintenance.
- We are scheduling carpet & upholstery cleaning for January with Brad's Carpet Cleaning service. They offered a decent price, a flexible schedule and came with some good recommendations.
- We have also decided to go with an extra week of trash pickup with our current provider to get on a more intensive clean-up schedule. I would like to get our storage in order and utilize our space more effectively.
- Mike's Tree Service came on Wednesday, December 11 to trim the tree by the drive-thru.
- Dray Home Repair will come to clean the gutters the next day with reasonable weather.

Personnel & HR

- As part of our onboarding to Google Workspace, we have plans to use a Google Voice virtual number for staff call-offs and security alerts.
- We are in the process of rethinking our staff schedule and levels to create more predictable and consistent days and weeks.

Patron Services

- We implemented further Patron Guidelines to help manage the afternoon groups of younger patrons. I also met with Officer Tony Albertoni to touch base on the issue.

Adult Services

- The Adult Craft Program on December 10 had 22 people in attendance.
- The OSU Extension presented on Monday, December 9, on *Healthy Living for Your Brain and Body* with 2 attendees. The OSU Extension is scheduled monthly for 2025 with programs scheduled in the evening.

Youth Services

- During October, the Youth Services department had 00 class visits serving 0,000 students, 00 story times with 000 attendees, and 0000 visitors to the Sensory Spot. 000 patrons came for the afternoon gaming program.
- Grinchmas Storytime & Family Event was very successful with 50 children and caregivers attending the Wednesday event and 105 attending the Saturday one.
- The new gaming space should be up and running at the beginning of January. The electrical outlet has been installed and most of the supplies have been delivered. We are currently in the process of cataloging some of the equipment and figuring out the policies for the space.

Technology

- I met with Lake Business Products to explore what alternatives we might have to our current Managed Print contract and copier lease. They are in the process of working on a proposal for us. Once we receive that we will make a decision about the Youth Services Pinter.
- We have removed Wi-Fi Network password for easier patron access.
- There have been further presentations with ILS vendors with SEO, which will continue throughout 2025.
- I am currently in the process of setting up Google Workspace with the goal of having everybody trained and using the application in February. I have already migrated my own account and my new address is jbumbico@minervalibrary.info. The minervadirector@gmail.com address is still active and is forwarding my mail.

Collection Development

- The general weeding project is continuing and moving through non-fiction.
- I conducted a substantial weeding of our reference section and moved the remainder, along with the genealogical and local-interest materials, to the reading area, and shifted the cookbooks to the shelves where they were.
- New materials for November 2024 included:
 - Adult Books: 161
 - Youth Books: 106
 - Movies: 6

Community Outreach

- Our Mitten Tree drive was very successful in gathering 207 donations for area families.
- We participated in the 12 Days of Christmas raffle with the Minerva Chamber of Commerce.
- We were also a stop on the Small Business Saturday passport sponsored by the Chamber, passing out cookies and craft kits.
- Nichole Weber and I had a great time taking to the patrons at the Winter Wonderland event on Saturday, December 7th.

Miscellaneous

- We had a Snow Emergency Day on Thursday, December 2.
- Heather Miller of the SEO has rescheduled her visit for January 8, 2025.