

**Minerva Public Library
Board of Trustees**

March 28, 2024

**Monthly
Regular
Meeting Packet**

**Minerva Public Library
Board of Trustees Meeting Agenda
March 28, 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: Brenda Griffith_____

Call to Order:

Adjustments to the Agenda:

Public Participation:

Minutes: Approve minutes from the February 22, 2024 Regular Board Meeting.

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – still considering what or if we will participate in the Touch-a-Truck event in June 2024. All libraries have been requested to hold a graduation ceremony for children reaching age 5 and who age out of the reading program. The date for our ceremony will be August 12, 2024 at 6:00 pm. We currently have 280 children registered under our library which is a 9.1% increase from last year.

Fiscal Officer’s Report:

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

Motion for Resolution 24-03-01: approve the renewal of our two Certificate of Deposit (CD's) held at Consumers National Bank that have matured. The fiscal officer will be providing the actual dollar figures at the board meeting.

Motion to Confirm the date the promotions of Sue Barrick and Rhonda Grogg from a LAI Sub to an LAI part-time employee to be effective beginning **Monday, February 26, 2024.**

Motion to Confirm that only employees attending the Friday, March 29th Staff Inservice Training will be compensated at their normal hourly rate. Employees not attending have the option to use leave if they wish.

Discussion: If the Director approves and has adequate staffing coverage for the normal library hours to allow LA11 full-time employees a reduction in total hours for a specific period of time during the summer months to work at least 30 hours per week, but less than 40 hours being paid for only the number of hours worked. They would still be considered full-time working 30 hours so the accrual of leave would not be affected.

Discussion: If the Director approves and has adequate staffing coverage for the normal library hours to allow LA1 part-time employees a reduction in total hours for a specific period of time during the summer months to work less than 20 hours per week and only accrue leave for actual time worked. If they only work 10 hours each week than it would take 2 weeks to reach 20 hours and they normal accrual of leave time.

Current Revenue:

PLF Distribution: The February 2024 PLF receipts are \$74,383.99, 7.9% less than the \$79,559.94 received in February 2023. The PLF funding is providing less than the projected monthly revenue on average by 8.5%.

2024 General Revenue Net Operating Position

Feb. Revenue =	\$76,746	Total Annual Revenue =	\$ 137,696
Feb. Expenses =	\$66,168	Total Annual Expenses =	\$ 107,993
Difference	\$10,578		\$ 29,703

Operating Fund Expenses as Percentage of Appropriation on February 29, 2024

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$996,706	\$107,993	9.229%

New Business

Motion for Resolution 24-03-02: to apply the .05 percent increase from the performance review increase to all hourly employees who completed their performance review effective with the pay increase beginning on March 31, 2024.

Motion for Resolution 24-03-03: to approve the landscaping and maintenance of our grounds contract with Down to Earth Lawn & Landscaping, LLC. The **estimate** for the full season is \$7,000 depending on how many times they mow and how many hours they actually spend on maintenance. This estimate is based on last year's activities at this year's rate. We will be invoiced monthly for work performed.

Motion for Resolution 24-03-04: to approve payment to Independent Elevator, LLC for repair and replacement of the elevator motor March 5, 2024. The verbal estimate was between \$4k and \$6k. This did not include the service call for when the motor originally broke on February 20, 2024. The total amount of invoice 96930 for purchase of the new motor, two days of service calls preparing the elevator for the motor replacement, and the service call the day the motor went out of service totals \$6,628.00.

Motion for Resolution 24-03-05: to discard and remove from inventory the broken hazardous waste items including Minolta RP503 Microfilm Reader that previously caught fire, Magna Reader the enlarges print for viewing, and a non-inventory donated TV we used to check DVDs to see if they played appropriately, but stopped working.

Motion for Resolution 24-03-06: to approve payment to Stark Electronics Recycling a total amount of \$60 to pick-up and remove the hazardous electronic items discarded from inventory including a Minolta RP503 Microfilm Reader, Magna Reader, and a non-inventory donated TV.

Motion for Resolution 24-03-07: to approve Stark Electronics Recycling to set a metal recycling bin on our site where patrons can dispose of their broken electronic items as a library hosted electronic recycling event for a specific period of time yet to be determined.

Motion for Resolution 24-03-08: to approve the Solar Eclipse Day, April 8, 2024 a paid day for employees and the library will be closed this day. The rate of pay will be the same as if they were being paid for a closed emergency day.

Discussion on the American Heart Association grant opportunity. Due to the uncertainty of internal design changes, I will be delaying this opportunity until next year to make sure there is space and that it is something we want to provide.

Discussion on the Compassionate Leave policy: waiting for the recommendation from the Policy Committee on any changes.

Discussion on job descriptions and the survey administered to the employees.

Correspondence - none

Director's Report

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

Renewals make up more of the in-house circulation than initial checkouts. More patrons are using online access. Total circulation was **21,849, 7.3%** below February 2023. February 2024 door count was 6795, up 22.4% from February 2023 which totaled 5552. In February 2024, 75 classrooms came to the library from the Minerva School and we went to the school classrooms for an additional 9 visits totaling 2,311 students served.

We added 310 new books to our collection and had 3 label changes.

Accept Financial Gifts—February 2024

Restricted Individual Contributions:

From Minerva Rotary Club for the Summer Reading Program	\$ 500.00
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Unrestricted Individual Contributions to the General Fund: None

\$ 0.00

Total Restricted and Unrestricted

\$ 500.00

In-kind Gifts for February 2024

54 Books donated
0 DVD's donated
19 Books on CD donated

Adjourn

The next Regular Board Meeting will be held on April 25, 2024 at 6:30 pm in the Board Room.

Fiscal Officer's Report March 2024

1. Bank Reconciliation
 - a. Open check for Laken Underwood (\$17.69) for mileage reimbursement from 10/02/23
 - i. Laken said she has not received original check and Consumers did a stop payment for no charge- check will be reissued
2. Revenue Receipt Register
 - a. \$1,364.92 of interest earned in February
3. Appropriation Payment Register
 - a. January payroll liabilities were paid at the beginning of February, and February's liabilities were paid at the end of February (makes February payroll expenses appear higher, but YTD is correct)
 - b. Programing Supplies \$1,796.47
 - c. Book purchases \$280.37
 - d. EBSCO \$3,426.46 for magazine subscriptions
 - e. Downloadable Content \$4,278.18
 - f. Maintenance and Repair on Equipment \$2,897.00- mostly Standard Plumbing
 - g. Other- Property Maint. Repair & Securty Svc \$2,848.69- mostly Naturescapes snow removal and salt
4. Revenue Status (YTD 16%)
 - a. PLF is on track for the year in all three counties
 - b. Overall Revenue Status 15%
5. Appropriation Status (YTD 16%)
 - a. Programming at 37%
 - b. Periodicals 50%- appropriate due to yearly EBSCO subscriptions
 - c. Downloadable Content 22%
 - d. Rents and Leases 26%- likely a timing difference between switching contracts
 - e. Office Supplies 21%
 - f. Overall Appropriation Status is 10%
6. Investment Listing
 - a. Two CDs at Consumers have a matured
 - i. \$22,266.25 4.02% 03/27/24 11 months
 - ii. \$22,516.72 4.02% 03/28/24 11 months

Minerva Public Library

February 2024 Financial Reports

Submitted for the March 2024 Board Meeting

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

Revenue Status

By Fund

UAN v2024.1

As Of 2/29/2024

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$2.45	\$22.55	9.800%
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	\$102,980.34	\$530,259.66	16.262%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$168,434.00	\$27,391.61	\$141,042.39	16.263%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$19,919.00	\$3,239.35	\$16,679.65	16.263%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$113.14	\$236.86	32.326%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$0.00	\$200.00	0.000%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$0.00	\$0.00	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,750.00	\$315.45	\$1,434.55	18.026%
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	\$176.90	\$1,323.10	11.793%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$105.10	\$394.90	21.020%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	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	\$500.00	\$1,000.00	33.333%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$47.10	\$3,952.90	1.178%
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	\$1,390.31	\$4,609.69	23.172%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$37.55	\$62.45	37.550%
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	\$0.00	\$1,500.00	0.000%
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 2/29/2024

Fund 1000 Sub-Total: \$839,568.00 \$136,306.98 \$703,261.02 16.235%

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[Eg]Estate Donat}	\$0.00	\$0.00	\$0.00	0.000%
4001-701-0000	Interest or Dividends on Investments	\$0.00	\$1,389.07	-\$1,389.07	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	\$1,389.07	\$48,610.93	2.778%
	Report Total:	\$889,568.00	\$137,696.05	\$751,871.95	15.479%

Revenue Receipt Register

February 2024

Account Code: 1000-190-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$1.59	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$0.79	C
Account Total:					\$2.38	

Account Code: 1000-240-0011

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
27-2024	02/10/2024	02/12/2024	STD	STARK COUNTY AUDITOR'S OFFICE	\$57,331.14	C
Account Total:					\$57,331.14	

Account Code: 1000-240-0012

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
26-2024	02/09/2024	02/12/2024	STD	CARROLL COUNTY AUDITOR'S OFFICE	\$15,249.44	C
Account Total:					\$15,249.44	

Account Code: 1000-240-0013

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
25-2024	02/08/2024	02/12/2024	STD	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,803.41	C
Account Total:					\$1,803.41	

Account Code: 1000-310-0311

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$12.00	C
31-2024	02/21/2024	02/22/2024	STD	PAYPAL INC	\$26.03	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$12.00	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$14.00	C
Account Total:					\$64.03	

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
16-2024	02/01/2024	02/01/2024	STD	Daily Receipts-CNB Registers	\$1.60	C
16-2024	02/01/2024	02/01/2024	STD	Daily Receipts-CNB Registers	\$6.50	C
16-2024	02/01/2024	02/01/2024	STD	Daily Receipts-CNB Registers	\$22.90	C
22-2024	02/05/2024	02/05/2024	STD	Daily Receipts-CNB Registers	\$3.65	C
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$2.10	C
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$8.55	C
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$3.00	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$1.30	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$4.05	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$1.40	C
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$2.45	C
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$2.05	C
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$32.75	C
29-2024	02/20/2024	02/20/2024	STD	Daily Receipts-CNB Registers	\$8.50	C
29-2024	02/20/2024	02/20/2024	STD	Daily Receipts-CNB Registers	\$3.10	C
30-2024	02/22/2024	02/22/2024	STD	Daily Receipts-CNB Registers	\$38.90	C
30-2024	02/22/2024	02/22/2024	STD	Daily Receipts-CNB Registers	\$3.80	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$6.60	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$4.00	C
33-2024	02/29/2024	02/29/2024	STD	Daily Receipts-CNB Registers	\$16.50	C

Revenue Receipt Register

February 2024

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
33-2024	02/29/2024	02/29/2024	STD	Daily Receipts-CNB Registers	\$9.10	C
					Account Total:	\$182.80

Account Code: 1000-399-0397

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
16-2024	02/01/2024	02/01/2024	STD	Daily Receipts-CNB Registers	\$10.40	C
22-2024	02/05/2024	02/05/2024	STD	Daily Receipts-CNB Registers	\$3.90	C
22-2024	02/05/2024	02/05/2024	STD	Daily Receipts-CNB Registers	\$3.60	C
22-2024	02/05/2024	02/05/2024	STD	Daily Receipts-CNB Registers	\$1.40	C
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$16.05	C
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$1.20	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$0.40	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$2.80	C
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$9.50	C
29-2024	02/20/2024	02/20/2024	STD	Daily Receipts-CNB Registers	\$7.60	C
29-2024	02/20/2024	02/20/2024	STD	Daily Receipts-CNB Registers	\$2.60	C
30-2024	02/22/2024	02/22/2024	STD	Daily Receipts-CNB Registers	\$1.70	C
30-2024	02/22/2024	02/22/2024	STD	Daily Receipts-CNB Registers	\$4.90	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$0.60	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$0.70	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$9.55	C
33-2024	02/29/2024	02/29/2024	STD	Daily Receipts-CNB Registers	\$7.75	C
33-2024	02/29/2024	02/29/2024	STD	Daily Receipts-CNB Registers	\$4.20	C
					Account Total:	\$88.85

Account Code: 1000-399-0398

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
16-2024	02/01/2024	02/01/2024	STD	Daily Receipts-CNB Registers	\$2.60	C
22-2024	02/05/2024	02/05/2024	STD	Daily Receipts-CNB Registers	\$27.50	C
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$1.50	C
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$3.50	C
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$5.50	C
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$11.50	C
29-2024	02/20/2024	02/20/2024	STD	Daily Receipts-CNB Registers	\$1.50	C
30-2024	02/22/2024	02/22/2024	STD	Daily Receipts-CNB Registers	\$9.50	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$6.50	C
33-2024	02/29/2024	02/29/2024	STD	Daily Receipts-CNB Registers	\$6.50	C
					Account Total:	\$77.10

Account Code: 1000-612-2018

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$500.00	C
					Account Total:	\$500.00

Account Code: 1000-651-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
22-2024	02/05/2024	02/05/2024	STD	Daily Receipts-CNB Registers	\$7.00	C
22-2024	02/05/2024	02/05/2024	STD	Daily Receipts-CNB Registers	\$13.50	C

Revenue Receipt Register

February 2024

Account Code: 1000-651-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$0.80	C
28-2024	02/15/2024	02/15/2024	STD	Daily Receipts-CNB Registers	\$8.50	C
30-2024	02/22/2024	02/22/2024	STD	Daily Receipts-CNB Registers	\$2.05	C
32-2024	02/26/2024	02/26/2024	STD	Daily Receipts-CNB Registers	\$0.75	C
33-2024	02/29/2024	02/29/2024	STD	Daily Receipts-CNB Registers	\$0.10	C
33-2024	02/29/2024	02/29/2024	STD	Daily Receipts-CNB Registers	\$13.00	C
Account Total:					<u>\$45.70</u>	

Account Code: 1000-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
34-2024	02/27/2024	02/29/2024	INT	CD072716	\$75.89	C
35-2024	02/23/2024	02/29/2024	INT	CD042517	\$9.27	C
36-2024	02/28/2024	02/29/2024	INT	CD082817	\$76.74	C
38-2024	02/29/2024	03/04/2024	INT	Hunt. MM	\$170.34	C
39-2024	02/29/2024	03/04/2024	INT	Money Mark	\$355.08	C
Account Total:					<u>\$687.32</u>	

Account Code: 1000-820-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
23-2024	02/08/2024	02/08/2024	STD	Daily Receipts-CNB Registers	\$24.41	C
24-2024	02/12/2024	02/12/2024	STD	Daily Receipts-CNB Registers	\$12.21	C
Account Total:					<u>\$36.62</u>	

Account Code: 4001-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
38-2024	02/29/2024	03/04/2024	INT	Hunt. MM	\$219.68	C
39-2024	02/29/2024	03/04/2024	INT	Money Mark	\$457.92	C
Account Total:					<u>\$677.60</u>	
Report Total:					<u>\$76,746.39</u>	

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

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	\$21,824.66	0.50%	\$18.53	\$1,300.20	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 03/27/2024	\$22,266.25	4.02%	\$151.52	\$2,088.51	04/27/2023	03/27/2024		
CD082817	CONSUMERS 0106774145 CD 3/28/24	\$22,516.72	4.02%	\$153.22	\$1,769.66	04/28/2023	03/28/2024		
CDAR-HUNT	CDAR HUNTINGTON 5.2%	\$75,013.46	5.20%	\$0.00	\$0.00	08/10/2023	08/08/2024		
Hunt. MM	Huntington Money Market	\$164,463.57	3.00%	\$805.89	\$2,616.00	08/01/2023	08/01/2053		
Money Mark	Money Market Consumers	\$669,337.15	2.00%	\$1,650.22	\$7,371.62	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		

Appropriation Payment Register

February 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}						
108-2024	EW	02/02/2024	02/01/2024	EFTPS	\$1,059.85	C
109-2024	EW	02/02/2024	02/01/2024	Ohio Department of Taxation	253.29	C
110-2024	EW	02/02/2024	02/01/2024	RITA	110.76	C
111-2024	EW	02/02/2024	02/01/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	695.42	C
121-2024	EP	02/08/2024	02/05/2024	Brenda A Griffith	2,038.28	C
123-2024	EP	02/08/2024	02/05/2024	Heather Husted	908.90	C
170-2024	EP	02/22/2024	02/20/2024	Brenda A Griffith	1,822.10	C
172-2024	EP	02/22/2024	02/20/2024	Heather Husted	656.28	C
199-2024	EW	02/22/2024	02/22/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	170.00	O
195-2024	EW	02/23/2024	02/22/2024	Ohio Department of Taxation	258.80	C
196-2024	EW	02/23/2024	02/22/2024	RITA	113.88	C
197-2024	EW	02/23/2024	02/22/2024	EFTPS	1,078.36	C
198-2024	EW	02/23/2024	02/22/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	716.30	C
Account Total:					<u>\$9,882.22</u>	
Account Code: 1000-110-110-0003 Salaries{NON-PROFESSIONALS}						
98-2024	EP	02/01/2024	02/01/2024	Laken Underwood	-\$55.42	V
7006	PR	02/01/2024	02/01/2024	Laken Underwood	55.42	V
7006	PR	02/01/2024	02/01/2024	Laken Underwood	-55.42	V
7007	PR	02/01/2024	02/01/2024	Laken Underwood	55.42	O
108-2024	EW	02/02/2024	02/01/2024	EFTPS	981.53	C
109-2024	EW	02/02/2024	02/01/2024	Ohio Department of Taxation	249.84	C
110-2024	EW	02/02/2024	02/01/2024	RITA	252.05	C
111-2024	EW	02/02/2024	02/01/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,660.06	C
116-2024	EP	02/08/2024	02/05/2024	Jennifer Baker	374.30	C
118-2024	EP	02/08/2024	02/05/2024	Jennifer Bates	1,370.26	C
120-2024	EP	02/08/2024	02/05/2024	Dianne Ferrell	388.77	C
124-2024	EP	02/08/2024	02/05/2024	Donna Kohler	409.23	C
125-2024	EP	02/08/2024	02/05/2024	Lisa Lutes	523.13	C
127-2024	EP	02/08/2024	02/05/2024	Tabatha R Peterson	363.77	C
128-2024	EP	02/08/2024	02/05/2024	Kendra Selby	809.78	C
130-2024	EP	02/08/2024	02/05/2024	Laken Underwood	931.51	C
131-2024	EP	02/08/2024	02/05/2024	Nicole Weber	1,272.04	C
133-2024	EW	02/09/2024	02/05/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
165-2024	EP	02/22/2024	02/20/2024	Jennifer Baker	374.30	C
167-2024	EP	02/22/2024	02/20/2024	Jennifer Bates	1,124.08	C
169-2024	EP	02/22/2024	02/20/2024	Dianne Ferrell	393.57	C
173-2024	EP	02/22/2024	02/20/2024	Donna Kohler	547.44	C
174-2024	EP	02/22/2024	02/20/2024	Lisa Lutes	663.86	C

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
176-2024	EP	02/22/2024	02/20/2024	Tabatha R Peterson	474.15	C
177-2024	EP	02/22/2024	02/20/2024	Kendra Selby	809.78	C
180-2024	EP	02/22/2024	02/20/2024	Laken Underwood	931.51	C
181-2024	EP	02/22/2024	02/20/2024	Nicole Weber	1,025.86	C
199-2024	EW	02/22/2024	02/22/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	100.00	O
200-2024	CH	02/22/2024	02/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	626.52	O
194-2024	EW	02/23/2024	02/22/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
195-2024	EW	02/23/2024	02/22/2024	Ohio Department of Taxation	255.42	C
196-2024	EW	02/23/2024	02/22/2024	RITA	239.96	C
197-2024	EW	02/23/2024	02/22/2024	EFTPS	983.15	C
198-2024	EW	02/23/2024	02/22/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,622.59	C
204-2024	EW	02/26/2024	02/26/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	130.94	O
Account Total:					<u>\$19,969.40</u>	
Account Code: 1000-110-110-0004 Salaries{SUBSTITUTES}						
108-2024	EW	02/02/2024	02/01/2024	EFTPS	\$43.61	C
109-2024	EW	02/02/2024	02/01/2024	Ohio Department of Taxation	15.66	C
110-2024	EW	02/02/2024	02/01/2024	RITA	45.14	C
111-2024	EW	02/02/2024	02/01/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	300.82	C
115-2024	EP	02/08/2024	02/05/2024	Coral B Abel	153.24	C
117-2024	EP	02/08/2024	02/05/2024	Sue E Barrick	424.00	C
119-2024	EP	02/08/2024	02/05/2024	Eli Benzel	372.47	C
122-2024	EP	02/08/2024	02/05/2024	Rhonda Grogg	347.69	C
126-2024	EP	02/08/2024	02/05/2024	Jersey Moss	367.47	C
129-2024	EP	02/08/2024	02/05/2024	Anne Tokos	148.13	C
164-2024	EP	02/22/2024	02/20/2024	Coral B Abel	181.94	C
166-2024	EP	02/22/2024	02/20/2024	Sue E Barrick	124.40	C
168-2024	EP	02/22/2024	02/20/2024	Eli Benzel	381.99	C
171-2024	EP	02/22/2024	02/20/2024	Rhonda Grogg	389.50	C
175-2024	EP	02/22/2024	02/20/2024	Jersey Moss	329.39	C
178-2024	EP	02/22/2024	02/20/2024	Payton S Selby	76.55	C
179-2024	EP	02/22/2024	02/20/2024	Anne Tokos	65.90	C
195-2024	EW	02/23/2024	02/22/2024	Ohio Department of Taxation	26.52	C
196-2024	EW	02/23/2024	02/22/2024	RITA	58.40	C
197-2024	EW	02/23/2024	02/22/2024	EFTPS	56.45	C
198-2024	EW	02/23/2024	02/22/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	389.35	C
Account Total:					<u>\$4,298.62</u>	
Account Code: 1000-110-110-0005 Salaries{SERVICE WORKERS}						
122-2024	EP	02/08/2024	02/05/2024	Rhonda Grogg	\$86.20	C
171-2024	EP	02/22/2024	02/20/2024	Rhonda Grogg	171.95	C

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
195-2024	EW	02/23/2024	02/22/2024	Ohio Department of Taxation	3.00	C
196-2024	EW	02/23/2024	02/22/2024	RITA	4.50	C
197-2024	EW	02/23/2024	02/22/2024	EFTPS	4.35	C
198-2024	EW	02/23/2024	02/22/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	30.00	C
Account Total:					<u>\$300.00</u>	
Account Code: 1000-110-211-0000 Ohio Public Employees Retirement System						
111-2024	EW	02/02/2024	02/01/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,718.82	C
198-2024	EW	02/23/2024	02/22/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	3,861.50	C
Account Total:					<u>\$7,580.32</u>	
Account Code: 1000-110-213-0000 Medicare						
108-2024	EW	02/02/2024	02/01/2024	EFTPS	\$394.36	C
197-2024	EW	02/23/2024	02/22/2024	EFTPS	402.82	C
Account Total:					<u>\$797.18</u>	
Account Code: 1000-110-221-0000 Medical / Hospitalization Insurance						
200-2024	CH	02/22/2024	02/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$1,313.74	O
Account Total:					<u>\$1,313.74</u>	
Account Code: 1000-110-222-0000 Life Insurance						
200-2024	CH	02/22/2024	02/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$37.50	O
Account Total:					<u>\$37.50</u>	
Account Code: 1000-110-450-0015 Supplies(PROGRAMING SUPPLIES)						
104-2024	CH	02/01/2024	02/01/2024	AMAZON	\$57.84	C
142-2024	CH	02/08/2024	02/08/2024	AMAZON	153.76	C
147-2024	CH	02/08/2024	02/08/2024	KISHMAN'S IGA	22.74	C
161-2024	CH	02/15/2024	02/15/2024	AMAZON	59.34	C
162-2024	CH	02/15/2024	02/15/2024	AMAZON	44.35	C
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	248.44	C
210-2024	CH	02/29/2024	02/29/2024	Zoobean	1,210.00	O
Account Total:					<u>\$1,796.47</u>	
Account Code: 1000-120-411-2000 Books and Pamphlets(YOUTH DEPT. BOOKS)						
187-2024	CH	02/20/2024	02/20/2024	AMAZON	\$22.08	C
191-2024	CH	02/22/2024	02/22/2024	AMAZON	199.38	O
193-2024	CH	02/22/2024	02/22/2024	AMAZON	13.79	O
208-2024	CH	02/29/2024	02/29/2024	AMAZON	45.12	O
Account Total:					<u>\$280.37</u>	
Account Code: 1000-120-412-0000 Periodicals						
144-2024	CH	02/08/2024	02/08/2024	EBSCO	\$3,426.46	C
156-2024	CH	02/15/2024	02/15/2024	THE REPOSITORY	35.00	C
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	72.95	C

Appropriation Payment Register

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
					Account Total:	\$3,534.41
Account Code: 1000-120-413-1007 Audiovisual Materials(DOWNLOADABLE CONTENT)						
134-2024	CH	02/05/2024	02/05/2024	MIDWEST TAPE	\$2,204.38	C
135-2024	CH	02/05/2024	02/05/2024	Kanopy Inc.	28.80	C
140-2024	CH	02/08/2024	02/08/2024	OVERDRIVE	2,045.00	C
188-2024	CH	02/20/2024	02/20/2024	Kanopy Inc.	28.80	V
188-2024	CH	02/20/2024	02/20/2024	Kanopy Inc.	-28.80	V
					Account Total:	\$4,278.18
Account Code: 1000-120-459-0008 Other - Supplies(CATALOGING & PROCESSING SUPPL.)						
138-2024	CH	02/05/2024	02/05/2024	SHOWCASES	\$148.24	C
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	207.73	C
					Account Total:	\$355.97
Account Code: 1000-210-321-0000 Telephone						
151-2024	CH	02/12/2024	02/12/2024	FIRST COMMUNICATIONS	\$772.60	V
240-2024	CH	02/12/2024	03/04/2024	FIRST COMMUNICATIONS	722.60	C
151-2024	CH	02/29/2024	03/04/2024	FIRST COMMUNICATIONS	-772.60	V
					Account Total:	\$722.60
Account Code: 1000-210-332-0000 Maintenance and Repair on Equipment						
106-2024	CH	02/01/2024	02/01/2024	DEMCO, INC.	\$92.52	V
106-2024	CH	02/01/2024	02/01/2024	DEMCO, INC.	-92.52	V
146-2024	CH	02/08/2024	02/08/2024	INDEPENDENT ELEVATOR CO., INC.	265.00	C
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	60.00	C
184-2024	CH	02/20/2024	02/20/2024	STANDARD PLUMBING AND HEATING CO	992.00	C
189-2024	CH	02/22/2024	02/22/2024	STANDARD PLUMBING AND HEATING CO	855.00	C
192-2024	CH	02/22/2024	02/22/2024	PC CoPilot	725.00	O
					Account Total:	\$2,897.00
Account Code: 1000-210-334-0000 Trash Removal						
209-2024	CH	02/29/2024	02/29/2024	Solid Waste And Recycling	\$120.00	O
					Account Total:	\$120.00
Account Code: 1000-210-339-0000 Other - Property Maint. Repair & Security Svc						
105-2024	CH	02/01/2024	02/01/2024	House Cleaning Genie	\$127.05	C
136-2024	CH	02/05/2024	02/05/2024	House Cleaning Genie	151.31	C
137-2024	CH	02/05/2024	02/05/2024	RENTWEAR, INC.	63.69	C
145-2024	CH	02/08/2024	02/08/2024	NATURESCAPES	1,025.00	C
152-2024	CH	02/12/2024	02/12/2024	BUSY BEAVER	13.68	C
154-2024	CH	02/12/2024	02/12/2024	AMAZON	675.05	C
155-2024	CH	02/12/2024	02/12/2024	AMAZON	36.28	C
158-2024	CH	02/15/2024	02/15/2024	CLEAN - N - GREEN	85.00	C

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
159-2024	CH	02/15/2024	02/15/2024	AMAZON	7.99	C
160-2024	CH	02/15/2024	02/15/2024	AMAZON	55.18	C
183-2024	CH	02/20/2024	02/20/2024	House Cleaning Genie	284.50	C
186-2024	CH	02/20/2024	02/20/2024	BUSY BEAVER	63.27	V
186-2024	CH	02/20/2024	02/20/2024	BUSY BEAVER	-63.27	V
190-2024	CH	02/22/2024	02/22/2024	LOVELESS EXTERMINATING	120.00	O
206-2024	CH	02/29/2024	02/29/2024	House Cleaning Genie	96.80	O
207-2024	CH	02/29/2024	02/29/2024	RENTWEAR, INC.	107.16	O
Account Total:					<u>\$2,848.69</u>	
Account Code: 1000-210-361-0000 Electricity						
148-2024	CH	02/08/2024	02/08/2024	AMERICAN ELECTRIC POWER	\$1,667.25	C
Account Total:					<u>\$1,667.25</u>	
Account Code: 1000-210-362-0000 Water and Sewage						
205-2024	CH	02/29/2024	02/29/2024	WATER AND SEWER DEPT.	\$142.28	O
Account Total:					<u>\$142.28</u>	
Account Code: 1000-210-363-0000 Natural Gas						
149-2024	CH	02/08/2024	02/08/2024	COLUMBIA GAS OF OHIO	\$694.05	C
Account Total:					<u>\$694.05</u>	
Account Code: 1000-210-452-0000 Property Maintenance/Repair Supplies & Parts						
141-2024	CH	02/08/2024	02/08/2024	SAND ROCK MINERAL WATER CO.	\$42.00	C
Account Total:					<u>\$42.00</u>	
Account Code: 1000-230-351-0000 Rents and Leases						
153-2024	CH	02/12/2024	02/12/2024	copeco	\$646.79	C
157-2024	CH	02/15/2024	02/15/2024	copeco	493.35	C
Account Total:					<u>\$1,140.14</u>	
Account Code: 1000-230-390-0000 Other - Purchased and Contracted Services						
150-2024	CH	02/12/2024	02/12/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25	C
Account Total:					<u>\$49.25</u>	
Account Code: 1000-230-451-0007 General Administrative Supplies{OFFICE SUPPLIES}						
103-2024	CH	02/01/2024	02/01/2024	AMAZON	\$45.48	C
102-2024	CH	02/01/2024	02/01/2024	DELUXE CHECKS	-111.89	V
203-2024	CH	02/01/2024	02/26/2024	DELUXE CHECKS	122.68	V
237-2024	CH	02/01/2024	03/04/2024	CONSUMERS NATIONAL BANK	11.80	C
238-2024	CH	02/01/2024	03/04/2024	DELUXE CHECKS	108.12	C
143-2024	CH	02/08/2024	02/08/2024	AMAZON	44.99	C
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	151.07	C
211-2024	CH	02/15/2024	02/29/2024	HUNTINGTON	5.00	C
185-2024	CH	02/20/2024	02/20/2024	AMAZON	252.88	C

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
202-2024	CH	02/22/2024	02/22/2024	AMAZON	40.70	O
234-2024	CH	02/29/2024	03/04/2024	CONSUMERS NATIONAL BANK	20.00	C
236-2024	CH	02/29/2024	03/04/2024	CONSUMERS NATIONAL BANK	25.00	C
203-2024	CH	02/29/2024	03/04/2024	DELUXE CHECKS	-122.68	V
Account Total:					<u>\$593.15</u>	
Account Code: 1000-230-510-0000 Dues and Memberships						
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	\$55.00	C
Account Total:					<u>\$55.00</u>	
Account Code: 1000-230-520-0000 Taxes and Assessments						
107-2024	CH	02/01/2024	02/01/2024	STARK COUNTY TREASURER	\$2.00	C
Account Total:					<u>\$2.00</u>	
Account Code: 1000-230-590-0511 Other - Other{Information Technology}						
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	\$24.95	C
Account Total:					<u>\$24.95</u>	
Account Code: 4001-760-750-0000 Furniture and Equipment						
163-2024	CH	02/15/2024	02/15/2024	Consumers Credit Card	\$744.98	C
Account Total:					<u>\$744.98</u>	
Report Total:					<u>\$66,167.72</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

UAN v2024.1

Reconciled Date 2/29/2024

Posted 3/4/2024 5:50:05 PM

Prior UAN Balance:		\$1,041,814.44
Receipts:	+	\$276,751.39
Payments:	-	\$266,172.72
Adjustments:	+	\$0.00
Current UAN Balance as of 02/29/2024:		\$1,052,393.11
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 02/29/2024:		<u>\$1,052,393.11</u>
Entered Bank Balances as of 02/29/2024:		\$1,057,665.15
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$5,272.04
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 02/29/2024:		<u>\$1,052,393.11</u>

Balances Reconciled

Bank Balances

Reconciled Date 2/29/2024

Posted 3/4/2024 5:50:05 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$270,483.51	\$82,055.84	\$82,055.84	\$0.00
Secondary	CHANGE AMT		\$117.50	\$117.50	\$117.50	\$0.00
Secondary	PETTYCASH2		\$70.00	\$70.00	\$70.00	\$0.00
Investment	CD042517		\$21,815.39	\$21,824.66	\$21,824.66	\$0.00
Investment	CD072716		\$22,190.36	\$22,266.25	\$22,266.25	\$0.00
Investment	CD082817		\$22,439.98	\$22,516.72	\$22,516.72	\$0.00
Investment	CDAR-HUNT		\$75,013.46	\$75,013.46	\$75,013.46	\$0.00
Investment	Hunt. MM		\$164,078.55	\$164,463.57	\$164,463.57	\$0.00
Investment	Money Mark		\$468,524.15	\$669,337.15	\$669,337.15	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$1,044,732.90</u>	<u>\$1,057,665.15</u>	<u>\$1,057,665.15</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 2/29/2024

Posted 3/4/2024 5:50:05 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	190-2024	02/22/2024	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	191-2024	02/22/2024	AMAZON	\$199.38
PRIMARY	Electronic	192-2024	02/22/2024	PC CoPilot	\$725.00
PRIMARY	Electronic	193-2024	02/22/2024	AMAZON	\$13.79
PRIMARY	Electronic	199-2024	02/22/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$270.00
PRIMARY	Electronic	200-2024	02/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$1,977.76
PRIMARY	Electronic	202-2024	02/22/2024	AMAZON	\$40.70
PRIMARY	Electronic	204-2024	02/26/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	205-2024	02/29/2024	WATER AND SEWER DEPT.	\$142.28
PRIMARY	Electronic	206-2024	02/29/2024	House Cleaning Genie	\$96.80
PRIMARY	Electronic	207-2024	02/29/2024	RENTWEAR, INC.	\$107.16
PRIMARY	Electronic	208-2024	02/29/2024	AMAZON	\$45.12
PRIMARY	Electronic	209-2024	02/29/2024	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	210-2024	02/29/2024	Zoobean	\$1,210.00
PRIMARY	Electronic	582-2023	10/02/2023	Laken Underwood	\$17.69
PRIMARY	Warrant	7007	02/01/2024	Laken Underwood	\$55.42
					\$5,272.04

Cleared Payments

Reconciled Date 2/29/2024

Posted 3/4/2024 5:50:05 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	2-2024	01/31/2024	OHIO BUREAU OF WORKERS' COMPENSATION	\$14.00
PRIMARY	Electronic	76-2024	01/22/2024	AMAZON	\$78.01
PRIMARY	Electronic	77-2024	01/22/2024	AMAZON	\$149.72
PRIMARY	Electronic	83-2024	01/25/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$270.00
PRIMARY	Electronic	101-2024	01/29/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$1,977.76
PRIMARY	Electronic	103-2024	02/01/2024	AMAZON	\$45.48
PRIMARY	Electronic	104-2024	02/01/2024	AMAZON	\$57.84
PRIMARY	Electronic	105-2024	02/01/2024	House Cleaning Genie	\$127.05
PRIMARY	Electronic	107-2024	02/01/2024	STARK COUNTY TREASURER	\$2.00
PRIMARY	Electronic	108-2024	02/02/2024	EFTPS	\$2,479.35
PRIMARY	Electronic	109-2024	02/02/2024	Ohio Department of Taxation	\$518.79
PRIMARY	Electronic	110-2024	02/02/2024	RITA	\$407.95
PRIMARY	Electronic	111-2024	02/02/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,375.12
PRIMARY	Electronic	115-2024	02/08/2024	Coral B Abel	\$153.24
PRIMARY	Electronic	116-2024	02/08/2024	Jennifer Baker	\$374.30
PRIMARY	Electronic	117-2024	02/08/2024	Sue E Barrick	\$424.00
PRIMARY	Electronic	118-2024	02/08/2024	Jennifer Bates	\$1,370.26
PRIMARY	Electronic	119-2024	02/08/2024	Eli Benzel	\$372.47
PRIMARY	Electronic	120-2024	02/08/2024	Dianne Ferrell	\$388.77
PRIMARY	Electronic	121-2024	02/08/2024	Brenda A Griffith	\$2,038.28
PRIMARY	Electronic	122-2024	02/08/2024	Rhonda Grogg	\$433.89
PRIMARY	Electronic	123-2024	02/08/2024	Heather Husted	\$908.90
PRIMARY	Electronic	124-2024	02/08/2024	Donna Kohler	\$409.23
PRIMARY	Electronic	125-2024	02/08/2024	Lisa Lutes	\$523.13
PRIMARY	Electronic	126-2024	02/08/2024	Jersey Moss	\$367.47
PRIMARY	Electronic	127-2024	02/08/2024	Tabatha R Peterson	\$363.77
PRIMARY	Electronic	128-2024	02/08/2024	Kendra Selby	\$809.78
PRIMARY	Electronic	129-2024	02/08/2024	Anne Tokos	\$148.13
PRIMARY	Electronic	130-2024	02/08/2024	Laken Underwood	\$931.51
PRIMARY	Electronic	131-2024	02/08/2024	Nicole Weber	\$1,272.04
PRIMARY	Electronic	133-2024	02/09/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	134-2024	02/05/2024	MIDWEST TAPE	\$2,204.38
PRIMARY	Electronic	135-2024	02/05/2024	Kanopy Inc.	\$28.80

Cleared Payments

Reconciled Date 2/29/2024

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	136-2024	02/05/2024	House Cleaning Genie	\$151.31
PRIMARY	Electronic	137-2024	02/05/2024	RENTWEAR, INC.	\$63.69
PRIMARY	Electronic	138-2024	02/05/2024	SHOWCASES	\$148.24
PRIMARY	Electronic	140-2024	02/08/2024	OVERDRIVE	\$2,045.00
PRIMARY	Electronic	141-2024	02/08/2024	SAND ROCK MINERAL WATER CO.	\$42.00
PRIMARY	Electronic	142-2024	02/08/2024	AMAZON	\$153.76
PRIMARY	Electronic	143-2024	02/08/2024	AMAZON	\$44.99
PRIMARY	Electronic	144-2024	02/08/2024	EBSCO	\$3,426.46
PRIMARY	Electronic	145-2024	02/08/2024	NATURESCAPES	\$1,025.00
PRIMARY	Electronic	146-2024	02/08/2024	INDEPENDENT ELEVATOR CO., INC.	\$265.00
PRIMARY	Electronic	147-2024	02/08/2024	KISHMAN'S IGA	\$22.74
PRIMARY	Electronic	148-2024	02/08/2024	AMERICAN ELECTRIC POWER	\$1,667.25
PRIMARY	Electronic	149-2024	02/08/2024	COLUMBIA GAS OF OHIO	\$694.05
PRIMARY	Electronic	150-2024	02/12/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25
PRIMARY	Electronic	152-2024	02/12/2024	BUSY BEAVER	\$13.68
PRIMARY	Electronic	153-2024	02/12/2024	copeco	\$646.79
PRIMARY	Electronic	154-2024	02/12/2024	AMAZON	\$675.05
PRIMARY	Electronic	155-2024	02/12/2024	AMAZON	\$36.28
PRIMARY	Electronic	156-2024	02/15/2024	THE REPOSITORY	\$35.00
PRIMARY	Electronic	157-2024	02/15/2024	copeco	\$493.35
PRIMARY	Electronic	158-2024	02/15/2024	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	159-2024	02/15/2024	AMAZON	\$7.99
PRIMARY	Electronic	160-2024	02/15/2024	AMAZON	\$55.18
PRIMARY	Electronic	161-2024	02/15/2024	AMAZON	\$59.34
PRIMARY	Electronic	162-2024	02/15/2024	AMAZON	\$44.35
PRIMARY	Electronic	163-2024	02/15/2024	Consumers Credit Card	\$1,565.12
PRIMARY	Electronic	164-2024	02/22/2024	Coral B Abel	\$181.94
PRIMARY	Electronic	165-2024	02/22/2024	Jennifer Baker	\$374.30
PRIMARY	Electronic	166-2024	02/22/2024	Sue E Barrick	\$124.40
PRIMARY	Electronic	167-2024	02/22/2024	Jennifer Bates	\$1,124.08
PRIMARY	Electronic	168-2024	02/22/2024	Eli Benzel	\$381.99
PRIMARY	Electronic	169-2024	02/22/2024	Dianne Ferrell	\$393.57
PRIMARY	Electronic	170-2024	02/22/2024	Brenda A Griffith	\$1,822.10
PRIMARY	Electronic	171-2024	02/22/2024	Rhonda Grogg	\$561.45
PRIMARY	Electronic	172-2024	02/22/2024	Heather Husted	\$656.28

Cleared Payments

Reconciled Date 2/29/2024

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	173-2024	02/22/2024	Donna Kohler	\$547.44
PRIMARY	Electronic	174-2024	02/22/2024	Lisa Lutes	\$663.86
PRIMARY	Electronic	175-2024	02/22/2024	Jersey Moss	\$329.39
PRIMARY	Electronic	176-2024	02/22/2024	Tabatha R Peterson	\$474.15
PRIMARY	Electronic	177-2024	02/22/2024	Kendra Selby	\$809.78
PRIMARY	Electronic	178-2024	02/22/2024	Payton S Selby	\$76.55
PRIMARY	Electronic	179-2024	02/22/2024	Anne Tokos	\$65.90
PRIMARY	Electronic	180-2024	02/22/2024	Laken Underwood	\$931.51
PRIMARY	Electronic	181-2024	02/22/2024	Nicole Weber	\$1,025.86
PRIMARY	Electronic	183-2024	02/20/2024	House Cleaning Genie	\$284.50
PRIMARY	Electronic	184-2024	02/20/2024	STANDARD PLUMBING AND HEATING CO	\$992.00
PRIMARY	Electronic	185-2024	02/20/2024	AMAZON	\$252.88
PRIMARY	Electronic	187-2024	02/20/2024	AMAZON	\$22.08
PRIMARY	Electronic	189-2024	02/22/2024	STANDARD PLUMBING AND HEATING CO	\$855.00
PRIMARY	Electronic	194-2024	02/23/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	195-2024	02/23/2024	Ohio Department of Taxation	\$543.74
PRIMARY	Electronic	196-2024	02/23/2024	RITA	\$416.74
PRIMARY	Electronic	197-2024	02/23/2024	EFTPS	\$2,525.13
PRIMARY	Electronic	198-2024	02/23/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,619.74
PRIMARY	Electronic	211-2024	02/15/2024	HUNTINGTON	\$5.00
PRIMARY	Electronic	234-2024	02/29/2024	CONSUMERS NATIONAL BANK	\$20.00
PRIMARY	Electronic	236-2024	02/29/2024	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Electronic	237-2024	02/01/2024	CONSUMERS NATIONAL BANK	\$11.80
PRIMARY	Electronic	238-2024	02/01/2024	DELUXE CHECKS	\$108.12
PRIMARY	Electronic	240-2024	02/12/2024	FIRST COMMUNICATIONS	\$722.60
PRIMARY	Electronic	759-2023	12/01/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Warrant	7005	01/18/2024	BRENDA GRIFFITH	\$113.03
PRIMARY	Inv Transfer		02/23/2024	Transfer To Investment Money Mark	\$200,000.00
Hunt. MM	Inv Transfer		02/15/2024	Transfer From Investment Hunt. MM	\$5.00
					\$263,819.14

Cleared Receipts

Reconciled Date 2/29/2024

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Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		16-2024	02/01/2024	Daily Receipts-CNB Registers	\$44.00
PRIMARY	Standard		22-2024	02/05/2024	Daily Receipts-CNB Registers	\$60.55
PRIMARY	Standard		23-2024	02/08/2024	Daily Receipts-CNB Registers	\$60.20
PRIMARY	Standard		25-2024	02/08/2024	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,803.41
PRIMARY	Standard		26-2024	02/09/2024	CARROLL COUNTY AUDITOR'S OFFICE	\$15,249.44
PRIMARY	Standard		27-2024	02/10/2024	STARK COUNTY AUDITOR'S OFFICE	\$57,331.14
PRIMARY	Standard		24-2024	02/12/2024	Daily Receipts-CNB Registers	\$26.45
PRIMARY	Standard		28-2024	02/15/2024	Daily Receipts-CNB Registers	\$84.25
PRIMARY	Standard		29-2024	02/20/2024	Daily Receipts-CNB Registers	\$23.30
PRIMARY	Standard		31-2024	02/21/2024	PAYPAL INC	\$26.03
PRIMARY	Standard		30-2024	02/22/2024	Daily Receipts-CNB Registers	\$60.85
PRIMARY	Standard		32-2024	02/26/2024	Daily Receipts-CNB Registers	\$554.70
PRIMARY	Standard		33-2024	02/29/2024	Daily Receipts-CNB Registers	\$57.15
PRIMARY	Inv Transfer			02/15/2024	Transfer From Investment Hunt. MM	\$5.00
CD042517	Interest		35-2024	02/23/2024	CD042517	\$9.27
CD072716	Interest		34-2024	02/27/2024	CD072716	\$75.89
CD082817	Interest		36-2024	02/28/2024	CD082817	\$76.74
Hunt. MM	Interest		38-2024	02/29/2024	Hunt. MM	\$390.02
Money Mark	Inv Transfer			02/23/2024	Transfer To Investment Money Mark	\$200,000.00
Money Mark	Interest		39-2024	02/29/2024	Money Mark	\$813.00
						\$276,751.39

Fund Status

As Of 2/29/2024

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	44.491%	\$471,818.45	\$66,607.63	\$405,210.82
4001	Capital Projects	55.509%	\$580,574.66	\$75,013.46	\$505,561.20
All Funds Total			\$1,052,393.11	\$141,621.09	\$910,772.02
Pooled Investments					\$833,800.72
Secondary Checking Accounts					\$187.50
Available Primary Checking Balance					\$76,783.80

Last reconciled to bank: 02/29/2024 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

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As Of 2/29/2024

Fund: General
 Pooled Balance: \$405,210.82
 Non-Pooled Balance: \$66,607.63
 Total Cash Balance: \$471,818.45

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	\$15,317.10	\$83,882.90	15.441%
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	\$34,537.63	\$227,662.37	13.172%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$41,000.00	\$0.00	\$6,901.51	\$34,098.49	16.833%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$8,000.00	\$0.00	\$300.00	\$7,700.00	3.750%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$55,000.00	\$0.00	\$7,560.32	\$47,439.68	13.782%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$6,000.00	\$0.00	\$797.18	\$5,202.82	13.286%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$50,000.00	\$17,448.28	\$2,551.72	\$30,000.00	5.103%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$1,000.00	\$375.00	\$75.00	\$550.00	7.500%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,356.00	\$14.00	\$0.00	1.022%
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	\$1,000.00	\$0.00	\$0.00	0.000%
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	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
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	\$0.00	\$2,301.00	0.000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$8,000.00	\$1,997.82	\$3,002.18	\$3,000.00	37.527%
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	\$18,000.00	\$0.00	\$6,000.00	0.000%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$20,000.00	\$14,719.63	\$280.37	\$5,000.00	1.402%
1000-120-411-2022	Books and Pamphlets(Egile 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	\$1,430.59	\$3,569.41	\$2,000.00	50.992%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

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 UAN v2024.1

As Of 2/29/2024

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	\$5,000.00	\$0.00	\$0.00	0.000%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$28,000.00	\$18,808.32	\$6,191.68	\$3,000.00	22.113%
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	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
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	\$3,500.00	\$3,144.03	\$355.97	\$0.00	10.177%
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	\$7,549.99	\$1,450.01	\$0.00	16.111%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$46,250.00	\$40,925.25	\$5,324.75	\$0.00	11.513%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,650.00	\$1,410.00	\$240.00	\$0.00	14.545%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$35,950.00	\$20,062.11	\$3,637.89	\$12,250.00	10.119%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$25,000.00	\$21,673.35	\$3,326.65	\$0.00	13.307%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$557.72	\$142.28	\$0.00	20.326%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$13,000.00	\$11,450.75	\$1,549.25	\$0.00	11.917%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$5,000.00	\$4,940.50	\$59.50	\$0.00	1.190%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-311-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	0.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	0.000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$25.50	\$24.50	\$0.00	49.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$800.00	\$800.00	\$0.00	\$0.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$11,000.00	\$0.00	\$1,688.00	\$10,832.00	1.527%
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	\$6,100.00	\$4,451.91	\$1,608.09	\$40.00	26.362%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$3,100.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

3/7/2024 5:28:34 PM
 UAN V2024.1

As Of 2/29/2024

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	\$14,900.00	\$14,752.25	\$147.75	\$0.00	0.992%
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	\$4,000.00	\$2,155.43	\$844.57	\$1,000.00	2.114%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$22,501.00	\$18,175.32	\$4,325.68	\$0.00	19.224%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$150.00	\$0.00	\$2.00	\$148.00	1.333%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$124.00	\$0.00	\$0.00	\$124.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$4,000.00	\$3,087.05	\$912.95	\$0.00	22.824%
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	\$20,000.00	\$0.00	\$0.00	\$20,000.00	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	\$240,016.80	\$107,247.93	\$569,441.27	11.699%
Fund: Capital Projects								
Pooled Balance:		\$505,561.20						
Non-Pooled Balance:		\$75,013.46						
Total Cash Balance:		\$580,574.66						
Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$45,000.00	\$4,360.00	\$0.00	\$40,640.00	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
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	\$19,355.00	\$744.98	\$9,900.02	2.483%
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	\$80,000.00	\$23,715.00	\$744.98	\$55,540.02	0.931%
	Report Total:	\$0.00	\$0.00	\$996,706.00	\$263,731.80	\$107,992.91	\$624,981.29	10.835%

Report reflects selected information.

End

Minerva Public Library

**February 2024
Financial Reports**

**Submitted for March 2024
Board Meeting**

Director's Report—March, 2024

Building and Grounds— Trinity Door Systems was here to repair the front sliding doors that would not close unless we manually pushed them shut. The repair was minor adjust because the door was knocked off track. He cleaned the track rails and lubricated the tracks. The total cost for this service was \$?? He did let us know that the door system we have is now obsolete and we should consider order new rails while they are still in stock. He sent an estimate which totals \$4,317.98 for new slide tracks and new sensors. At this time, **I would not recommend purchasing these items.** By the time we might need to use them the doors themselves may not be viable anymore.

Our Electric contract with Interstate Gas Supply, LLC (IGS) is due to expire in May 2024. They proposed a new contract for a one-, two-, and three-year term. I believe that electric will continue to rise over the next several years while the electrical grid stabilizes. We are currently paying \$0.0797 per kwh. I chose to take a 3-year agreement locking in the rate of \$0.066 which is \$0.013 **less than** what we currently pay.

We called Ray Electric to come disconnect a plug cord/socket that hung from the ceiling in the work room area. An employee bumped her forearm against the plug's metal box and received an electric shock. It made her arm red, but not burnt. She wrote an incident report. I verified the report and asked her if she would like medical care. She declined, but said it did hurt to get shocked. I checked her several times over the next few hours and she indicated she was fine and did not need any care. Ray Electric removed the cord and box a few hours after the incident. I have not received a bill or estimate for this service. The employee did file an incident report as required and I verified the incident.

Dray Home Repair Co. replaced the toilet in the Men's restroom on the main floor in the handicap stall. Waiting on BJ to replace the piece of facia on the outside of the Fireside Reading Room that the wind blew off. This piece has a bend the whole length of the roof which is delaying the installation.

The new copier from Visual Edge is here. They disconnected and removed the old copier and the change box. The new copier is much easier for patrons to send documents to, print via Wi-Fi to the new copier as well as send out documents via the fax number. We are learning the new fax system and how it works. If we have not yet cancelled the fax line, it is time to do that.

Johnson Controls suggested that we continue using single battery-operated carbon monoxide detectors due to the high cost of installation. Their quote for hardwired detectors totaled \$4,293.36. **I recommend we do not hardwire.**

Hopefully, the approved 8 tables, 30 red stacking chairs, 10 blue chairs with rolling casters from Library Design Associates Inc. totaling \$19,355 arrives soon. Our current tables are now cracking along the edges from use and creating a sharp edge. In the future we will need to purchase a few more new tables to replace the damaged older tables.

Discussion on the American Heart Association grant opportunity. Due to the uncertainty of internal design changes, I will be delaying this opportunity to apply until next year to make sure there is space and that it is a service we want to provide.

Patrons have commented on how much they enjoy the new seating area where we now shelve the new book arrivals. They have also commented on how much they enjoy the audio-visual items in the Fireside Reading Room. Some comments include that they have the natural light from the windows to see better and the room now feels inviting to enter.

Projects— I am sure you noticed the new wall art work on the landing going down the stairs. The art teacher at Minerva Public School, Kaila Bigler is the artist and will be having students help paint the wall murals on each side of the stairs representing characters from other books and fairytales as you transcend to the lower level. Our only expense is the actual costs for the paint supplies. The scaffolding was donated through our high school employee student Jersey Moss's father.

Meetings— The library was the host for the Northeast Ohio Library Director's meeting here on Friday, March 15, 2024 with 18 Library Directors in attendance. The "Dollars" group meets quarterly at different libraries and this was our turn to host the quarterly meeting. This was a larger than normal turnout.

Brenda attended the Statehouse Update on the One Time Strategic Community Investment Awards webinar hosted by OLC and the Ohio Senate Budget and Finance Office on February 20, 2024. They provided the information on projects must be new additions, not maintenance or repair because they are looking for new community investment opportunities. I only resubmitted on their new form

the grant request for the additions to the building. We did not submit the parking lot or roof repair as they informed us this would not qualify.

Brenda attended the Minerva Chamber of Commerce monthly meeting on Wednesday, Feb 21st held at Minerva Local School District Administration Bldg.

Brenda attended the Minerva Community Association – 2024 NOACC Bright Star Awardee sponsored by the Minerva Chamber of Commerce on Thursday, February 22, 2024 at John's Bakery & Café.

We held a Medicare 101 Presentation on Monday, March 11, 2024 at 6:00 pm in the Community Room. The presenter is Jay Culler and 11 patrons attended. I met with Mr. Culler a few weeks earlier to review his presentation before scheduling him to present. He presented and answered questions well.

We held a demonstration on how to use an Air Fryer on Monday, March 18th presented by The Ohio State University Extension office. We had 16 people in attendance for this

Brenda and Nicole attended a webinar sponsored by OLC for member libraries. We signed up for Amazon Business Prime through OLC which normally the price is \$1,299. OLC made an agreement with Amazon to pay for any library who signs up at a reduced cost to OLC. The Business Prime is totally free for our library and is already providing us deeper discounts on office supplies and programming materials. Thank you, Ohio Library Council.

Brenda attended Teen Services Talk sponsored by OLC on Thursday, February 29, 2024. Ideas were shared on how to attract teens to the library and how to better serve their needs.

Brenda applied for incentive coupons for our summer library reading programs from the Ohio Renaissance Festival. The coupon provides 50% off gate admission. The festival is held in Waynesville on the weekends of August 31 through October 27, 2024. We will use these coupons as awards for the summer reading program.

Brenda met with Joel from Whitacre Myers Insurance on Tuesday, March 26th to discuss the library's policy and if we need to make any changes.

The State Annual Report has been filed. We are required to report separately many figures pertaining to our summer reading program in the State Annual Report.

Discussion of the Summer Reading Program: Dollars spent, number of attendees, types of expenditures with everything broken into age groups is reported in the State Annual Report. We sent out an appeal for donations to more than 50 businesses asking for financial donations to support the summer reading program expenses. We are also considering a sponsor one child for the summer reading program by making a \$25 donation. My concern is having already received \$1,500, there is no specific revenue fund for these donations. Also, there is no specific expense line for the expenses for this program. We need to use the dollars raised this year for the summer program on this year's expenses to justify asking for donations for this program. How can we make this happen?

If we run the program as planned, the expenses would total at least \$3k which is why we are seeking donations. The current programming budget which includes adults and children is only \$8k for the whole year.

Youth— The February side door count for students from the Minerva School was 2023 students. We provided 3 classroom visits to the school totaling 63 children. Study rooms was utilized on the lower level 89 times. We provided 28 Teacher book collections to the Minerva Schools. We also provided Minerva Area Christian School one classroom visit totaling 51 students. We provided the Minerva YMCA with 2 classroom visits totaling 34 children. The computers were signed out for use 405 times in February. The sensory room had 345 children using it in February. The Storytime class met 4 times in February for a total of 97 children attending. Book Beginnings met 4 times in February for a total of 94 children. The Community Game/Video room had 270 children in attendance in February. We held 2 kids craft days with 25 in attendance. The staff answered 1,253 reference questions and 241 general questions in February.

Adults— The in-person adult craft class held at 10:30 am on the second Tuesday of each month for March had 6 adults in-person attendance. Registration is required and is usually attended by seniors.

The Take-It and Make-It craft usually had reached the maximum number of registrations allowed. We disbursed 21 craft kits based on the amount of supplies we have and includes directions on how to make your craft. Registration is required. Should we continue or switch this to an evening in-person class?

Library— Registrations are open for the sip and paint night with the Minerva High School Art teacher, Jan Clark on April 18th. There will be a \$20 fee to cover some of the cost. We will serve snacks, non-alcoholic beverages, coffee, or tea. Registrations limited to 30 individuals. Will the fees collected will go back into the Programing fund account?

We have made a seed distribution area available for patrons to pick-out the seed packets they will use for summer gardening & flower projects. We have had many patrons come in and ask for the seeds that were provided through StarkFresh, Tom Phillips is the Executive Director.

We are planning on scheduling an afternoon Tea Party using actual China dishes and proper attire along with a few individual speakers on the subject sometime in the April/May time period. Waiting on confirmation of vendor details.



Brenda Griffith <minervadirector@gmail.com>

Capital Budget Appropriations

1 message

Schuring@ohiosenate.gov <Schuring@ohiosenate.gov>
To: "minervadirector@gmail.com" <minervadirector@gmail.com>

Fri, Mar 22, 2024 at 6:14 PM

Ms. Brenda Griffith,

Thank you for submitting your request for an appropriation in the upcoming capital budget.

I am in the process of reviewing the Senate Capital Budget form that you emailed to my office a while back. I may need to follow-up with you on some of your answers on the form.

The tentative timeline for finalizing your request is as follows:

- I will submit your request to the Senate Finance Office in the middle of April.
- I have a meeting scheduled with the Senate Finance Chair during the third week in April to discuss my requests.
- Thereafter, hopefully the House and the Senate will work together to agree on a mutually acceptable budget.
- If everything goes according to plan, the agreed to Capital Budget will be introduced sometime in May.
- Accordingly, the Capital Budget hopefully will be approved by Memorial Day and signed by the Governor shortly thereafter.
- After it has been signed by the Governor, the appropriations will be available to pull down after the fiscal year starts on July 1, 2024.

I look forward to working with you to advocate for your request. If you have any questions, please email them to me at this address or call me on my mobile at 330-418-7040.

Kirk Schuring

Estimate

for
Minerva Public Library
677 Lynnwood Drive
Minerva, Oh 44657
330-868-4101



PO Box 61
Columbiana, OH 44408
1-877-603-2018

Minerva Public Library
677 Lynnwood Drive
Minerva, Oh 44657
minervadirector@gmail.com

www.trinitydoorsystems.com

Estimate No. 61759 Issued on 3/5/2024

Purchase Order:

Qty	Part #	Name	Description	Rate	Amount	Tax
8	4204109746	4204109746 DorOmatic Wheel	Dor-O-Matic Astro-Slide, Top Carrier Wheel	\$170.41	\$1,363.28	Tax
4	4204108946	4204108946 DorOmatic Guide	Dor-O-Matic Astro-Slide, Full Breakout, Bottom Guide	\$292.75	\$1,171.00	Tax
		Subtotal	Subtotal		\$2,534.28	
1		Special Discount %	Dor-O-Matic & BEA Promotion	-25.00%	\$-633.57	Tax
2	10IXIODT1	10IXIODT1	BEA Parts - Dual Sensor For interior of both exterior and interior door	\$1,011.42	\$2,022.84	Tax
1		Level 3 Parts Discount		-20.00%	\$-404.57	Tax
1		Service Call - Standard		\$312.00	\$312.00	Non
4.5		Service Labor Rate - Standard	Additional Onsite Labor	\$104.00	\$468.00	Non
1		Fuel Surcharge		\$19.00	\$19.00	Non
				tax		\$0.00
				estimated total		\$4,317.98

QUESTIONS? CONTACT US

service@trinitydoorsystems.com
1-877-603-2018

NOTES

Payment Terms: 2% 10 Net 30
3-5-24 DD
Door #1798
Door #1799

Was onsite for a door that wasn't closing. Found the sidelight to be broken out and fixed that issue. Interior lock was binding so also adjusted that. While onsite preformed a inspection on the doromatic door. Made a estimate for them and explained everything to the Manger and staff.



Amazon Services LLC
410 Terry Ave North
Seattle WA 98109-5210 USA

Receipt number:

Billing date: February 29, 2024	Billed to: Minerva Public Library 677 Lynnwood Dr. OH, 44657 Minerva US	Payment method: Pay by Invoice
Item	Amount	
Business Prime membership fee: Medium — up to 100 users	\$1,299.00	
Promos & Discounts	(\$1,299.00)	
Tax:	\$0.00	
Total:	\$0.00	