

Fraud Prevention Tools

ACH & Check Positive Pay

You require a reliable safeguard against the risk of potential ACH and check fraud. Control of ACH and check issuance helps your business defend your ACH and check payment integrity and accuracy. Our ACH and Check Positive Pay Services provide these defenses.

Consumers Provides

Used with Consumers' existing Cash Management ACH and check imaging tools, ACH and Check Positive Pay can help you combat against fraud. Working in conjunction with internal security measures that you have, Positive Pay can help you ensure only authorized ACH transactions and checks clear. Easy access to information allows you to make decisions on exceptions faster.

Beef Up Your ACH & Check Fraud Protection

Positive Pay helps you to strengthen and extend your fraud control measures by matching issued ACH and check information as they are presented for payment. All exceptions are consolidated into a single online notification so you can make more informed decisions.

Pick What's Best For Your Business

Consumers offers two forms of Positive Pay so you can pick what works best for your business. Choose either ACH Positive Pay or Check Positive Pay or both to help you make the best decisions to combat fraud.

Bank Maintained Service

Provide Consumers with a timely transmission of your check issue data and Consumers matches checks presented for payment with those in your issue file.

Consumers obtains verified ACH Vendors that can debit your account and notifies you via e-mail of any exceptions.

Easily view ACH items or check images that require further research via Consumers Cash Management.

Client Maintained Service

Receive a daily file of Check exceptions presented by Consumers.

Receive a daily e-mail of ACH exceptions presented by Consumers.

Advise Consumers whether to pay or return exception items once you have reviewed them.

Director's Report—January, 2024

Building and Grounds— two grants were submitted through our Ohio elected officials for construction and repair of the library. The first grant requested was to repair the roof and parking lot. The **total project cost is \$300,000** and the request was for \$200,000 with the library contributing \$100,000.

The second grant request was split into three phases. Phase I was to add approximately 3,000 square feet on the front of the building where the brick patio now sits. The addition would be at ground level which would include a community room and 6 computer cubicles at a total construction cost of \$850,000. Phase II would reconfigure the drive-thru and workroom wing and would cover approximately 1,000 square feet. Part of the existing wing that has settled with a large crack would be removed and reconfigured to attach back to the main building. The total cost of this phase would be \$300,000. Finally, Phase III would add approximately 4,500 square feet to the west side of the building facing the school and would become the new main entrance for the public. The total cost of this phase would be \$1,225,000. **The total cost for all three phases is \$2,375,000.** We requested grant funding of \$1,925,000 and the library would match with a total amount of \$450,000.

Dray Home Repair installed the new toilet on the main floor in the women's handicap stall. This is one of the toilet's that has had trouble flushing. We still need to replace one more toilet in the men's handicap stall on the main floor also. These are the most frequently used restrooms in the building.

The updated security system installed by 21st Century is working great. Heather is able to work during our closed hours. She lets me know once she has exited the building and I reset the alarm from my phone. I can also track who has entered the building, time of entry, and that the building is locked.

We investigated switching our copy service from Visual Edge (COPYCO) to Toshiba Business Solutions. Toshiba was offering us a much lower price, a new machine, and lower price per copy sheet. Visual Edge stopped by and I was honest with them, sharing that we might switch. They asked for the price offered from Toshiba and agreed to match it, provide a new machine and lower our per sheet copy price to less than the price from Toshiba. We came to an agreement with Visual Edge and the new copy machine will be arriving soon, reducing our annual bill by approximately \$1,000.

Purchased a Whirlpool full-size refrigerator for the staff workroom on the main floor at a cost of \$744 from Home Depot.

Would like to purchase from Library Design Associates Inc. **8 tables**, 7 feet in length with rolling locking casters for moveability ease and a flip-top for easy storage. Also, **30 stacking chairs** for our community room and **10 chairs with rolling casters** for mobility in the study rooms. The quote included in your packet for these items is \$19,355 and includes delivery, installation, and labor.

Projects— Applied for the Celebrating Ohio Book Awards and Authors (COBAA) Grant for the amount of **\$1,829.26 to purchase 111 books** written by Ohio authors and/or award winners. If awarded, we are creating a reading section of Ohio authors and award winners and include information on how to write, illustrate and succeed with publishing your book to promote more patrons to consider becoming an author. To complete this grant, I had to update our SAM.GOV account and make it active again. The last time it was active was in 2010 and I am not sure if it was ever used. If we are lucky enough to receive the State capital grants that we already applied for, we would need this active to receive funding.

We would also like to apply for a Summer Library Reading Program Grant from the State Library of Ohio Library Services and Technology Act (LSTA) for summer 2024. They will award up to \$2,000 for approved costs with the library matching 25% of the total costs.

We participated in the Chamber of Commerce Twelve Days of Christmas as a sponsor for Day 4, providing 4 book bags stuffed with a reading light, a Christmas fiction book, coffee and candy for Christmas pleasure reading for the lucky winners.

I enlisted my daughter Kristie to assist me with tearing apart the broken laminator that Anna Minor had damaged before leaving. We were able to remove the parts that needed cleaned, cut away the melted lamination materials, put everything back together and it was shipped back to the dealer. The dealer accepted the machine as presented under the warranty, replaced the gear box and stripped out motor and sent it back to us ready to use at no cost. This saved the library approximately \$2,000.

Meetings—

Held our **November Staff Inservice** on Wednesday, the 16th in the Fireside Reading Room. We focused on getting to know each other better, especially the new hires. Topics included what is your super power, how do you react when you are happy, angry? What could you do better in your current position? We finished with how to be a better listener and team member. We then split-up into teams while one team was decorating for our Christmas programs, a second team was steam cleaning the carpets, and a third team was sweeping the carpets. Brenda had spot treated all of the stains late Tuesday evening and all of the stains were removed with the steam cleaning. The staff and patrons commented on our clean carpets which had not been cleaned for more than 10 years. Brenda had lunch catered by one of her daughters. We served pasta with alfredo and red sauces, grilled chicken, meatballs, salad, garlic bread, brownies, lemon bars, and Dairy Queen ice-cream cake. We also held our first Christmas party with a white elephant exchange. All employees received a gift from Brenda, their white elephant gift, and a full stomach for a job well done. The carpet cleaning for our library was estimated at more than \$3,000 and the staff was able to accomplish this for less than \$300. We ended the day around 4:30 and I returned the rented carpet cleaners to True Value.

Held our **January Staff** meeting on the 16th which included a zoom option and recording for those who could not attend. Updated staff on the salary increase, new adult programs opportunities, planning for the next 6 months, discussed a \$2,000 grant opportunity for the summer reading program, the Smoky the Bear reading challenge, we are bulk ordering when feasible for a 6-month period to obtain discounts, and letting the staff know they are a wonderful staff to work with.

Attended on December 5th via zoom a presentation from the Ohio Library Council on the "Countdown to the Eclipse" which will happen on April 8th.

Attended Minerva Rotary Incredible Edible Auction at the Minerva Senior Center on December 15th. Talked with many people I knew, made some new friends and purchased several items for the holidays.

On December 18th attended a zoom meeting titled Broadband Ohio Update & Challenge through SEO on promoting a broadband grant to rural areas and how that will impact libraries. Broadband Ohio is looking to partner with public libraries.

Talked with Julia Shaheen on from Stark County Library on January 12th about our participation in the Dolly Parton Imagination Library Event. Looking at assisting with the Touch a Truck program on June 15th which will assist with the Dolly Parton Imagination Reading Program fundraising.

Ohio Library Council (OLC) is holding a Northeast Ohio Trustee Dinner for library Trustees and Administrators on May 2nd at Embassy Suites by Hilton, Independence, Ohio from 6:00-8:00 pm. Member cost is \$50, non-member is \$100. The topic is challenges and opportunities ahead for Ohio public libraries. Let me know if you are interested in attending.

Youth—

The side door count for students from the Minerva School was 2,138 in November and 1,500 in December. This includes 82 class visits in November and 42 class visits in December. Additionally, we brought the library to school classrooms 9 times in November and 5 times in December for a total 420 students served. We also went to the YMCA once in November for an afterschool book presentation for 32 students. For the months of November and December, 1,779 children were served in the youth department which includes the game room, craft times, and in-house special events.

Held our first Winter Wonderland event on Saturday, December 9th with a visit with Santa, children's reindeer games, and a visit with Mrs. Clause for cookies. We also had Jennifer Bates take photos of Santa with patrons for those who signed up, we sent their picture to them by email. We mailed out 62 pictures with Santa to patrons who registered for the email. We had 228 patrons in the library for this event. Normally, on a Saturday we have approximately 40 patrons. Thank you to Santa who volunteered his time and to employee Sue who portrayed Mrs. Claus and handed out cookies. Almost all of our staff participated in this event helping to make it a great success. Attached is a copy of a letter we received from Trustee Bartley who also attended the event as well as Trustee Milano

The 12 Books for Christmas event included 39 registered families receiving 12 wrapped Christmas books. Families open and read together one book every day with the last of the 12 books opened on Christmas Eve. This last book is a gift from the library that the family keeps along with a small gift for the child. The other 11 books were checked out on the parent's library card and the parents

return the 11 books after Christmas to the library. The registration was limited to 39 families and registration was full by the second day.

Adults—

We have also began offering an adult craft class in the morning once a month. For November, we painted Gnomes for Christmas with 11 adults attending. In December we crafted Christmas wreaths from book pages with 12 adults attending. We are considering an evening event of paint and sip which might have a small fee attached. The sip would be hot chocolate, coffee or tea.

Library— In November we added 144 new books, 3 books on CD, and 4 DVD's. In December we added 21 new books to our MPL collection. For year 2023 a total of 2,382 new books, 29 books on CD, and 197 DVD's, 1 music CD, 1 youth reading kit were added to our MPL collection.

Donations added in November included 69 books, and 7 DVD's.

Donations added in December included 94 books and 27 DVD's.

For the year 2023 total donations included 548 books, 94 DVD's and 1 youth book kit.

Discussion:

1. From the Employee Handbook, page 43, section 740 Compassionate Leave (Suggested Additions or deletes are highlighted in yellow)

In the event of death of a member of the immediate family of a full-time or regular part-time employee, he (they) shall receive up to 3 days paid leave to attend the funeral, other services, or deal with related legal matters as needed. Under certain circumstances (COVID contact or illness acquired from funeral activities will also be used towards the 3 days of paid leave), the Director may grant up to two (2) additional days leave for which an employee may use accumulated sick leave or other paid or unpaid leave as needed. The length of leave in each instance must be approved by the Director, and will depend upon the circumstances and/or location of the arrangements or service, not to exceed a total of five (5) days pff. Please attach an obituary or similar document to your leave form and indicate your family relationship to the deceased.

2. The door counter mechanism has stopped working. The door count is part of our funding formula. The NE Ohio Directors have been emailing on what they use and provided the name of a company that most are using with great results. SenSource out of Youngstown provides a mechanism and web service capabilities called VIDX w/ VEA Cloud. This is a sensor in the ceiling that will see even small children carried by a parent and exclude non-human items being carried in. To purchase the sensor for two doors, installation, calibration, 1st year's annual fee and service support is estimated at \$3,400. The annual renewal fee for 2 sensors would be \$440.



220 Seventh Street S.E.
Canton, Ohio 44702
Ph# 330-453-5150
Fax# 330-580-3201
www.StandardPandH.com

MECHANICAL CONTRACTORS AND ENGINEERS

January 3, 2024

Customer Address: Minerva Public Library
677 Lynnwood Dr
Minerva, OH 44657
Attention: minervadirector@gmail.com

QUOTE#: 2023-6884

TELEPHONE: 330-868-4101

Quote Summary Replace Exhaust Fan Motor

Standard Plumbing and Heating makes the following offer:

During the planned maintenance, the technician found the motor burned out on the Exhaust Fan. This quote is to replace the motor for the Exhaust Fan.

- 1) Remove the failed motor.
- 2) Furnish and install the new motor for the Exhaust Fan.
- 3) Provide start up.
- 4) Verify proper operation.

Current Lead Time: 3-5 Days

All work to be completed during our normal business hours.

Price for the above describe work plus tax if applicable \$ 855.00

PLEASE SIGN BELOW TO ACCEPT THE OFFER ABOVE.
PROMPTLY RETURN BY EMAIL TO jforbes@standardpandh.com

Client signature authorizes SPHC to do the work specified in this proposal with the prices, specifications and conditions included herein. All material is guaranteed to be as specified, and the above work will be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner. Any alterations or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. All work, unless specified, is to be completed during normal work hours. Sales Tax has not been included in the above quoted amount and will be charged additionally unless a Certificate of Exemption is received and on file.

Payment terms for this proposal are Net 30 upon approval. A service charge of 1-1/2% per month will be required on all past due balances. This proposal is valid for 30 days after issuance.

With current market conditions, price increases are a possibility. If at the time of approval for this quote, there is an increase from our supplier, this price will need to be adjusted. We will notify you before ordering for final approval.

PRESENTED BY Jeff Forbes

DATE 1/3/2024

ACCEPTED BY Brenda C. Griffith
Signature

DATE 01/09/2024

Thank you for allowing us the opportunity to serve you

* emailed



PC CoPILOT

330.880.3022

dante@pccopilot.com

Contract No. **231219-1**

Estimate

Customer

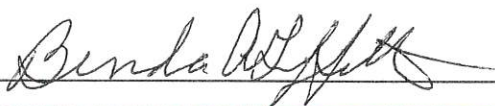
Name Minerva Public Library
 Address 677 Lynnwood Dr
 City Minerva State OH ZIP 44657
 Phone (330) 868-4101 Email minervalibraryit@gmail.com

Date 12/19/2023
 Order No. 231219-1
 Terms See Below Total

Qty	Description	Unit Price	TOTAL
1	<p>FORTINET 1YR Enterprise Protection & Support Renewal</p> <p>Includes 24x7 Comprehensive Support, Advanced Hardware Replacement (NBD), Firmware and General Upgrades, and the Enterprise Services Bundle (Application Control, IPS, AV, Botnet IP/Domain, Mobile Malware Service, Web Filtering, Antispam, FortiSandbox Cloud including Virus Outbreak and Content Disarm & Reconstruct Service, Security Rating Service, Industrial Security Service and FortiConverter service)</p> <p>Renewable in December, 2024</p> <p>Labor to install the renewal will be included in your quarterly two hours</p>	\$860.00	\$860.00
		Subtotal	\$860.00
		Tax	Exempt
		TOTAL	\$860.00
		Due on Acceptance	\$860.00
		Due on Completion	\$0.00

NOTES: Estimate is good for 90 days.

By signing below, I acknowledge that I understand and agree that the quoted price is an estimate, that the final cost of goods and services provided may differ, and that final payment is due upon completion of furnishing goods and/or services.

Signature: 

Date: 01/09/2024



**LIBRARY
DESIGN
ASSOCIATES,
INC.**

10046 Brewster Lane
Powell, Ohio 43065
Telephone (614) 923-4600

PROPOSAL



E-MAILED

Date 12/18/23
Proposal No. P-40241
Page 1

To
MINERVA PUBLIC LIBRARY
ATTN: BRENDA GRIFFITH, DIRECTOR
minervadirector@gmail.com

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	LDA	<p>In accord with our recent meeting, it is my pleasure to submit the following proposal, for your consideration:</p> <p>New Meeting Room furniture and patron study chairs, for installation at the Minerva Public Library. Items included are as follows:</p> <p>a) (8) "Milestone" T-base Meeting Room tables from the Worden Company, each to measure 84"L X 36"D X 29"H. Each table provided with a plastic laminate top with matching PVC edging and a powdercoat steel "T-base" table frame. Table frames provided with a "flip-top" mechanism and locking casters, for ease of mobility. See the attached catalog cut sheet, for additional details.</p> <p>b) (30) "Rio" patron stacking/Meeting Room chairs from Sit-On-It, each to measure 21"W X 23"D X 33-1/2"H with an 18"H seat. Each chair provided with a 1-piece polypropylene shell and a "black" powdercoat sled base frame.</p> <p>c) (10) "Rio" polypropylene patron chairs from Sit-On-It, each to measure 21"W X 21-1/2"D X 33-1/2"H with an 18"H seat. These chairs are also provided with a 1-piece polypropylene shell, but the base will be a "black" powdercoat steel leg style frame with casters on each leg, for ease of mobility.</p> <p>Pricing above includes product freight and factory trained installation labor, by authorized LDA personnel.</p>	19,355.00	19,355.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes, other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, merely sign and return, signifying your acceptance.

Accepted by/Title/Date



**LIBRARY
DESIGN
ASSOCIATES,
INC.**

10046 Brewster Lane
Powell, Ohio 43065
Telephone (614) 923-4600

Date 12/18/23
Proposal No. P-40241
Page 2

PROPOSAL

To
MINERVA PUBLIC LIBRARY
ATTN: BRENDA GRIFFITH, DIRECTOR
minervadirector@gmail.com

Item	Qty.	Catalog No.	Description	Unit Price	Total
			<p>NOTES:</p> <p>a) Pricing listed above is F.O.B. Delivered and Installed by authorized Library Design Associates, Inc., personnel. Cost includes all labor and travel to complete this work.</p> <p>b) Lead time for new product is approximately (7-9) weeks after receipt of a purchase order and all finish selections.</p> <p>c) All finishes to be selected from vendor standards. LDA will continue to assist in the finish selection process.</p> <p>d) Pricing is based on the complete quantity as is listed above. Should a purchase involving a reduced quantity be considered, please contact LDA to verify pricing prior to proceeding.</p> <p>e) Pricing is good for (30) days and is subject to reconfirmation thereafter.</p> <p>f) Payment terms are NET 30 days.</p> <p>The opportunity to submit this proposal is indeed appreciated. If any questions should arise, or if further information is required, please let me know. I look forward to continuing my work with you on this project.</p>		

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes, other causes beyond our control.

Delivered and Installed

Matt Baughman

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, merely sign and return, signifying your acceptance.

Accepted by/Title/Date

MILESTONE

Tables



84 x 36 x 29 1/4
FLIP-TOP

Locking
Caster BASE

MX26-C4242-29
MT26-C3060-29-4C



LIBRARY DESIGN ASSOCIATES, INC.
10046 BREWSTER LANE POWELL, OH 43065
TELEPHONE: (614) 923-4600
www.librarydesign.com