

# **Meeting Notice**

**The Minerva Public Library**

**Board of Trustees**

**Monthly Meeting Notice**

**Thursday, January 25, 2024**

**6:30 pm - Board Room**

**Minerva Public Library Board of Trustees  
2024 Annual Organization Meeting Agenda  
January, 2024 Regular Meeting Agenda  
January 25, 2024 at 6:30 pm in the Library Board Room**

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

Present retired Minerva Public Library Director, Mr. Tom Dillie a plaque listing a Resolution of Appreciation and thanks for his 15 years of service to the Minerva Public Library.

**Administering Oath to Board of Trustees:** All board members are in a current term of office.

**Annual Organization Meeting Business**

Election of Officers for calendar year 2024.  
(2023 Officers are listed in parenthesis.)

President (Roger Bartley) \_\_\_\_\_

Vice President (Dick Rutledge) \_\_\_\_\_

Secretary (Rebecca Miller) \_\_\_\_\_

Appointment of Library Committee Members for organizational year 2024 (2023 members in parenthesis)

Building & Grounds (Beard, Milano, Ruff) \_\_\_\_\_

Finance & Audit (Bartley, Repella, Rutledge) \_\_\_\_\_

Personnel (Repella, Ruff, Rutledge) \_\_\_\_\_

Policy Committee (Milano, Miller, Beard) \_\_\_\_\_

Development Chair (Bartley) \_\_\_\_\_

**Establish** meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) \_\_\_\_\_

**Accept:** Monthly regular Board meeting calendar for 2024. Meetings will be held at 6:30 p.m. on the 4th Thursday of each month or the third Thursday of the month if it falls on a holiday (or otherwise as may later be scheduled by the Board. The 2024 regular meeting schedule is listed below:

|             |           |              |
|-------------|-----------|--------------|
| January 25  | May 23    | September 26 |
| February 22 | June 27   | October 24   |
| March 28    | July 25   | November 21  |
| April 25    | August 22 | December 19  |

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website prior to the monthly meeting.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g., in January 2023, resolutions are numbered 23-01-01, 23-01-02, 23-01-03, etc.

**Motion for Executive Session:** discuss the performance evaluation of the Fiscal Officer.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Time: \_\_\_\_\_

Roll Call: \_\_\_Bartley \_\_\_Beard \_\_\_Milano \_\_\_Miller \_\_\_Repella \_\_\_Ruff \_\_\_Rutledge

Return to Regular Session

Motion \_\_\_\_\_ Second \_\_\_\_\_ Time: \_\_\_\_\_

**Motion for Resolution 24-01-01:** to hire Heather Husted as the Fiscal Officer of the Minerva Public at the salary and under the conditions stated in the employment agreement, from January 1, 2024 through January 2025 Organization Meeting.

**Administering oath of Office to Fiscal Officer**

Board President Bartley will administer the oath of office to Fiscal Officer Husted.

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

**Enact enabling resolutions:**

**Motion for Resolution: 24-01-02:** that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2024 and continuing through to the 2025 Organization Meeting, as long as said expenditures fall within the 2024 or 2025 Appropriation Resolution(s) adopted by the Board of Trustees.

**Motion for Resolution: 24-01-03:** to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2024 and continuing through to the 2025 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Motion for Resolution: 24-01-04:** that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2024 and continuing through to the 2025 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

**Motion for Resolution: 24-01-05:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2024 and continuing until the 2025 organizational meeting, as long as said bills fall within the 2024 or 2025 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2024 and continuing through to the 2025 Organization Meeting as approved by the Board.

**Motion for Resolution: 24-01-06:** that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This

authority is for fiscal year 2024 and continues through to the 2025 Organization Meeting.

**Motion for Resolution 24-01-07:** that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2024 and continuing through to the 2025 Organization Meeting.

**Motion for Resolution 24-01-08:** to appoint the Library Director to act as the Compliance Officer for the library credit card for Fiscal Year 2024 and through to the 2025 Organization Meeting.

### **Moving to January Regular Meeting Business**

**Minutes:** Approve minutes of the November 16, 2023 Board Meeting.

**Minutes:** Approve minutes of the December 06, 2023 Special Board Meeting.

**Motion for Resolution 24-01-09:** to approve renewal of Fortinet- Enterprise Protection & Support for our IT-internet system for one year and to be installed by PC Copilot at an estimated cost of \$860.

**Motion for Resolution 24-01-10:** to approve Standard Plumbing & Heating Company to replace a burned-out motor on the exhaust fan which provides proper ventilation at a quote of \$855.

**Motion for Resolution 24-01-11:** to approve hiring the following employees beginning with their wage and hire date as listed below for each employee.

Jersey Moss – wage is \$10.47 – hire date of 07/24/2023  
Payton Selby – wage is \$10.50 – hire date of 12/11/2023  
Eli Benzel – wage is \$10.50 – hire date of 12/11/2023

**Motion for Resolution 24-01-12:** to approve the following two employees 90-day performance review pay increases from \$10.47 to \$10.73 effective beginning with the date listed after each name.

Dianne Ferrell as of 12/11/2023  
Tabatha Peterson as of 10/30/2023

**Motion for Resolution 24-01-13:** to approve the promotion of Kendra Selby from Library Associate I to the Library Associate II position. Pay increase went from \$10.94 to \$11.71, a \$ 0.77 increase effective as of 12/11/2023.

**Motion for Resolution 24-01-14:** to approve an increase of 3% to the 2022 Wage Classification Range Table with the 3% increase effective beginning with the first pay in January 2024. (attachment) Employee Handbook, page 17, section 262 Wage Scale

Each non-exempt job classification has a pay range with a defined base rate, midpoint, and top. An individual employee's hourly wage falls somewhere within the pay range of his or her job classification. Raises, when granted, are calculated as a percentage of the midpoint of the job classification's pay range. The Library Board makes adjustments to the pay range and grants raises based on the advice of the library's administrative team.

**Motion for Resolution 24-01-15:** to move Kendra Selby wage rate to the minimum rate per hour of \$14.39 as listed on the 2024 wage classification range rate table for the Library Associate II position effective as of the first pay in January 2024. This change includes the 2.5% hourly increase.

**Motion for Resolution 24-01-16:** to approve all current employees have a minimum wage rate of at least \$10.78 per hour as of the first pay in January 2024. The 2024 State of Ohio Minimum Wage Rate is \$10.45. The *Ohio proposed change for 2025 is \$12.75 per hour and for 2026 it will be \$15.00 per hour.*

**Motion for Resolution 24-01-17:** to approve hiring LAI Sub Rhonda Grogg as a service worker not to exceed 10 hours weekly at a rate of \$12.50 per hour in addition to her normal LAI Sub position. This rate already includes all increases provided to the employee base.

**Motion for Resolution 24-01-18:** to approve removing the \$750 stipend awarded to LAII Jennifer Bates for IT work and add \$ 0.36 to her hourly rate which is equivalent of the \$750 stipend amount effective with the first pay in January 2024.

**Motion for Resolution 24-01-19:** to approve a 2.5% hourly rate increase across the board for all current employees except for any employee who has notified the Director in writing that they will be resigning or retiring. The 2.5% increase will be applied after all other per hour rate changes listed above have been applied. The pay increase is effective with the first pay in January 2024.

**Motion for Resolution 24-01-20:** to approve up to a 0.5% hourly rate increase for employees completing a performance review with the increase to take place after the Board of Trustees approves each employee and their specific percentage rate increase not to exceed 0.5%.

**Motion for Resolution 24-01-21:** to approve changing the maximum per monthly cost to the employee for a single person health care plan to \$300 monthly.

**Motion for Resolution 24-01-22:** to approve changing the maximum per monthly cost to the employee for family health care plan to \$1,000 monthly.

**Motion for Resolution 24-01-23:** to approve a 3% annual rate increase for the Library Director for the 2024 calendar year.

### **Ongoing Business**

**Ohio Governor's Imagination Library Update:** We have increased our registrations from 255 in November to beginning January with 268 children registered. Stark County has 64% enrollment, Columbiana County has 64% and Carroll County has 57% of children age 5 and under enrolled. The average enrollment per county in the state is 59%. The State of Ohio pays for ½ the cost and each County's Lead Library pays the other ½. The Stark County Library is the lead for Stark County. The cost of our 268 participants for Stark County is \$3,484. We donate a portion of our funds from our Bi-Annual Book Sale to assist with covering this cost which generally is around \$2,000, well short of the actual cost.

### **Fiscal Officer's Report**

**Motion to Accept: Resolution 24-01-24:** Monthly financial reports for November 2023.

**Motion to Accept: Resolution 24-01-25:** Monthly financial reports for December 2023.

**Motion to Accept: Resolution 24-01-26:** Discuss and / or approve Positive Pay which is a Fraud Prevention Tool for ACH and Check payments offered by Consumers National Bank.

**PLF Distribution:** The December 2023 PLF receipts were \$73,759.82, 2% more than the \$72,218.61 received in December, 2022. PLF Receipts for 2023 totaled \$850,593.79 which is 1% more than the \$839,036.68 received in 2022 which was 8% higher than the previous year. The \$850,594 is 4% more than the \$814,401 appropriated as PLF revenue for the 2023 budget.

In December, as required by law, the Ohio Department of Taxation issued a new estimate for 2024 revenue. This estimate sets the library's expected receipts for year 2024 at \$813,175, rather than the \$821,608 projected on the July, 2023 estimate—a decrease of \$8,433. The County Auditors' Offices certified the library's revenue for this year based on the July, 2023 estimate, and judging by past practice, will not issue a new certification based on this December revision.

According to the Office of Budget and Management (OBM), overall state tax receipts for the month of December came in 11.5% or \$263.7 million below estimates. OBM claims the state budget for FY24 is still on solid footing.

OBM has indicated that the low tax receipts in December is directly related to the income tax and is highly irregular. OBM Director Kim Murnieks issued the following statement:

“Monthly revenues were negatively impacted by large income tax refunds paid to filers who requested extensions for the 2022 tax year. This historic level of December refunds was driven by shifts in payment strategies for pass-through entities who elected to take advantage of tax law changes for federal tax purposes. Even so, when tax receipts, investment income, and other non-federal income to the General Revenue Fund are combined, fiscal year-to-date revenues are on track. While it is unlikely that income tax refunds of this magnitude will recur in future Decembers, this shift will be taken into consideration as we forecast future income tax estimates by month.”

**2023 General Revenue Net Operating Position**

|               |            |                       |               |
|---------------|------------|-----------------------|---------------|
| Dec. Revenue  | = \$77,449 | Total Annual Revenue  | = \$ 849,508  |
| Dec. Expenses | = \$60,154 | Total Annual Expenses | = \$ 836,760* |
| Difference    | \$17,295   |                       | \$ 12,748     |

**Operating Fund Expenses as Percentage of Appropriation on December 30, 2023**

|                             |                               |                      |
|-----------------------------|-------------------------------|----------------------|
| <u>2023 Appropriation *</u> | <u>Current 2023 Expenses*</u> | <u>As Percentage</u> |
| \$914,401                   | \$836,760                     | 92%                  |

\*Includes \$50,000 transfer out to Capital

**New Business**

**Credit Card Compliance:** as required by statute, Director Brenda Griffith reported she is complying with State law governing the use of credit cards by public agencies.

**Correspondence**

Roger Bartley letter (attached)

**Director’s Report**

**Motion to Accept: Resolution 24-01-27:** monthly report from the Director included in the packet.



**Annual Library Statistics:** Door count for **2023 was 67,127, 19%** more than the 56,197 count for 2022. As we expand programming, the total door counts will continue to rise. Total in-house circulation (physical checkouts plus renewals) for 2023 is 189,879 which is a 10.13% increase over 2022 count of 170,635. Total circulation, which includes loans to other libraries and downloadable content for 2023 is 267,413, a 14.82% increase over the 2022 total circulation of 232,898. Downloadable content saw another record year at 28,787, a 17% increase over 2022 number checkouts which totaled 24,528 in downloadable circulation.

**Accept Financial Gifts—November 2023**

Restricted Individual Contributions to the General Fund

From **John Childers** for the summer reading program \$1,000.00

Unrestricted Individual Contributions to the General Fund

\$ 0

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Total Restricted and Unrestricted \$1,000.00

**Accept Financial Gifts—December 2023**

Restricted Individual Contributions to the General Fund

From **Judith H. Childers**-for the summer reading program \$1,000.00

Unrestricted Individual Contributions to the General Fund

\$ 0

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Total Restricted and Unrestricted \$1,000.00

**In-kind Gifts for December 2023** 163 Books donated; 34 DVD's donated

Anonymous **2023** totals: **548** books; **94** DVD's; **1** Youth reading kit

Purchased **2023** totals: **2,382** books; **29** books on CD; **197** DVD's;  
**1** music CD; **1** Youth reading kit

**Adjourn**

The next Regular Board Meeting will be held on February 22, 2024 at 6:30 pm in the Board Room.

# **Minerva Public Library**

## **November 2023 Financial Reports**

### **Submitted for the January 2024 Board Meeting**

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

## Fiscal Officer's Report January 2024

### 1. Bank Reconciliation

- a. November
  - i. No significant items to report
- b. December
  - i. Open Check for Laken Underwood (\$17.69) for mileage reimbursement (10/02/23)
  - ii. Open Check for Brenda Griffith (\$137.20) for purchase of cookies for Christmas youth program (11/16/23)
  - iii. \$9.00 adjustment for entry error with payment to Amazon

### 2. Revenue Receipt Register

- a. \$1,320.59 of interest earned in November
- b. \$1,306.22 of interest earned in December
  - i. Interest accrued in Huntington CDAR for the year was \$1,554.69 (will be paid in 2024)

### 3. Appropriation Payment Register

- a. Programing Supplies:
  - i. November \$2,042.02
  - ii. December \$132.82
- b. Book purchases:
  - i. November \$626.49
  - ii. December \$1,670.01
- c. Downloadable Content
  - i. November \$2,267.42
  - ii. December \$1,821.39
- d. Cleaning Genie
  - i. November \$3,380.04
  - ii. December \$1,355.76
- e. Maintenance and Repair on Facilities (Capital Fund)
  - i. November \$16,553.46
    - 1. \$12,959.00 was updates to security system
  - ii. December \$1,148.56

### 4. Revenue Status

- a. PLF was close to estimate for year
  - i. Slightly ahead for Stark and slightly behind for Carroll and Columbiana counties
- b. Copier income was about \$1,000.00 more than the budget
- c. Donations was about \$3,300.00 more than the budget
- d. Interest was \$5,960.33 more than the budget
- e. Overall Revenue Status was 109%

### 5. Appropriation Status

- a. No unemployment bill came till January 2024 (approx. \$2,000.00)

- b. Only used about half the budget amount for Maintenance and Repair on Equipment (General Fund)
- c. Only used about half the budget amount for Maintenance and Repair on Facilities (Capital Fund)
- d. Overall Appropriation Status is 83%

6. Investment Listing

- a. Two CDs at Consumers have a maturity date of March 2024
- b. Huntington CDAR has a maturity date of August 2024

**Bank Reconciliation**

Reconciled Date 11/30/2023

Posted 12/7/2023 2:38:33 PM

|  |   |                       |
|--|---|-----------------------|
| Prior UAN Balance:                       |   | \$1,005,203.61        |
| Receipts:                                | + | \$72,066.88           |
| Payments:                                | - | \$71,875.69           |
| Adjustments:                             | + | \$0.00                |
| Current UAN Balance as of 11/30/2023:    |   | \$1,005,394.80        |
| Other Adjusting Factors:                 | + | \$0.00                |
| Adjusted UAN Balance as of 11/30/2023:   |   | <u>\$1,005,394.80</u> |
|  |   |                       |
| Entered Bank Balances as of 11/30/2023:  |   | \$1,008,033.06        |
| Deposits in Transit:                     | + | \$0.00                |
| Outstanding Payments:                    | - | \$2,638.26            |
| Outstanding Adjustments:                 | + | \$0.00                |
| Other Adjusting Factors:                 | + | \$0.00                |
| Adjusted Bank Balances as of 11/30/2023: |   | <u>\$1,005,394.80</u> |

Balances Reconciled

Governing Board Signatures

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There are no outstanding receipts as of 11/30/2023.

There are no outstanding adjustments as of 11/30/2023.

**Bank Balances**

Reconciled Date 11/30/2023

Posted 12/7/2023 2:38:33 PM

| <u>Type</u> | <u>Name</u>   | <u>Number</u> | <u>Prior Bank<br/>Balance</u> | <u>Calculated<br/>Bank Balance</u> | <u>Entered Bank<br/>Balance</u> | <u>Difference</u> |
|-------------|---------------|---------------|-------------------------------|------------------------------------|---------------------------------|-------------------|
| Primary     | PRIMARY       |               | \$243,180.61                  | \$236,494.35                       | \$236,494.35                    | \$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      |               | \$21,787.92                   | \$21,797.17                        | \$21,797.17                     | \$0.00            |
| Investment  | CD072716      |               | \$21,966.67                   | \$22,041.79                        | \$22,041.79                     | \$0.00            |
| Investment  | CD082817      |               | \$22,213.76                   | \$22,289.73                        | \$22,289.73                     | \$0.00            |
| Investment  | CDAR-HUNT     |               | \$75,013.46                   | \$75,013.46                        | \$75,013.46                     | \$0.00            |
| Investment  | Hunt. MM      |               | \$162,860.15                  | \$163,256.72                       | \$163,256.72                    | \$0.00            |
| Investment  | Money Mark    |               | \$466,193.66                  | \$466,952.34                       | \$466,952.34                    | \$0.00            |
| Investment  | STAR OHIO     |               | \$0.00                        | \$0.00                             | \$0.00                          | \$0.00            |
|             | <b>Total:</b> |               | <u>\$1,013,403.73</u>         | <u>\$1,008,033.06</u>              | <u>\$1,008,033.06</u>           | <u>\$0.00</u>     |

**Outstanding Payments**

Reconciled Date 11/30/2023

Posted 12/7/2023 2:38:33 PM

| <u>Account</u> | <u>Type</u> | <u>Payment #</u> | <u>Post Date</u> | <u>Vendor / Payee</u>                   | <u>Amount</u> |
|----------------|-------------|------------------|------------------|---|---------------|
| PRIMARY        | Electronic  | 582-2023         | 10/02/2023       | Laken Underwood                         | \$17.69       |
| PRIMARY        | Electronic  | 648-2023         | 10/27/2023       | CLEAN - N - GREEN                       | \$85.00       |
| PRIMARY        | Electronic  | 649-2023         | 10/27/2023       | Solid Waste And Recycling               | \$120.00      |
| PRIMARY        | Electronic  | 725-2023         | 11/16/2023       | BRENDA GRIFFITH                         | \$137.20      |
| PRIMARY        | Electronic  | 728-2023         | 11/17/2023       | SAND ROCK MINERAL WATER CO.             | \$48.50       |
| PRIMARY        | Electronic  | 763-2023         | 11/30/2023       | OHIO BUREAU OF WORKERS'<br>COMPENSATION | \$384.00      |
| PRIMARY        | Electronic  | 765-2023         | 11/30/2023       | CHASE BANK                              | \$623.05      |
| PRIMARY        | Electronic  | 766-2023         | 11/30/2023       | BUSY BEAVER                             | \$254.02      |
| PRIMARY        | Electronic  | 767-2023         | 11/30/2023       | AMAZON                                  | \$254.02      |
| PRIMARY        | Electronic  | 768-2023         | 11/30/2023       | House Cleaning Genie                    | \$714.78      |
|                |             |                  |                  |   | <hr/>         |
|                |             |                  |                  |   | <hr/>         |
|                |             |                  |                  |   | \$2,638.26    |

**Cleared Payments**

Reconciled Date 11/30/2023

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| Account | Type       | Payment # | Post Date  | Vendor / Payee                           | Amount     |
|---------|------------|-----------|------------|--|------------|
| PRIMARY | Electronic | 623-2023  | 10/16/2023 | DOWN TO EARTH LAWN & LANDSCAPING LLC     | \$300.00   |
| PRIMARY | Electronic | 626-2023  | 10/19/2023 | BRENDA GRIFFITH                          | \$23.07    |
| PRIMARY | Electronic | 637-2023  | 10/23/2023 | House Cleaning Genie                     | \$690.52   |
| PRIMARY | Electronic | 638-2023  | 10/23/2023 | TREASURER, STATE OF OHIO                 | \$4,347.46 |
| PRIMARY | Electronic | 640-2023  | 10/23/2023 | AMAZON                                   | \$186.84   |
| PRIMARY | Electronic | 641-2023  | 10/23/2023 | AMAZON                                   | \$129.14   |
| PRIMARY | Electronic | 642-2023  | 10/23/2023 | AMAZON                                   | \$20.94    |
| PRIMARY | Electronic | 643-2023  | 10/26/2023 | AMERICAN HERITAGE LIFE INSURANCE COMPANY | \$130.94   |
| PRIMARY | Electronic | 644-2023  | 10/26/2023 | AMAZON                                   | \$55.96    |
| PRIMARY | Electronic | 647-2023  | 10/27/2023 | PC CoPilot                               | \$725.00   |
| PRIMARY | Electronic | 650-2023  | 10/27/2023 | AMAZON                                   | \$110.99   |
| PRIMARY | Electronic | 651-2023  | 10/27/2023 | AMAZON                                   | \$202.88   |
| PRIMARY | Electronic | 652-2023  | 10/27/2023 | AMAZON                                   | \$131.32   |
| PRIMARY | Electronic | 653-2023  | 10/27/2023 | AMAZON                                   | \$125.00   |
| PRIMARY | Electronic | 654-2023  | 10/27/2023 | AMAZON                                   | \$29.37    |
| PRIMARY | Electronic | 655-2023  | 11/14/2023 | AMERICAN ELECTRIC POWER                  | \$2,013.81 |
| PRIMARY | Electronic | 656-2023  | 11/02/2023 | Coral B Abel                             | \$145.61   |
| PRIMARY | Electronic | 657-2023  | 11/02/2023 | Jennifer Baker                           | \$368.37   |
| PRIMARY | Electronic | 658-2023  | 11/02/2023 | Sue E Barrick                            | \$63.65    |
| PRIMARY | Electronic | 659-2023  | 11/02/2023 | Jennifer Bates                           | \$1,383.13 |
| PRIMARY | Electronic | 660-2023  | 11/02/2023 | Dianne Ferrell                           | \$343.71   |
| PRIMARY | Electronic | 661-2023  | 11/02/2023 | Brenda A Griffith                        | \$2,007.06 |
| PRIMARY | Electronic | 662-2023  | 11/02/2023 | Heather Husted                           | \$908.24   |
| PRIMARY | Electronic | 663-2023  | 11/02/2023 | Donna Kohler                             | \$397.64   |
| PRIMARY | Electronic | 664-2023  | 11/02/2023 | Lisa Lutes                               | \$458.64   |
| PRIMARY | Electronic | 665-2023  | 11/02/2023 | Anna Minor                               | \$923.10   |
| PRIMARY | Electronic | 666-2023  | 11/02/2023 | Jersey Moss                              | \$115.60   |
| PRIMARY | Electronic | 667-2023  | 11/02/2023 | Tabatha R Peterson                       | \$345.76   |
| PRIMARY | Electronic | 668-2023  | 11/02/2023 | Kendra Selby                             | \$772.67   |
| PRIMARY | Electronic | 669-2023  | 11/02/2023 | Anne Tokos                               | \$120.46   |
| PRIMARY | Electronic | 670-2023  | 11/02/2023 | Laken Underwood                          | \$1,027.11 |
| PRIMARY | Electronic | 671-2023  | 11/02/2023 | Nicole Weber                             | \$1,222.82 |
| PRIMARY | Electronic | 673-2023  | 11/03/2023 | OHIO PUBLIC EMPLOYEES DEFERRED           | \$40.00    |
| PRIMARY | Electronic | 674-2023  | 11/03/2023 | OHIO PUBLIC EMPLOYEES                    | \$9,435.86 |



**Cleared Payments**

Reconciled Date 11/30/2023

Posted 12/7/2023 2:38:33 PM

| Account | Type       | Payment # | Post Date  | Vendor / Payee                   | Amount     |
|---------|------------|-----------|------------|----------------------------------|------------|
|         |            |           |            | RETIREMENT SYSTEM                |            |
| PRIMARY | Electronic | 675-2023  | 11/02/2023 | BRENDA GRIFFITH                  | \$49.13    |
| PRIMARY | Electronic | 676-2023  | 11/02/2023 | AMAZON                           | \$20.34    |
| PRIMARY | Electronic | 677-2023  | 11/02/2023 | RAY ELECTRIC                     | \$643.13   |
| PRIMARY | Electronic | 678-2023  | 11/02/2023 | dray home repair                 | \$958.27   |
| PRIMARY | Electronic | 679-2023  | 11/02/2023 | STANDARD PLUMBING AND HEATING CO | \$1,494.66 |
| PRIMARY | Electronic | 683-2023  | 11/06/2023 | House Cleaning Genie             | \$714.78   |
| PRIMARY | Electronic | 684-2023  | 11/06/2023 | House Cleaning Genie             | \$660.27   |
| PRIMARY | Electronic | 685-2023  | 11/06/2023 | Kanopy Inc.                      | \$57.60    |
| PRIMARY | Electronic | 686-2023  | 11/06/2023 | MIDWEST TAPE                     | \$2,209.82 |
| PRIMARY | Electronic | 687-2023  | 11/06/2023 | INDEPENDENT ELEVATOR CO., INC.   | \$220.00   |
| PRIMARY | Electronic | 688-2023  | 11/13/2023 | COLUMBIA GAS OF OHIO             | \$539.32   |
| PRIMARY | Electronic | 689-2023  | 11/06/2023 | AMAZON                           | \$70.98    |
| PRIMARY | Electronic | 690-2023  | 11/06/2023 | AMAZON                           | \$61.53    |
| PRIMARY | Electronic | 692-2023  | 11/09/2023 | BAKER & TAYLOR BOOKS             | \$516.00   |
| PRIMARY | Electronic | 693-2023  | 11/09/2023 | copeco                           | \$467.95   |
| PRIMARY | Electronic | 694-2023  | 11/09/2023 | KISHMAN'S IGA                    | \$253.81   |
| PRIMARY | Electronic | 695-2023  | 11/09/2023 | 21ST CENTURY ALARM               | \$112.50   |
| PRIMARY | Electronic | 696-2023  | 11/09/2023 | 21ST CENTURY ALARM               | \$8,279.00 |
| PRIMARY | Electronic | 697-2023  | 11/09/2023 | 21ST CENTURY ALARM               | \$4,680.00 |
| PRIMARY | Electronic | 698-2023  | 11/16/2023 | Coral B Abel                     | \$113.78   |
| PRIMARY | Electronic | 699-2023  | 11/16/2023 | Jennifer Baker                   | \$363.91   |
| PRIMARY | Electronic | 700-2023  | 11/16/2023 | Sue E Barrick                    | \$145.48   |
| PRIMARY | Electronic | 701-2023  | 11/16/2023 | Jennifer Bates                   | \$1,072.45 |
| PRIMARY | Electronic | 702-2023  | 11/16/2023 | Dianne Ferrell                   | \$298.62   |
| PRIMARY | Electronic | 703-2023  | 11/16/2023 | Brenda A Griffith                | \$1,792.42 |
| PRIMARY | Electronic | 704-2023  | 11/16/2023 | Rhonda Grogg                     | \$45.46    |
| PRIMARY | Electronic | 705-2023  | 11/16/2023 | Heather Husted                   | \$656.68   |
| PRIMARY | Electronic | 706-2023  | 11/16/2023 | Donna Kohler                     | \$420.58   |
| PRIMARY | Electronic | 707-2023  | 11/16/2023 | Lisa Lutes                       | \$458.64   |
| PRIMARY | Electronic | 708-2023  | 11/16/2023 | Anna Minor                       | \$923.10   |
| PRIMARY | Electronic | 709-2023  | 11/16/2023 | Tabatha R Peterson               | \$354.85   |
| PRIMARY | Electronic | 710-2023  | 11/16/2023 | Kendra Selby                     | \$761.78   |
| PRIMARY | Electronic | 711-2023  | 11/16/2023 | Anne Tokos                       | \$85.69    |
| PRIMARY | Electronic | 712-2023  | 11/16/2023 | Laken Underwood                  | \$1,027.11 |

**Cleared Payments**

Reconciled Date 11/30/2023

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| Account | Type       | Payment # | Post Date  | Vendor / Payee                          | Amount     |
|---------|------------|-----------|------------|---|------------|
| PRIMARY | Electronic | 713-2023  | 11/16/2023 | Nicole Weber                            | \$976.68   |
| PRIMARY | Electronic | 715-2023  | 11/13/2023 | BRENDA GRIFFITH                         | \$53.28    |
| PRIMARY | Electronic | 716-2023  | 11/13/2023 | BOOKPAGE                                | \$402.00   |
| PRIMARY | Electronic | 717-2023  | 11/13/2023 | FIRST COMMUNICATIONS                    | \$727.35   |
| PRIMARY | Electronic | 718-2023  | 11/13/2023 | AMAZON                                  | \$92.07    |
| PRIMARY | Electronic | 719-2023  | 11/13/2023 | AMAZON                                  | \$18.42    |
| PRIMARY | Electronic | 720-2023  | 11/13/2023 | House Cleaning Genie                    | \$581.52   |
| PRIMARY | Electronic | 721-2023  | 11/17/2023 | OHIO PUBLIC EMPLOYEES<br>DEFERRED       | \$40.00    |
| PRIMARY | Electronic | 722-2023  | 11/13/2023 | RENTWEAR, INC.                          | \$63.69    |
| PRIMARY | Electronic | 723-2023  | 11/13/2023 | Ohio Department of Commerce             | \$330.25   |
| PRIMARY | Electronic | 724-2023  | 11/13/2023 | UNIQUE MANAGEMENT SERVICES,<br>INC.     | \$108.35   |
| PRIMARY | Electronic | 726-2023  | 11/16/2023 | AMAZON                                  | \$23.21    |
| PRIMARY | Electronic | 727-2023  | 11/16/2023 | AMAZON                                  | \$41.17    |
| PRIMARY | Electronic | 729-2023  | 11/17/2023 | AMAZON                                  | \$43.95    |
| PRIMARY | Electronic | 730-2023  | 11/17/2023 | AMAZON                                  | \$115.16   |
| PRIMARY | Electronic | 731-2023  | 11/17/2023 | QUILL CORPORATION                       | \$95.97    |
| PRIMARY | Electronic | 732-2023  | 11/17/2023 | QUILL CORPORATION                       | \$29.99    |
| PRIMARY | Electronic | 733-2023  | 11/17/2023 | House Cleaning Genie                    | \$708.69   |
| PRIMARY | Electronic | 734-2023  | 11/17/2023 | DOWN TO EARTH LAWN &<br>LANDSCAPING LLC | \$1,484.00 |
| PRIMARY | Electronic | 735-2023  | 11/17/2023 | JANWAY COMPANY USA, INC.                | \$736.23   |
| PRIMARY | Electronic | 736-2023  | 11/20/2023 | dray home repair                        | \$244.38   |
| PRIMARY | Electronic | 737-2023  | 11/30/2023 | Coral B Abel                            | \$118.33   |
| PRIMARY | Electronic | 738-2023  | 11/30/2023 | Jennifer Baker                          | \$384.22   |
| PRIMARY | Electronic | 739-2023  | 11/30/2023 | Sue E Barrick                           | \$236.14   |
| PRIMARY | Electronic | 740-2023  | 11/30/2023 | Jennifer Bates                          | \$1,091.98 |
| PRIMARY | Electronic | 741-2023  | 11/30/2023 | Dianne Ferrell                          | \$339.22   |
| PRIMARY | Electronic | 742-2023  | 11/30/2023 | Brenda A Griffith                       | \$1,792.42 |
| PRIMARY | Electronic | 743-2023  | 11/30/2023 | Rhonda Grogg                            | \$56.84    |
| PRIMARY | Electronic | 744-2023  | 11/30/2023 | Heather Husted                          | \$656.68   |
| PRIMARY | Electronic | 745-2023  | 11/30/2023 | Donna Kohler                            | \$426.38   |
| PRIMARY | Electronic | 746-2023  | 11/30/2023 | Lisa Lutes                              | \$521.77   |
| PRIMARY | Electronic | 747-2023  | 11/30/2023 | Anna Minor                              | \$923.10   |
| PRIMARY | Electronic | 748-2023  | 11/30/2023 | Jersey Moss                             | \$104.27   |
| PRIMARY | Electronic | 749-2023  | 11/30/2023 | Tabatha R Peterson                      | \$345.70   |

**Cleared Payments**

Reconciled Date 11/30/2023

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| <u>Account</u> | <u>Type</u>  | <u>Payment #</u> | <u>Post Date</u> | <u>Vendor / Payee</u>             | <u>Amount</u> |
|----------------|--------------|------------------|------------------|-----------------------------------|---------------|
| PRIMARY        | Electronic   | 750-2023         | 11/30/2023       | Kendra Selby                      | \$761.78      |
| PRIMARY        | Electronic   | 751-2023         | 11/30/2023       | Anne Tokos                        | \$64.30       |
| PRIMARY        | Electronic   | 752-2023         | 11/30/2023       | Laken Underwood                   | \$1,027.11    |
| PRIMARY        | Electronic   | 753-2023         | 11/30/2023       | Nicole Weber                      | \$895.64      |
| PRIMARY        | Electronic   | 769-2023         | 11/30/2023       | Solid Waste And Recycling         | \$120.00      |
| PRIMARY        | Electronic   | 770-2023         | 11/15/2023       | HUNTINGTON                        | \$5.00        |
| PRIMARY        | Electronic   | 781-2023         | 11/30/2023       | CONSUMERS NATIONAL BANK           | \$20.00       |
| PRIMARY        | Electronic   | 782-2023         | 11/30/2023       | CONSUMERS NATIONAL BANK           | \$25.00       |
| PRIMARY        | Warrant      | 7004             | 10/26/2023       | Stark County District Library     | \$768.00      |
| Hunt. MM       | Inv Transfer |                  | 11/15/2023       | Transfer From Investment Hunt. MM | \$5.00        |
|                |              |                  |                  |                                   | \$77,437.55   |

**Cleared Receipts**

Reconciled Date 11/30/2023

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| <u>Account</u> | <u>Type</u>  | <u>Ticket #</u> | <u>Receipt #</u> | <u>Post Date</u> | <u>Source</u>                      | <u>Amount</u> |
|----------------|--------------|-----------------|------------------|------------------|------------------------------------|---------------|
| PRIMARY        | Standard     |                 | 210-2023         | 11/02/2023       | Daily Receipts-CNB Registers       | \$88.94       |
| PRIMARY        | Standard     |                 | 211-2023         | 11/06/2023       | Daily Receipts-CNB Registers       | \$83.55       |
| PRIMARY        | Standard     |                 | 218-2023         | 11/07/2023       | COLUMBIANA COUNTY AUDITOR'S OFFICE | \$1,702.10    |
| PRIMARY        | Standard     |                 | 213-2023         | 11/09/2023       | Daily Receipts-CNB Registers       | \$17.00       |
| PRIMARY        | Standard     |                 | 214-2023         | 11/09/2023       | Daily Receipts-CNB Registers       | \$22.45       |
| PRIMARY        | Standard     |                 | 215-2023         | 11/09/2023       | Daily Receipts-CNB Registers       | \$6.00        |
| PRIMARY        | Standard     |                 | 217-2023         | 11/09/2023       | CARROLL COUNTY AUDITOR'S OFFICE    | \$14,392.73   |
| PRIMARY        | Standard     |                 | 216-2023         | 11/10/2023       | PAYPAL INC                         | \$24.06       |
| PRIMARY        | Standard     |                 | 219-2023         | 11/13/2023       | Daily Receipts-CNB Registers       | \$28.40       |
| PRIMARY        | Standard     |                 | 220-2023         | 11/16/2023       | Daily Receipts-CNB Registers       | \$43.00       |
| PRIMARY        | Standard     |                 | 221-2023         | 11/16/2023       | STARK COUNTY AUDITOR'S OFFICE      | \$54,110.29   |
| PRIMARY        | Standard     |                 | 222-2023         | 11/20/2023       | Daily Receipts-CNB Registers       | \$24.25       |
| PRIMARY        | Standard     |                 | 223-2023         | 11/20/2023       | Daily Receipts-CNB Registers       | \$36.00       |
| PRIMARY        | Standard     |                 | 224-2023         | 11/20/2023       | Daily Receipts-CNB Registers       | \$17.80       |
| PRIMARY        | Standard     |                 | 225-2023         | 11/27/2023       | Daily Receipts-CNB Registers       | \$75.62       |
| PRIMARY        | Standard     |                 | 226-2023         | 11/30/2023       | Daily Receipts-CNB Registers       | \$69.10       |
| PRIMARY        | Inv Transfer |                 |                  | 11/15/2023       | Transfer From Investment Hunt, MM  | \$5.00        |
| CD042517       | Interest     |                 | 228-2023         | 11/24/2023       | CD042517                           | \$9.25        |
| CD072716       | Interest     |                 | 227-2023         | 11/27/2023       | CD072716                           | \$75.12       |
| CD082817       | Interest     |                 | 229-2023         | 11/28/2023       | CD082817                           | \$75.97       |
| Hunt, MM       | Interest     |                 | 231-2023         | 11/30/2023       | Hunt, MM                           | \$401.57      |
| Money Mark     | Interest     |                 | 230-2023         | 11/30/2023       | Money Mark                         | \$758.68      |
|                |              |                 |                  |                  |                                    | \$72,066.88   |

**Appropriation Payment Register**

November 2023

| <u>Payment or Receipt #</u>                                       | <u>Payment or Receipt Type</u> | <u>Post Date</u> | <u>Transaction Date</u> | <u>Vendor / Payee</u>                   | <u>Amount</u>     | <u>Status</u> |
|---|--------------------------------|------------------|-------------------------|---|-------------------|---------------|
| Account Code: 1000-110-110-0001 Salaries{ADMINISTRATIVE SALARIES} |                                |                  |                         |   |                   |               |
| 661-2023  | EP                             | 11/02/2023       | 10/30/2023              | Brenda A Griffith                       | \$2,007.06        | C             |
| 662-2023  | EP                             | 11/02/2023       | 10/30/2023              | Heather Husted                          | 908.24            | C             |
| 674-2023  | EW                             | 11/03/2023       | 10/30/2023              | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM | 1,060.63          | C             |
| 703-2023  | EP                             | 11/16/2023       | 11/13/2023              | Brenda A Griffith                       | 1,792.42          | C             |
| 705-2023  | EP                             | 11/16/2023       | 11/13/2023              | Heather Husted                          | 656.68            | C             |
| 742-2023  | EP                             | 11/30/2023       | 11/27/2023              | Brenda A Griffith                       | 1,792.42          | C             |
| 744-2023  | EP                             | 11/30/2023       | 11/27/2023              | Heather Husted                          | 656.68            | C             |
| Account Total:  |                                |                  |                         |   | <u>\$8,874.13</u> |               |
| Account Code: 1000-110-110-0002 Salaries{MANAGERS}                |                                |                  |                         |   |                   |               |
| 674-2023  | EW                             | 11/03/2023       | 10/30/2023              | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM | \$184.00          | C             |
| Account Total:  |                                |                  |                         |   | <u>\$184.00</u>   |               |
| Account Code: 1000-110-110-0003 Salaries{NON-PROFESSIONALS}       |                                |                  |                         |   |                   |               |
| 657-2023  | EP                             | 11/02/2023       | 10/30/2023              | Jennifer Baker                          | \$368.37          | C             |
| 659-2023  | EP                             | 11/02/2023       | 10/30/2023              | Jennifer Bates                          | 1,383.13          | C             |
| 660-2023  | EP                             | 11/02/2023       | 10/30/2023              | Dianne Ferrell                          | 343.71            | C             |
| 663-2023  | EP                             | 11/02/2023       | 10/30/2023              | Donna Kohler                            | 397.64            | C             |
| 664-2023  | EP                             | 11/02/2023       | 10/30/2023              | Lisa Lutes                              | 458.64            | C             |
| 665-2023  | EP                             | 11/02/2023       | 10/30/2023              | Anna Minor                              | 923.10            | C             |
| 667-2023  | EP                             | 11/02/2023       | 10/30/2023              | Tabatha R Peterson                      | 345.76            | C             |
| 668-2023  | EP                             | 11/02/2023       | 10/30/2023              | Kendra Selby                            | 772.67            | C             |
| 670-2023  | EP                             | 11/02/2023       | 10/30/2023              | Laken Underwood                         | 1,027.11          | C             |
| 671-2023  | EP                             | 11/02/2023       | 10/30/2023              | Nicole Weber                            | 1,222.82          | C             |
| 673-2023  | EW                             | 11/03/2023       | 10/30/2023              | OHIO PUBLIC EMPLOYEES DEFERRED          | 40.00             | C             |
| 674-2023  | EW                             | 11/03/2023       | 10/30/2023              | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM | 2,576.37          | C             |
| 699-2023  | EP                             | 11/16/2023       | 11/13/2023              | Jennifer Baker                          | 363.91            | C             |
| 701-2023  | EP                             | 11/16/2023       | 11/13/2023              | Jennifer Bates                          | 1,072.45          | C             |
| 702-2023  | EP                             | 11/16/2023       | 11/13/2023              | Dianne Ferrell                          | 298.62            | C             |
| 706-2023  | EP                             | 11/16/2023       | 11/13/2023              | Donna Kohler                            | 420.58            | C             |
| 707-2023  | EP                             | 11/16/2023       | 11/13/2023              | Lisa Lutes                              | 458.64            | C             |
| 708-2023  | EP                             | 11/16/2023       | 11/13/2023              | Anna Minor                              | 923.10            | C             |
| 709-2023  | EP                             | 11/16/2023       | 11/13/2023              | Tabatha R Peterson                      | 354.85            | C             |
| 710-2023  | EP                             | 11/16/2023       | 11/13/2023              | Kendra Selby                            | 761.78            | C             |
| 712-2023  | EP                             | 11/16/2023       | 11/13/2023              | Laken Underwood                         | 1,027.11          | C             |
| 713-2023  | EP                             | 11/16/2023       | 11/13/2023              | Nicole Weber                            | 976.68            | C             |
| 721-2023  | EW                             | 11/17/2023       | 11/13/2023              | OHIO PUBLIC EMPLOYEES DEFERRED          | 40.00             | C             |
| 738-2023  | EP                             | 11/30/2023       | 11/27/2023              | Jennifer Baker                          | 384.22            | C             |
| 740-2023  | EP                             | 11/30/2023       | 11/27/2023              | Jennifer Bates                          | 1,091.98          | C             |
| 741-2023  | EP                             | 11/30/2023       | 11/27/2023              | Dianne Ferrell                          | 339.22            | C             |

## Appropriation Payment Register

November 2023

| Payment or Receipt #  | Payment or Receipt Type | Post Date  | Transaction Date | Vendor / Payee                          | Amount             | Status |
|---|-------------------------|------------|------------------|---|--------------------|--------|
| 745-2023  | EP                      | 11/30/2023 | 11/27/2023       | Donna Kohler                            | 426.38             | C      |
| 746-2023  | EP                      | 11/30/2023 | 11/27/2023       | Lisa Lutes                              | 521.77             | C      |
| 747-2023  | EP                      | 11/30/2023 | 11/27/2023       | Anna Minor                              | 923.10             | C      |
| 749-2023  | EP                      | 11/30/2023 | 11/27/2023       | Tabatha R Peterson                      | 345.70             | C      |
| 750-2023  | EP                      | 11/30/2023 | 11/27/2023       | Kendra Selby                            | 761.78             | C      |
| 752-2023  | EP                      | 11/30/2023 | 11/27/2023       | Laken Underwood                         | 1,027.11           | C      |
| 753-2023  | EP                      | 11/30/2023 | 11/27/2023       | Nicole Weber                            | 895.64             | C      |
| Account Total:  |                         |            |                  |   | <u>\$23,273.94</u> |        |
| Account Code: 1000-110-110-0004 Salaries(SUBSTITUTES)                   |                         |            |                  |   |                    |        |
| 656-2023  | EP                      | 11/02/2023 | 10/30/2023       | Coral B Abel                            | \$145.61           | C      |
| 658-2023  | EP                      | 11/02/2023 | 10/30/2023       | Sue E Barrick                           | 63.65              | C      |
| 666-2023  | EP                      | 11/02/2023 | 10/30/2023       | Jersey Moss                             | 115.60             | C      |
| 669-2023  | EP                      | 11/02/2023 | 10/30/2023       | Anne Tokos                              | 120.46             | C      |
| 674-2023  | EW                      | 11/03/2023 | 10/30/2023       | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM | 110.62             | C      |
| 698-2023  | EP                      | 11/16/2023 | 11/13/2023       | Coral B Abel                            | 113.78             | C      |
| 700-2023  | EP                      | 11/16/2023 | 11/13/2023       | Sue E Barrick                           | 145.48             | C      |
| 704-2023  | EP                      | 11/16/2023 | 11/13/2023       | Rhonda Grogg                            | 45.46              | C      |
| 711-2023  | EP                      | 11/16/2023 | 11/13/2023       | Anne Tokos                              | 85.69              | C      |
| 737-2023  | EP                      | 11/30/2023 | 11/27/2023       | Coral B Abel                            | 118.33             | C      |
| 739-2023  | EP                      | 11/30/2023 | 11/27/2023       | Sue E Barrick                           | 236.14             | C      |
| 743-2023  | EP                      | 11/30/2023 | 11/27/2023       | Rhonda Grogg                            | 56.84              | C      |
| 748-2023  | EP                      | 11/30/2023 | 11/27/2023       | Jersey Moss                             | 104.27             | C      |
| 751-2023  | EP                      | 11/30/2023 | 11/27/2023       | Anne Tokos                              | 64.30              | C      |
| Account Total:  |                         |            |                  |   | <u>\$1,526.23</u>  |        |
| Account Code: 1000-110-211-0000 Ohio Public Employees Retirement System |                         |            |                  |   |                    |        |
| 674-2023  | EW                      | 11/03/2023 | 10/30/2023       | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM | \$5,504.24         | C      |
| Account Total:  |                         |            |                  |   | <u>\$5,504.24</u>  |        |
| Account Code: 1000-110-225-0000 Workers' Compensation                   |                         |            |                  |   |                    |        |
| 763-2023  | CH                      | 11/30/2023 | 11/30/2023       | OHIO BUREAU OF WORKERS' COMPENSATION    | \$384.00           | O      |
| Account Total:  |                         |            |                  |   | <u>\$384.00</u>    |        |
| Account Code: 1000-110-450-0015 Supplies(PROGRAMING SUPPLIES)           |                         |            |                  |   |                    |        |
| 694-2023  | CH                      | 11/09/2023 | 11/09/2023       | KISHMAN'S IGA                           | \$253.81           | C      |
| 715-2023  | CH                      | 11/13/2023 | 11/13/2023       | BRENDA GRIFFITH                         | 53.28              | C      |
| 725-2023  | CH                      | 11/16/2023 | 11/16/2023       | BRENDA GRIFFITH                         | 137.20             | O      |
| 726-2023  | CH                      | 11/16/2023 | 11/16/2023       | AMAZON                                  | 23.21              | C      |
| 727-2023  | CH                      | 11/16/2023 | 11/16/2023       | AMAZON                                  | 41.17              | C      |
| 735-2023  | CH                      | 11/17/2023 | 11/17/2023       | JANWAY COMPANY USA, INC.                | 736.23             | C      |
| 765-2023  | CH                      | 11/30/2023 | 11/30/2023       | CHASE BANK                              | 543.10             | O      |
| 767-2023  | CH                      | 11/30/2023 | 11/30/2023       | AMAZON                                  | 254.02             | O      |

**Appropriation Payment Register**

November 2023

| Payment or Receipt # | Payment or Receipt Type  | Post Date  | Transaction Date | Vendor / Payee                 | Amount         | Status     |
|----------------------|--|------------|------------------|--------------------------------|----------------|------------|
|                      |  |            |                  |                                | Account Total: | \$2,042.02 |
| Account Code:        | 1000-120-411-1000 Books and Pamphlets{ADULT DEPT. BOOKS}             |            |                  |                                |                |            |
| 692-2023             | CH   | 11/09/2023 | 11/09/2023       | BAKER & TAYLOR BOOKS           | \$234.09       | C          |
| 718-2023             | CH   | 11/13/2023 | 11/13/2023       | AMAZON                         | 92.07          | C          |
| 719-2023             | CH   | 11/13/2023 | 11/13/2023       | AMAZON                         | 18.42          | C          |
|                      |  |            |                  |                                | Account Total: | \$344.58   |
| Account Code:        | 1000-120-411-2000 Books and Pamphlets{YOUTH DEPT. BOOKS}             |            |                  |                                |                |            |
| 692-2023             | CH   | 11/09/2023 | 11/09/2023       | BAKER & TAYLOR BOOKS           | \$281.91       | C          |
|                      |  |            |                  |                                | Account Total: | \$281.91   |
| Account Code:        | 1000-120-412-0000 Periodicals  |            |                  |                                |                |            |
| 716-2023             | CH   | 11/13/2023 | 11/13/2023       | BOOKPAGE                       | \$402.00       | C          |
|                      |  |            |                  |                                | Account Total: | \$402.00   |
| Account Code:        | 1000-120-413-1006 Audiovisual Materials{Audiovisual Materials ADULT} |            |                  |                                |                |            |
| 676-2023             | CH   | 11/02/2023 | 11/02/2023       | AMAZON                         | \$20.34        | C          |
| 690-2023             | CH   | 11/06/2023 | 11/06/2023       | AMAZON                         | 61.53          | C          |
|                      |  |            |                  |                                | Account Total: | \$81.87    |
| Account Code:        | 1000-120-413-1007 Audiovisual Materials{DOWNLOADABLE CONTENT}        |            |                  |                                |                |            |
| 685-2023             | CH   | 11/06/2023 | 11/06/2023       | Kanopy Inc.                    | \$57.60        | C          |
| 686-2023             | CH   | 11/06/2023 | 11/06/2023       | MIDWEST TAPE                   | 2,209.82       | C          |
|                      |  |            |                  |                                | Account Total: | \$2,267.42 |
| Account Code:        | 1000-210-321-0000 Telephone  |            |                  |                                |                |            |
| 717-2023             | CH   | 11/13/2023 | 11/13/2023       | FIRST COMMUNICATIONS           | \$727.35       | C          |
|                      |  |            |                  |                                | Account Total: | \$727.35   |
| Account Code:        | 1000-210-332-0000 Maintenance and Repair on Equipment                |            |                  |                                |                |            |
| 687-2023             | CH   | 11/06/2023 | 11/06/2023       | INDEPENDENT ELEVATOR CO., INC. | \$220.00       | C          |
|                      |  |            |                  |                                | Account Total: | \$220.00   |
| Account Code:        | 1000-210-334-0000 Trash Removal                                      |            |                  |                                |                |            |
| 769-2023             | CH   | 11/30/2023 | 11/30/2023       | Solid Waste And Recycling      | \$120.00       | C          |
|                      |  |            |                  |                                | Account Total: | \$120.00   |
| Account Code:        | 1000-210-339-0000 Other - Property Maint. Repair & Security Svc      |            |                  |                                |                |            |
| 683-2023             | CH   | 11/06/2023 | 11/06/2023       | House Cleaning Genie           | \$714.78       | C          |
| 684-2023             | CH   | 11/06/2023 | 11/06/2023       | House Cleaning Genie           | 660.27         | C          |
| 695-2023             | CH   | 11/09/2023 | 11/09/2023       | 21ST CENTURY ALARM             | 112.50         | C          |
| 720-2023             | CH   | 11/13/2023 | 11/13/2023       | House Cleaning Genie           | 581.52         | C          |
| 722-2023             | CH   | 11/13/2023 | 11/13/2023       | RENTWEAR, INC.                 | 63.69          | C          |
| 723-2023             | CH   | 11/13/2023 | 11/13/2023       | Ohio Department of Commerce    | 330.25         | C          |
| 733-2023             | CH   | 11/17/2023 | 11/17/2023       | House Cleaning Genie           | 708.69         | C          |

**Appropriation Payment Register**

November 2023

| Payment or Receipt #   | Payment or Receipt Type | Post Date  | Transaction Date | Vendor / Payee                       | Amount            | Status |
|--|-------------------------|------------|------------------|--------------------------------------|-------------------|--------|
| 734-2023   | CH                      | 11/17/2023 | 11/17/2023       | DOWN TO EARTH LAWN & LANDSCAPING LLC | 1,484.00          | C      |
| 768-2023   | CH                      | 11/30/2023 | 11/30/2023       | House Cleaning Genie                 | 714.78            | O      |
| Account Total:   |                         |            |                  |                                      | <u>\$5,370.48</u> |        |
| Account Code: 1000-210-361-0000 Electricity                                      |                         |            |                  |                                      |                   |        |
| 655-2023   | CH                      | 11/14/2023 | 10/30/2023       | AMERICAN ELECTRIC POWER              | \$2,013.81        | C      |
| Account Total:   |                         |            |                  |                                      | <u>\$2,013.81</u> |        |
| Account Code: 1000-210-363-0000 Natural Gas                                      |                         |            |                  |                                      |                   |        |
| 688-2023   | CH                      | 11/13/2023 | 11/06/2023       | COLUMBIA GAS OF OHIO                 | \$539.32          | C      |
| Account Total:   |                         |            |                  |                                      | <u>\$539.32</u>   |        |
| Account Code: 1000-230-312-0000 Travel and Meeting Expense                       |                         |            |                  |                                      |                   |        |
| 675-2023   | CH                      | 11/02/2023 | 11/02/2023       | BRENDA GRIFFITH                      | \$49.13           | C      |
| 765-2023   | CH                      | 11/30/2023 | 11/30/2023       | CHASE BANK                           | 35.00             | O      |
| Account Total:   |                         |            |                  |                                      | <u>\$84.13</u>    |        |
| Account Code: 1000-230-351-0000 Rents and Leases                                 |                         |            |                  |                                      |                   |        |
| 693-2023   | CH                      | 11/09/2023 | 11/09/2023       | copeco                               | \$467.95          | C      |
| Account Total:   |                         |            |                  |                                      | <u>\$467.95</u>   |        |
| Account Code: 1000-230-390-0000 Other - Purchased and Contracted Services        |                         |            |                  |                                      |                   |        |
| 724-2023   | CH                      | 11/13/2023 | 11/13/2023       | UNIQUE MANAGEMENT SERVICES, INC.     | \$108.35          | C      |
| Account Total:   |                         |            |                  |                                      | <u>\$108.35</u>   |        |
| Account Code: 1000-230-451-0007 General Administrative Supplies(OFFICE SUPPLIES) |                         |            |                  |                                      |                   |        |
| 689-2023   | CH                      | 11/06/2023 | 11/06/2023       | AMAZON                               | \$70.98           | C      |
| 770-2023   | CH                      | 11/15/2023 | 12/01/2023       | HUNTINGTON                           | 5.00              | C      |
| 728-2023   | CH                      | 11/17/2023 | 11/17/2023       | SAND ROCK MINERAL WATER CO.          | 48.50             | O      |
| 729-2023   | CH                      | 11/17/2023 | 11/17/2023       | AMAZON                               | 43.95             | C      |
| 730-2023   | CH                      | 11/17/2023 | 11/17/2023       | AMAZON                               | 115.16            | C      |
| 731-2023   | CH                      | 11/17/2023 | 11/17/2023       | QUILL CORPORATION                    | 95.97             | C      |
| 732-2023   | CH                      | 11/17/2023 | 11/17/2023       | QUILL CORPORATION                    | 29.99             | C      |
| 781-2023   | CH                      | 11/30/2023 | 12/04/2023       | CONSUMERS NATIONAL BANK              | 20.00             | C      |
| 782-2023   | CH                      | 11/30/2023 | 12/04/2023       | CONSUMERS NATIONAL BANK              | 25.00             | C      |
| Account Total:   |                         |            |                  |                                      | <u>\$454.55</u>   |        |
| Account Code: 1000-230-590-0511 Other - Other(Information Technology)            |                         |            |                  |                                      |                   |        |
| 765-2023   | CH                      | 11/30/2023 | 11/30/2023       | CHASE BANK                           | \$44.95           | O      |
| Account Total:   |                         |            |                  |                                      | <u>\$44.95</u>    |        |
| Account Code: 4001-760-331-0000 Maintenance and Repair on Facilities             |                         |            |                  |                                      |                   |        |
| 677-2023   | CH                      | 11/02/2023 | 11/02/2023       | RAY ELECTRIC                         | \$643.13          | C      |
| 678-2023   | CH                      | 11/02/2023 | 11/02/2023       | dray home repair                     | 958.27            | C      |
| 679-2023   | CH                      | 11/02/2023 | 11/02/2023       | STANDARD PLUMBING AND HEATING CO     | 1,494.66          | C      |
| 696-2023   | CH                      | 11/09/2023 | 11/09/2023       | 21ST CENTURY ALARM                   | 8,279.00          | C      |



**Appropriation Payment Register**

November 2023

| Payment or Receipt # | Payment or Receipt Type | Post Date  | Transaction Date | Vendor / Payee     | Amount             | Status |
|----------------------|-------------------------|------------|------------------|--------------------|--------------------|--------|
| 697-2023             | CH                      | 11/09/2023 | 11/09/2023       | 21ST CENTURY ALARM | 4,680.00           | C      |
| 736-2023             | CH                      | 11/20/2023 | 11/20/2023       | dray home repair   | 244.38             | C      |
| 766-2023             | CH                      | 11/30/2023 | 11/30/2023       | BUSY BEAVER        | 254.02             | O      |
| Account Total:       |                         |            |                  |                    | <u>\$16,553.46</u> |        |
| Report Total:        |                         |            |                  |                    | <u>\$71,870.69</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

**Revenue Status**

By Fund

As Of 11/30/2023

Fund: 1000 General

| Account Code  | Account Name   | Final Budget | Revenue      | Budget Balance | YTD % Received |
|---------------|--|--------------|--------------|----------------|----------------|
| 1000-190-0000 | Other - Local Taxes  | \$25.00      | \$7.31       | \$17.69        | 29.240%        |
| 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.}                       | \$635,548.55 | \$600,088.01 | \$35,460.54    | 94.420%        |
| 1000-240-0012 | Public Library Fund - State{CARROLL CO.}                     | \$178,360.00 | \$159,616.65 | \$18,743.35    | 89.491%        |
| 1000-240-0013 | Public Library Fund - State{COLUMBIANA CO.}                  | \$21,374.00  | \$18,876.41  | \$2,497.59     | 88.315%        |
| 1000-310-0311 | Patron Fines and Lost Item Income{FINES & FEES}              | \$350.00     | \$460.90     | -\$110.90      | 131.686%       |
| 1000-310-0312 | Patron Fines and Lost Item Income{LOST ITEM}                 | \$200.00     | \$228.25     | -\$28.25       | 114.125%       |
| 1000-310-0314 | Patron Fines and Lost Item Income{LOST CARD FEE}             | \$0.00       | \$1.00       | -\$1.00        | 0.000%         |
| 1000-340-0000 | Patron Coin-Operated Machine Income                          | \$1,750.00   | \$2,537.73   | -\$787.73      | 145.013%       |
| 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       | \$48.68      | -\$48.68       | 0.000%         |
| 1000-399-0397 | Other - Patron Fines and Fees{PRINTER PAPER}                 | \$1,500.00   | \$1,388.85   | \$111.15       | 92.590%        |
| 1000-399-0398 | Other - Patron Fines and Fees{FAX FEE}                       | \$500.00     | \$402.92     | \$97.08        | 80.584%        |
| 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   | \$1,175.00   | \$325.00       | 78.333%        |
| 1000-613-0000 | Restricted Contributions - Foundations                       | \$0.00       | \$0.00       | \$0.00         | 0.000%         |
| 1000-651-0000 | Unrestricted Contributions - Individuals                     | \$4,000.00   | \$6,321.19   | -\$2,321.19    | 158.030%       |
| 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                         | \$3,000.00   | \$5,542.82   | -\$2,542.82    | 184.761%       |
| 1000-820-0000 | Sale of Supplies for Resale                                  | \$100.00     | \$105.69     | -\$5.69        | 105.690%       |
| 1000-831-2017 | Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}         | \$50.00      | \$125.08     | -\$75.08       | 250.160%       |
| 1000-871-0000 | Refunds for Overpayment                                      | \$750.00     | \$83.38      | \$666.62       | 11.117%        |
| 1000-872-0000 | Insurance Reimbursements                                     | \$500.00     | \$0.00       | \$500.00       | 0.000%         |
| 1000-892-0000 | Other - Miscellaneous Non-Operating                          | \$0.00       | \$0.00       | \$0.00         | 0.000%         |

|                      |              |              |             |         |
|----------------------|--------------|--------------|-------------|---------|
| Fund 1000 Sub-Total: | \$849,507.55 | \$797,009.87 | \$52,497.68 | 93.820% |
|----------------------|--------------|--------------|-------------|---------|

Fund: 4001 Capital Projects

| Account Code         | Account Name  | Final Budget | Revenue      | Budget Balance | YTD % Received |
|----------------------|---|--------------|--------------|----------------|----------------|
| 4001-651-0000        | Unrestricted Contributions - Individuals                      | \$0.00       | \$0.00       | \$0.00         | 0.0000%        |
| 4001-651-2024        | Unrestricted Contributions - Individuals{(Eglie Estate Donat} | \$0.00       | \$0.00       | \$0.00         | 0.0000%        |
| 4001-701-0000        | Interest or Dividends on Investments                          | \$0.00       | \$2,111.29   | -\$2,111.29    | 0.0000%        |
| 4001-872-0000        | Insurance Reimbursements                                      | \$0.00       | \$0.00       | \$0.00         | 0.0000%        |
| 4001-931-0000        | Transfers - In  | \$0.00       | \$50,000.00  | -\$50,000.00   | 0.0000%        |
| Fund 4001 Sub-Total: |   | \$0.00       | \$52,111.29  | -\$52,111.29   | 0.0000%        |
| Report Total:        |   | \$849,507.55 | \$849,121.16 | \$386.39       | 99.9555%       |