

**Minerva Public Library
Board of Trustees**

February 27, 2025

**Regular Monthly
Meeting Packet**

**Minerva Public Library Board of Trustees
February, 2025 Regular Meeting Agenda
February 27, 2025 at 6:30 pm in the Library Board Room**

Attendance:

Trustee: Roger Bartley _____

Trustee: Brad Sayre _____

Trustee: Casey Milano _____

Trustee: Rebecca Miller _____

Trustee: Sarah Repella _____

Trustee: Diane Ruff _____

Trustee: Richard Rutledge _____

Fiscal Officer: Heather Husted _____

Director: Jason Bumbico _____

Call to Order

Adjustments to the Agenda

Public Participation

Administering Oath to New Board Member Brad Sayre:

I do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio and that I will faithfully and impartially discharge my duties as a member of the Board of Trustees of the Minerva Public Library to the best of my ability and in accordance with the laws now in effect and hereinafter to be enacted during the continuance in said office and until my successor is nominated and qualified.

Minutes: Motion to approve the minutes from the December 19, 2024 Board of Trustees meeting and the January 23, 2025 Board of Trustees meeting.

Ongoing Business:

Ohio Governor’s Imagination Library Update: Dolly Parton Imagination Library of Ohio Update – At the end of January 2025, we had 286 registrations, an increase of 4 registrations.

Discussion

With the upcoming strategic planning process, the Board should schedule a date and time for the accompanying workshop with the State Library.

Fiscal Officer’s Report:

Motion to Accept: Monthly financial reports for January 2025 and the Fiscal Officer’s Monthly Report.

Current Revenue:

PLF Distribution: The January PLF distribution is **\$68,818.65**, which is **13.93% more** than the **\$59,227.31** received in January 2024. PLF funding is **1.97% less** than predicted for 2025.

2025 General Revenue Net Operating Position

January Revenue	= \$70,739.18	Total Annual Revenue	= \$70,739.18
January Expense	= <u>\$60,612.78</u>	Total Annual Expenses	= <u>\$60,612.78</u>
Difference	\$10,126.40		\$10,126.40

Operating Fund Expenses as Percentage of Appropriation on January 31, 2025

<u>2025 Appropriation</u>	<u>Current</u>	<u>2025 Expenses</u>	<u>As Percentage</u>
	\$1,198,425.00	\$60,612.78	5.057%

Executive Session:

Discussion of new position descriptions, the revised organizational chart, and potential hiring decisions.

New Business:

Computer Display Purchase: Our current set of monitors is beginning to show its age. Replacing them would allow us to get slightly larger, up-to-date displays that connect more easily with our workstations.

Approve Resolution: 25-2-1: To purchase 24 new monitors through Computek Consulting for \$155.20 per display for \$3724.80.

Computek Consulting Inc: To address the library’s current IT needs, we propose switching our IT service provider from PC Co-Pilot to Computek Consulting out of Alliance, Ohio. The onboarding, monthly monitoring, and semi-annual service are expected to cost less than \$3500. We currently pay about double that currently.

Approve Resolution: 25-2-2: To contract with Computek Consulting for the remainder of the year for managed IT services.

Huntington CDAR Discussion:

Approve Resolution 25-2-3: To invest \$_____ in a CDAR at Huntington for _____ months/weeks/years at the current rate.

Correspondence:

None

Director’s Report:

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

January 205 Library Statistics:

In-house circulation was **11,768**, about **23.91% below** the January 2024 total circulation of **15,465**. Total circulation was **15,883**, about **20.03% below** the January 2024 total circulation of **19,860**. The December 2024 door count was **4,193**, **down about 33.59%** from December 2023, totaling **6,490**. In January, **24 classrooms** from the Minerva Elementary School came to the library, serving **478 children**.

Accept Financial Gifts—December 2024:

Restricted Individual Contributions:

None

Unrestricted Individual Contributions to the General Fund:

Book Sale \$35.80

Total Financial Gifts \$35.80

In-kind Gifts for December 2024

- 27 Books

Motion to Adjourn:

The next Regular Board Meeting will be March 27, 2025, at 6:30 pm in the Board Room.

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

Attendance:

Trustee: Roger Bartley _____ Yes _____

Trustee: Jennifer Beard _____ No _____

Trustee: Casey Milano _____ Yes _____

Trustee: Rebecca Miller _____ No _____

Trustee: Sarah Repella _____ Yes _____

Trustee: Diane Ruff _____ No _____

Trustee: Richard Rutledge _____ Yes _____

Fiscal Officer: Heather Husted _____ Yes _____

Director: Jason Bumbico _____ Yes _____

Call to Order: 6:30 pm

Adjustments to the Agenda:

Public Participation:

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

Approved: First – Repella | Second - Rutledge

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update: we have not yet received the December statistics.

Fiscal Officer's Report:

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

Approved: First – Milano | Second - Rutledge

Current Revenue:

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

2024 General Revenue Net Operating Position

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

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

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

Executive Session:

Discussion of Staffing Decisions for 2025

EXECUTIVE SESSION - 6:36 PM in, 6:50 out

New Business:

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

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

Approved: First – Milano | Second – Rutledge
(One Vote for 24-12-01, 24-12-02, 24-12-03, 24-12-04)

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

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

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

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

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

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

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

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

Approved: First – Milano | Second – Repella

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

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

Approved: First – Rutledge | Second – Milano

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

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

Approved: First – Rutledge | Second – Repella

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

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

Approved: First – Milano | Second – Repella

Youth Services Printer: To better help the Youth Services Department with their daily tasks, we have been looking at options for installing a new printer with accompanying service agreement downstairs in their workroom. Lake Business Products sent a proposal for a desktop copier/printer/scanner to purchase for \$2,117.32, with a fee of \$60.40 per month for maintenance and supplies. The agreement includes an allowance for 1000 mono and 500 color images per month. This compares very favorably with the proposal from our present service provider.

Approve Resolution: 24-12-09: To enter into the agreement with Lake Business Products to purchase a printer for the Youth Services Department and to enter into a management print service with them for maintenance and supplies.

Temporary Budget Revenue Approval: The projected 2025 total operations revenue is **\$839,720.00**. The total projected 2024 operating revenue with carryover is **\$1,185,812.23**. The total projected 2025 Revenue with carryover and capital is **\$1,714,889.00**.

Approve Resolution: 24-12-10: Request the approval of the 2025 Budget Revenue-Temporary Appropriation.

Approved: First – Rutledge | Second – Repella

Temporary Budget Appropriations Approval: The operating expenses for 2025 are proposed at **\$898,725.50** Total Expenditure/Appropriation including Capital Projects total **\$1,189,725.50**.

Approve Resolution: 24-12-11: Request the approval of the 2025 Budget-Temporary Appropriations.

Approved: First – Repella | Second – Rutledge

2025 Pay Rate Increase: In response to cost of living increases and continued quality service, we are proposing a 3% pay increase for staff.

Approve Resolution: 24-12-12: To approve a 3% hourly rate increase across the board for all current employees, not including the Director and the Fiscal Officer. The pay increase is effective with the first pay in January 2025.

Approved: First – Rutledge | Second – Repella

Correspondence:

None

Director’s Report:

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

Approved: First – Repella | Second – Milano

November 2024 Library Statistics:

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

Accept Financial Gifts—November 2024:

Restricted Individual Contributions:
Virginia Birks \$500.00

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

Total Financial Gifts \$537.00

In-kind Gifts for November 2024

- 26 Books Donated - Mary L Miller

Motion to Adjourn:

Approved: First – Rutledge | Second – Repella

The next Regular Board Meeting will be January 23, 2025 at 6:30 pm in the Board Room.

**Minerva Public Library
Board of Trustees**

January 23, 2024

**Organizational &
Board Meeting
Minutes**

**Minerva Public Library Board of Trustees
2025 Annual Organization Meeting Agenda
January, 2025 Regular Meeting Agenda
January 23, 2025 at 6:30 pm in the Library Board Room**

Attendance:

Trustee: Roger Bartley Yes

Trustee: Jennifer Beard Absent

Trustee: Casey Milano Yes

Trustee: Rebecca Miller Yes

Trustee: Sarah Repella Yes

Trustee: Diane Ruff Yes

Trustee: Richard Rutledge Yes

Fiscal Officer: Heather Husted Yes

Director: Jason Bumbico Yes

Call to Order

Adjustments to the Agenda

Public Participation

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 2025.
(2024 Officers are listed in parenthesis.)

President (Roger Bartley) Roger Bartley

Vice President (Dick Rutledge) Dick Rutledge

Secretary (Rebecca Miller) Casey Milano

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

Building & Grounds (Beard, Milano, Ruff) same

Finance & Audit (Bartley, Repella, Rutledge) same

Personnel (Repella, Ruff, Rutledge) same

Policy Committee (Milano, Miller, Beard) same

Development Chair (Bartley) same

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) September 25, 2025

1st - Repella, 2nd - Ruff

Accept: Monthly regular Board meeting calendar for 2025. 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 2025 regular meeting schedule is listed below:

January 23	May 22	September 25
February 27	June 26	October 23
March 27	July 24	November 20
April 24	August 21	December 18

1st - Ruff, 2nd - Milano

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 Miller Second Milano Time: 6:39 pm

Roll Call: Bartley Beard Milano Miller Repella Ruff Rutledge

Return to Regular Session

 Motion Second Time: 7:42 pm

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.

1st - Repella, 2nd - Miller

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: 25-01-02: 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 2025 and continuing through to the 2025 Organization Meeting, as long as said expenditures fall within the 2025 or 2026 Appropriation Resolution(s) adopted by the Board of Trustees.

1st - Milano, 2nd - Repella

Motion for Resolution: 25-01-03: 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 2025 and continuing through to the 2026 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

1st - Ruff, 2nd - Miller

Motion for Resolution: 25-01-04: 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 2025 and continuing through to the 2026 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.

1st - Repella, 2nd - Miller

Motion for Resolution: 25-01-05: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2025 and continuing until the 2026 organizational meeting, as long as said bills fall within the 2025 or 2026 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 according to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2025 and continuing through to the 2026 Organization Meeting as approved by the Board.

1st - Miller, 2nd - Repella

Motion for Resolution: 25-01-06: 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 2025 and continues through to the 2026 Organization Meeting.

1st - Repella, 2nd - Miller

Motion for Resolution 25-01-07: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2025 and continuing through to the 2026 Organization Meeting.

1st - Milano, 2nd - Ruff

Motion for Resolution 25-01-08: to appoint the Library Director to act as the Compliance Officer for the library credit card for Fiscal Year 2025 and through to the 2026 Organization Meeting.

1st - Repella, 2nd - Miller

Motion for Resolution 25-01-09: to accept the resignation of Jennifer Beard as a Minerva Public Library Trustee. 1st - Milano, 2nd - Miller

Motion for Resolution 25-01-10: to approve Brad Sayre to join the MPL Board of Trustees. 1st - Repella, 2nd - Miller

Moving to January Regular Meeting Business

Ongoing Business

Ohio Governor's Imagination Library Update: we have not yet received the November or December 2024 statistics.

Fiscal Officer's Report: 1st - Rutledge, 2nd - Repella

Motion to Accept: Monthly financial reports for December 2024, and the Fiscal Officer's Monthly Report

2024 General Revenue Net Operating Position

December Revenue =	\$82,924.59	Total Annual Revenue =	\$942,504.05
December Expense =	\$63,042.87	Total Annual Expenses =	\$911,678.39
Difference	\$19,881.72		\$30,825.66

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

2024 Appropriation	Current	2024 Expenses	As Percentage
	\$1,071,706.00	\$911,678.39	85.868%

New Business:

Permanent Budget Revenue Approval: The projected 2025 total operations revenue is \$839,720.00. The total projected 2024 operating revenue with carryover is \$1,185,812.23. The total projected 2025 Revenue with carryover and capital is \$1,714,889.00.

Approve Resolution: 25-01-11: Request the approval of the 2025 Budget Revenue—**Permanent** Appropriation. 1st - Milano, 2nd - Ruff

Permanent Budget Appropriations Approval: The operating expenses for 2025 are proposed at \$898,725.50 Total Expenditure/Appropriation including Capital Projects total \$1,189,725.50.

Approve Resolution: 25-01-12: Request the approval of the 2025 Budget —**Permanent** Appropriations. 1st - Repella, 2nd - Miller

Revise Meeting Room Policy: In an effort to increase the usage of our meeting spaces, while at the same time ensuring that they are used for purposes in line with the library's mission, we are proposing to change our meeting room policy to eliminate the \$25 fee for businesses and social functions. We will also revise the policy to state that the rooms are not to be used for any directly for-profit purposes.

Approve Resolution: 25-01-13: To revise Section 1.62 of the library's Public Services Policy Manual to reflect the attached language. 1st - Milano, 2nd - Rutledge

Revise Fax Fees: In order to make our services more accessible, we are proposing to eliminate the fee for sending faxes and reducing the fee for receiving faxes to \$.10 (10 cents) per page.

Approve Resolution: 25-01-14: To revise Section 4.21 of the library's Public Services Policy Manual to reflect the attached language **1st - Miller, 2nd - Repella**

Promote Rachael Carmine to Library Associate I Part-Time: Rachael has become an integral part of the Youth Services Team and promoting her would be advantageous in terms of retaining her employment and adding more flexibility to our staffing schedule. She would remain at her current rate of \$12.88, but she would work up to 29 hours per week and be eligible for sick and vacation time.

Approve Resolution: 25-01-15: To offer Rachael Carmine a promotion from Library Associate Substitute to Library Associate I Part-Time. Upon her acceptance, the promotion will be effective February 2, 2025. **1st - Ruff, 2nd - Rutledge**

Deputy Fiscal Officer: For the purposes of business continuity, there has been a recommendation that we appoint a deputy fiscal officer to take care of fiscal officer duties in case of emergency. If approved, we will determine how to best get the deputy appropriately bonded.

Approve Resolution: 25-01-16: To appoint Jason Bumbico Deputy Fiscal Officer effective February 1, 2024 through the January, 2025 Organization Meeting. **1st - Rutledge, 2nd - Miller**

Correspondence:

None

Director's Report:

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

1st - Miller, 2nd - Repella

December 2024 Library Statistics:

In-house circulation was **12,974**, which is about **14.17% below** the December 2023 total circulation of **15,116**. Total circulation was **19,132**, which is about **11.07% below** the December 2023 total circulation of **19,893**. The December 2024 door count was **4,193**,

down about 36.78% from December 2023, when it totaled **5,738**. In December 2024, **23 classrooms** came to the library from the Minerva School, serving **451 children**.

Accept Financial Gifts—December 2024:

Restricted Individual Contributions:

David Myers \$1000.00

Unrestricted Individual Contributions to the General Fund:

Theresa Blocher \$300.0

Book Sale \$9.90

Total Financial Gifts \$1309.90

In-kind Gifts for December 2024

- *None*

Motion to Adjourn: 1st - Miller, 2nd - Repella

The next Regular Board Meeting will be February 27, 2025 at 6:30 pm in the Board Room.

Minerva Public Library

January 2025 Financial Reports

Submitted for the February 2025 Board Meeting

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

Fiscal Officer's Report February 2025

1. Bank Reconciliation
 - a. No significant items to report
2. Revenue Receipt Register
 - a. \$1,458.71 of interest earned in January
3. Appropriation Payment Register
 - a. Book purchases \$2,996.54
 - b. Downloadable Content \$1,661.89
 - c. Brad's Carpet Cleaning LLC \$2,350.00
 - d. Final payment for audit \$217.30
 - e. Dues and Membership- Quarterly SEO payment \$5,727.87
 - f. Youth Printer \$2,117.32
4. Revenue Status (YTD 8%)
 - a. PLF was slightly ahead in all three counties (8.3%)
 - b. Overall Revenue Status 7.5%
5. Appropriation Status (YTD 8%)
 - a. Overall Appropriation Status is 5%
6. Investment Listing
 - a. \$1,458.71 interest YTD
7. Investments
 - a. CDAR at Huntington matured on 02/06/25
 - i. \$1,994.35 earned in interest

Revenue Status

By Fund

As Of 1/31/2025

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$0.07	\$24.93	0.280%
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.}	\$636,811.00	\$53,037.89	\$583,773.11	8.329%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$169,385.00	\$14,113.40	\$155,271.60	8.332%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$20,299.00	\$1,667.36	\$18,631.64	8.214%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$26.59	\$323.41	7.597%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$0.00	\$0.00	\$0.00	0.000%
1000-310-0314	Patron Fines and Lost Item Income{NOTARY FEE}	\$0.00	\$0.00	\$0.00	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,750.00	\$292.25	\$1,457.75	16.700%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,500.00	\$67.30	\$1,432.70	4.487%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$0.00	\$28.88	-\$28.88	0.000%
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	\$0.00	\$1,500.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$35.80	\$2,964.20	1.193%
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	\$5,000.00	\$682.73	\$4,317.27	13.655%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$0.93	\$99.07	0.930%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$0.00	\$0.00	0.000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$10.00	-\$10.00	0.000%
1000-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%

Revenue Status

By Fund

As Of 1/31/2025

Fund 1000 Sub-Total:	\$839,720.00	\$69,963.20	\$769,756.80	8.332%
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Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
4001-651-2024	Unrestricted Contributions - Individuals{Eglie Estate Donat}	\$0.00	\$0.00	\$0.00	0.000%
4001-701-0000	Interest or Dividends on Investments	\$0.00	\$775.98	-\$775.98	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$100,000.00	\$0.00	\$100,000.00	0.000%
Fund 4001 Sub-Total:		\$100,000.00	\$775.98	\$99,224.02	0.776%
Report Total:		\$939,720.00	\$70,739.18	\$868,980.82	7.528%

Revenue Receipt Register

January 2025

Account Code: 1000-190-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$0.07	C
					Account Total:	\$0.07

Account Code: 1000-240-0011

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
7-2025	01/17/2025	01/17/2025	STD	STARK COUNTY AUDITOR'S OFFICE	\$53,037.89	C
					Account Total:	\$53,037.89

Account Code: 1000-240-0012

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
6-2025	01/13/2025	01/17/2025	STD	CARROLL COUNTY AUDITOR'S OFFICE	\$14,113.40	C
					Account Total:	\$14,113.40

Account Code: 1000-240-0013

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
8-2025	01/14/2025	01/17/2025	STD	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,667.36	C
					Account Total:	\$1,667.36

Account Code: 1000-310-0311

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$12.00	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$0.60	C
11-2025	01/30/2025	01/30/2025	STD	Daily Receipts-CNB Registers	\$13.99	C
					Account Total:	\$26.59

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$29.95	C
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$17.00	C
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$5.90	C
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$31.30	C
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$2.20	C
4-2025	01/13/2025	01/13/2025	STD	Daily Receipts-CNB Registers	\$3.20	C
4-2025	01/13/2025	01/13/2025	STD	Daily Receipts-CNB Registers	\$3.20	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$28.10	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$14.90	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$26.25	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$9.40	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$8.80	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$7.85	C
10-2025	01/27/2025	01/27/2025	STD	Daily Receipts-CNB Registers	\$12.00	C
10-2025	01/27/2025	01/27/2025	STD	Daily Receipts-CNB Registers	\$20.70	C
10-2025	01/27/2025	01/27/2025	STD	Daily Receipts-CNB Registers	\$1.00	C
11-2025	01/30/2025	01/30/2025	STD	Daily Receipts-CNB Registers	\$6.55	C
11-2025	01/30/2025	01/30/2025	STD	Daily Receipts-CNB Registers	\$4.30	C
11-2025	01/30/2025	01/30/2025	STD	Daily Receipts-CNB Registers	\$59.65	C
					Account Total:	\$292.25

Revenue Receipt Register

January 2025

Account Code: 1000-399-0397

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$0.90	C
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$2.40	C
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$4.45	C
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$8.80	C
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$1.60	C
4-2025	01/13/2025	01/13/2025	STD	Daily Receipts-CNB Registers	\$8.00	C
4-2025	01/13/2025	01/13/2025	STD	Daily Receipts-CNB Registers	\$1.90	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$3.20	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$6.60	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$0.20	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$1.70	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$3.40	C
10-2025	01/27/2025	01/27/2025	STD	Daily Receipts-CNB Registers	\$6.00	C
10-2025	01/27/2025	01/27/2025	STD	Daily Receipts-CNB Registers	\$14.45	C
11-2025	01/30/2025	01/30/2025	STD	Daily Receipts-CNB Registers	\$3.00	C
11-2025	01/30/2025	01/30/2025	STD	Daily Receipts-CNB Registers	\$0.70	C
Account Total:					<u>\$67.30</u>	

Account Code: 1000-399-0398

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$12.50	C
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$3.00	C
4-2025	01/13/2025	01/13/2025	STD	Daily Receipts-CNB Registers	\$4.80	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$2.00	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$1.00	C
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$2.50	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$3.00	C
10-2025	01/27/2025	01/27/2025	STD	Daily Receipts-CNB Registers	\$0.08	C
Account Total:					<u>\$28.88</u>	

Account Code: 1000-651-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$2.05	C
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$3.10	C
1-2025	01/07/2025	01/07/2025	STD	Daily Receipts-CNB Registers	\$6.00	C
2-2025	01/09/2025	01/09/2025	STD	Daily Receipts-CNB Registers	\$0.90	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$1.00	C
9-2025	01/23/2025	01/23/2025	STD	Daily Receipts-CNB Registers	\$21.80	C
10-2025	01/27/2025	01/27/2025	STD	Daily Receipts-CNB Registers	\$0.15	C
11-2025	01/30/2025	01/30/2025	STD	Daily Receipts-CNB Registers	\$0.80	C
Account Total:					<u>\$35.80</u>	

Account Code: 1000-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
12-2025	01/28/2025	01/30/2025	INT	CD082817	\$77.91	C
13-2025	01/27/2025	01/30/2025	INT	CD072716	\$77.05	C
14-2025	01/24/2025	01/30/2025	INT	CD042517	\$9.31	C
16-2025	01/31/2025	02/03/2025	INT	Money Mark	\$404.02	C
17-2025	01/31/2025	02/03/2025	INT	Hunt. MM	\$114.44	C

Revenue Receipt Register

January 2025

Account Total: \$682.73

Account Code: 1000-820-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
5-2025	01/17/2025	01/17/2025	STD	Daily Receipts-CNB Registers	\$0.93	C
					Account Total:	<u>\$0.93</u>

Account Code: 1000-871-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
3-2025	01/13/2025	01/13/2025	STD	OHIO BUREAU OF WORKERS' COMPENSATION	\$10.00	C
					Account Total:	<u>\$10.00</u>

Account Code: 4001-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
16-2025	01/31/2025	02/03/2025	INT	Money Mark	\$604.69	C
17-2025	01/31/2025	02/03/2025	INT	Hunt. MM	\$171.29	C
					Account Total:	<u>\$775.98</u>
					Report Total:	<u>\$70,739.18</u>

Type: STD - Standard Receipt, INT - Interest Receipt, MEMO - Memo Receipt, GAIN - Capital Gain, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

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

Appropriation Status

By Fund

As Of 1/31/2025

Fund: General
 Pooled Balance: \$406,550.71
 Non-Pooled Balance: \$68,548.53
 Total Cash Balance: \$475,099.24

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-100-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$100,000.00	\$0.00	\$7,301.30	\$92,698.70	7.301%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$315,000.00	\$0.00	\$20,080.53	\$294,919.47	6.375%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$26,000.00	\$0.00	\$1,226.27	\$24,773.73	4.716%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$31,000.00	\$0.00	\$572.06	\$30,427.94	1.845%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$66,080.00	\$0.00	\$3,959.22	\$62,120.78	5.992%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$6,844.00	\$0.00	\$392.14	\$6,451.86	5.730%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$65,000.00	\$30,737.97	\$4,262.03	\$30,000.00	6.557%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$500.00	\$412.50	\$37.50	\$50.00	7.500%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,500.00	\$1,469.00	\$31.00	\$0.00	2.067%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.000%
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	0.000%
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0391	Other - Purchased and Contracted Services{Grunder Fund}	\$0.00	\$0.00	\$2,165.00	\$0.00	\$0.00	\$2,165.00	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$2,011.00	\$0.00	\$0.00	\$2,011.00	0.000%
1000-110-450-0015	Supplies{PROGRAMING SUPPLIES}	\$0.00	\$0.00	\$8,000.00	\$7,583.24	\$416.76	\$0.00	5.210%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0000	Books and Pamphlets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0109	Books and Pamphlets{Donation Adult Books-Moser}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$24,000.00	\$540.06	\$1,956.06	\$21,503.88	8.150%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$22,500.00	\$2,159.52	\$1,040.48	\$19,300.00	4.624%
1000-120-411-2022	Books and Pamphlets{Eglie Adult Books Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	0.000%

Appropriation Status

By Fund

As Of 1/31/2025

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$3,000.00	\$200.00	\$27.95	\$2,772.05	0.932%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$30,500.00	\$28,838.11	\$1,661.89	\$0.00	5.449%
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.000%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.000%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$3,500.00	\$3,214.42	\$285.58	\$0.00	8.159%
1000-210-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$9,000.00	\$8,289.86	\$710.14	\$0.00	7.890%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$46,250.00	\$37,544.00	\$956.00	\$7,750.00	2.067%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$2,500.00	\$2,325.00	\$175.00	\$0.00	7.000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$22,800.00	\$18,909.50	\$2,740.50	\$1,150.00	12.020%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$25,000.00	\$46,502.76	\$1,497.24	-\$23,000.00	5.989%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	0.000%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$10,000.00	\$9,000.00	\$972.97	\$27.03	9.730%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$8,000.00	\$7,492.08	\$507.92	\$0.00	6.349%
1000-230-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	0.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising{LEGAL ADS & PUBLICATIONS}	\$0.00	\$0.00	\$50.00	\$0.00	\$21.50	\$28.50	43.000%
1000-230-325-0010	Advertising{EMPLOYEE VACANCY ADS}	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$800.00	\$680.00	\$120.00	\$0.00	15.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$11,000.00	\$11,000.00	\$0.00	\$0.00	0.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$275.00	\$275.00	\$0.00	\$0.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$7,100.00	\$6,628.50	\$471.50	\$0.00	6.641%
1000-230-371-0000	Auditing Services	\$217.30	\$0.00	\$3,000.00	\$0.00	\$217.30	\$3,000.00	6.754%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$3,100.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 1/31/2025

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$15,000.00	\$14,950.75	\$49.25	\$0.00	0.328%
1000-230-390-0014	Other - Purchased and Contracted Services{COMPUTER SVCS & I}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$5,000.00	\$4,854.86	\$145.14	\$0.00	2.903%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$23,700.00	\$17,972.13	\$5,727.87	\$0.00	24.168%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$150.00	\$132.64	\$17.36	\$0.00	11.573%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other{Information Technology}	\$0.00	\$0.00	\$5,000.00	\$4,085.00	\$915.00	\$0.00	18.300%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$217.30	\$0.00	\$1,048,425.00	\$281,296.90	\$58,495.46	\$708,849.94	5.578%

Fund: Capital Projects

Pooled Balance: \$588,560.48
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$588,560.48

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
4001-760-720-2021	Land Improvement{McConnell Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-740-2024	Building Improvements{Eglie Estate Donation}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$30,000.00	\$0.00	\$2,117.32	\$27,882.68	7.058%
4001-760-750-2021	Furniture and Equipment{McConnell Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$150,000.00	\$0.00	\$2,117.32	\$147,882.68	1.412%
Report Total:		\$217.30	\$0.00	\$1,198,425.00	\$281,296.90	\$60,612.78	\$856,732.62	5.057%

Appropriation Payment Register

January 2025

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-110-110-0001 Salaries{ADMINISTRATIVE SALARIES}						
5-2025	EP	01/09/2025	01/07/2025	Jason Bumbico	\$2,075.76	C
9-2025	EP	01/09/2025	01/07/2025	Heather Husted	929.50	C
37-2025	EP	01/23/2025	01/21/2025	Jason Bumbico	2,075.76	C
41-2025	EP	01/23/2025	01/21/2025	Heather Husted	677.40	C
72-2025	EW	01/23/2025	01/23/2025	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	700.14	C
73-2025	EW	01/23/2025	01/23/2025	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	10.00	O
74-2025	CH	01/23/2025	01/23/2025	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	434.96	O
62-2025	EW	01/24/2025	01/23/2025	Ohio Department of Taxation	131.52	C
63-2025	EW	01/24/2025	01/23/2025	RITA	103.02	C
64-2025	EW	01/24/2025	01/23/2025	EFTPS	163.24	C
Account Total:					<u>\$7,301.30</u>	
Account Code: 1000-110-110-0003 Salaries{NON-PROFESSIONALS}						
1-2025	EP	01/09/2025	01/07/2025	Jennifer Baker	\$433.85	C
2-2025	EP	01/09/2025	01/07/2025	Sue E Barrick	471.46	C
3-2025	EP	01/09/2025	01/07/2025	Jennifer Bates	1,550.33	C
7-2025	EP	01/09/2025	01/07/2025	Rhonda Grogg	322.67	C
10-2025	EP	01/09/2025	01/07/2025	Donna Kohler	460.58	C
11-2025	EP	01/09/2025	01/07/2025	Lisa Lutes	714.73	C
12-2025	EP	01/09/2025	01/07/2025	Jersey Moss	498.91	C
13-2025	EP	01/09/2025	01/07/2025	Kendra Selby	681.03	C
16-2025	EP	01/09/2025	01/07/2025	Laken Underwood	891.24	C
17-2025	EP	01/09/2025	01/07/2025	Nicole Weber	1,439.77	C
19-2025	EW	01/10/2025	01/09/2025	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
33-2025	EP	01/23/2025	01/21/2025	Jennifer Baker	433.85	C
34-2025	EP	01/23/2025	01/21/2025	Sue E Barrick	465.97	C
35-2025	EP	01/23/2025	01/21/2025	Jennifer Bates	1,304.15	C
39-2025	EP	01/23/2025	01/21/2025	Rhonda Grogg	365.76	C
42-2025	EP	01/23/2025	01/21/2025	Donna Kohler	661.25	C
43-2025	EP	01/23/2025	01/21/2025	Lisa Lutes	609.19	C
44-2025	EP	01/23/2025	01/21/2025	Jersey Moss	449.51	C
45-2025	EP	01/23/2025	01/21/2025	Kendra Selby	776.06	C
48-2025	EP	01/23/2025	01/21/2025	Laken Underwood	905.67	C
49-2025	EP	01/23/2025	01/21/2025	Nicole Weber	1,193.59	C
61-2025	EW	01/23/2025	01/23/2025	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
72-2025	EW	01/23/2025	01/23/2025	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,948.05	C
73-2025	EW	01/23/2025	01/23/2025	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	150.00	O
74-2025	CH	01/23/2025	01/23/2025	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	1,446.70	O
62-2025	EW	01/24/2025	01/23/2025	Ohio Department of Taxation	296.24	C

Appropriation Payment Register

January 2025

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
63-2025	EW	01/24/2025	01/23/2025	RITA	275.68	C
64-2025	EW	01/24/2025	01/23/2025	EFTPS	1,123.35	C
75-2025	EW	01/27/2025	01/24/2025	AMERICAN HERITAGE LIFE INSURANCE COMPANY	130.94	O
Account Total:					<u>\$20,080.53</u>	
Account Code: 1000-110-110-0004 Salaries{SUBSTITUTES}						
4-2025	EP	01/09/2025	01/07/2025	Eli Benzel	\$111.66	C
6-2025	EP	01/09/2025	01/07/2025	Rachael Carmine	144.50	C
14-2025	EP	01/09/2025	01/07/2025	Payton S Selby	50.19	C
15-2025	EP	01/09/2025	01/07/2025	Anne Tokos	146.92	C
36-2025	EP	01/23/2025	01/21/2025	Eli Benzel	100.51	C
38-2025	EP	01/23/2025	01/21/2025	Rachael Carmine	277.81	C
40-2025	EP	01/23/2025	01/21/2025	Trista Howe	42.77	C
46-2025	EP	01/23/2025	01/21/2025	Payton S Selby	50.19	C
47-2025	EP	01/23/2025	01/21/2025	Anne Tokos	137.34	C
72-2025	EW	01/23/2025	01/23/2025	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	122.64	C
62-2025	EW	01/24/2025	01/23/2025	Ohio Department of Taxation	5.56	C
63-2025	EW	01/24/2025	01/23/2025	RITA	18.39	C
64-2025	EW	01/24/2025	01/23/2025	EFTPS	17.79	C
Account Total:					<u>\$1,226.27</u>	
Account Code: 1000-110-110-0005 Salaries{SERVICE WORKERS}						
7-2025	EP	01/09/2025	01/07/2025	Rhonda Grogg	\$31.42	C
8-2025	EP	01/09/2025	01/07/2025	Trista Howe	122.63	C
39-2025	EP	01/23/2025	01/21/2025	Rhonda Grogg	150.24	C
40-2025	EP	01/23/2025	01/21/2025	Trista Howe	189.87	C
72-2025	EW	01/23/2025	01/23/2025	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	57.21	C
62-2025	EW	01/24/2025	01/23/2025	Ohio Department of Taxation	3.82	C
63-2025	EW	01/24/2025	01/23/2025	RITA	8.58	C
64-2025	EW	01/24/2025	01/23/2025	EFTPS	8.29	C
Account Total:					<u>\$572.06</u>	
Account Code: 1000-110-211-0000 Ohio Public Employees Retirement System						
72-2025	EW	01/23/2025	01/23/2025	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,959.22	C
Account Total:					<u>\$3,959.22</u>	
Account Code: 1000-110-213-0000 Medicare						
64-2025	EW	01/24/2025	01/23/2025	EFTPS	\$392.14	C
Account Total:					<u>\$392.14</u>	
Account Code: 1000-110-221-0000 Medical / Hospitalization Insurance						
74-2025	CH	01/23/2025	01/23/2025	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$4,262.03	O
Account Total:					<u>\$4,262.03</u>	

Appropriation Payment Register

January 2025

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-110-222-0000 Life Insurance						
74-2025	CH	01/23/2025	01/23/2025	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$37.50	O
					Account Total:	\$37.50
Account Code: 1000-110-225-0000 Workers' Compensation						
23-2025	CH	01/04/2025	01/09/2025	OHIO BUREAU OF WORKERS' COMPENSATION	\$31.00	O
					Account Total:	\$31.00
Account Code: 1000-110-450-0015 Supplies{PROGRAMING SUPPLIES}						
54-2025	CH	01/21/2025	01/21/2025	AMAZON	\$19.99	C
55-2025	CH	01/21/2025	01/21/2025	AMAZON	116.44	C
83-2025	CH	01/30/2025	01/30/2025	AMAZON	141.37	O
86-2025	CH	01/30/2025	01/30/2025	AMAZON	138.96	O
					Account Total:	\$416.76
Account Code: 1000-120-411-1000 Books and Pamphlets{ADULT DEPT. BOOKS}						
57-2025	CH	01/21/2025	01/21/2025	AMAZON	\$344.71	C
58-2025	CH	01/21/2025	01/21/2025	AMAZON	875.13	C
85-2025	CH	01/30/2025	01/30/2025	AMAZON	92.44	O
88-2025	CH	01/30/2025	01/30/2025	AMAZON	91.66	O
89-2025	CH	01/30/2025	01/30/2025	AMAZON	44.78	O
90-2025	CH	01/30/2025	01/30/2025	AMAZON	507.34	O
					Account Total:	\$1,956.06
Account Code: 1000-120-411-2000 Books and Pamphlets{YOUTH DEPT. BOOKS}						
56-2025	CH	01/21/2025	01/21/2025	AMAZON	\$236.97	C
70-2025	CH	01/23/2025	01/23/2025	AMAZON	495.70	O
87-2025	CH	01/30/2025	01/30/2025	AMAZON	104.95	O
91-2025	CH	01/30/2025	01/30/2025	AMAZON	145.99	O
92-2025	CH	01/30/2025	01/30/2025	AMAZON	56.87	O
					Account Total:	\$1,040.48
Account Code: 1000-120-413-1006 Audiovisual Materials{Audiovisual Materials ADULT}						
59-2025	CH	01/21/2025	01/21/2025	AMAZON	\$27.95	C
					Account Total:	\$27.95
Account Code: 1000-120-413-1007 Audiovisual Materials{DOWNLOADABLE CONTENT}						
29-2025	CH	01/09/2025	01/09/2025	MIDWEST TAPE	\$1,661.89	C
					Account Total:	\$1,661.89
Account Code: 1000-120-459-0008 Other - Supplies{CATALOGING & PROCESSING SUPPL.}						
67-2025	CH	01/23/2025	01/23/2025	DEMCO, INC.	\$285.58	C
					Account Total:	\$285.58
Account Code: 1000-210-321-0000 Telephone						

Appropriation Payment Register

January 2025

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
25-2025	CH	01/09/2025	01/09/2025	FIRST COMMUNICATIONS	\$710.14	C
Account Total:					\$710.14	
Account Code: 1000-210-332-0000 Maintenance and Repair on Equipment						
28-2025	CH	01/09/2025	01/09/2025	INDEPENDENT ELEVATOR CO., INC.	\$231.00	C
51-2025	CH	01/21/2025	01/21/2025	PC CoPilot	725.00	C
Account Total:					\$956.00	
Account Code: 1000-210-334-0000 Trash Removal						
81-2025	CH	01/30/2025	01/30/2025	Solid Waste And Recycling	\$175.00	O
Account Total:					\$175.00	
Account Code: 1000-210-339-0000 Other - Property Maint. Repair & Security Svc						
26-2025	CH	01/09/2025	01/09/2025	UNIFIRST	\$91.16	C
52-2025	CH	01/21/2025	01/21/2025	BRAD'S CARPET CLEANING LLC	2,350.00	O
66-2025	CH	01/23/2025	01/23/2025	21ST CENTURY ALARM	112.50	C
77-2025	CH	01/30/2025	01/30/2025	UNIFIRST	101.84	O
78-2025	CH	01/30/2025	01/30/2025	CLEAN - N - GREEN	85.00	O
Account Total:					\$2,740.50	
Account Code: 1000-210-361-0000 Electricity						
21-2025	CH	01/17/2025	01/09/2025	AMERICAN ELECTRIC POWER	\$1,497.24	C
Account Total:					\$1,497.24	
Account Code: 1000-210-363-0000 Natural Gas						
20-2025	CH	01/16/2025	01/09/2025	COLUMBIA GAS OF OHIO	\$972.97	C
Account Total:					\$972.97	
Account Code: 1000-210-452-0000 Property Maintenance/Repair Supplies & Parts						
30-2025	CH	01/09/2025	01/09/2025	SAND ROCK MINERAL WATER CO.	\$8.00	C
84-2025	CH	01/30/2025	01/30/2025	AMAZON	444.92	O
114-2025	CH	01/31/2025	02/03/2025	CONSUMERS NATIONAL BANK	30.00	C
115-2025	CH	01/31/2025	02/03/2025	CONSUMERS NATIONAL BANK	25.00	C
Account Total:					\$507.92	
Account Code: 1000-230-325-0009 Advertising{LEGAL ADS & PUBLICATIONS}						
68-2025	CH	01/23/2025	01/23/2025	FREE PRESS STANDARD	\$21.50	O
Account Total:					\$21.50	
Account Code: 1000-230-329-0000 Other - Communications,Printing and Publicity						
80-2025	CH	01/30/2025	01/30/2025	MINERVA AREA CHAMBER OF COMMERCE	\$120.00	O
Account Total:					\$120.00	
Account Code: 1000-230-351-0000 Rents and Leases						
27-2025	CH	01/09/2025	01/09/2025	ALLIED INFOTECH	\$60.00	C
79-2025	CH	01/30/2025	01/30/2025	copeco	411.50	O

Appropriation Payment Register

January 2025

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
					Account Total:	\$471.50
Account Code:	1000-230-371-0000	Auditing Services				
24-2025	CH	01/09/2025	01/09/2025	Treasurer State of Ohio	\$217.30	C
					Account Total:	\$217.30
Account Code:	1000-230-390-0000	Other - Purchased and Contracted Services				
32-2025	CH	01/09/2025	01/09/2025	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25	C
					Account Total:	\$49.25
Account Code:	1000-230-451-0007	General Administrative Supplies{OFFICE SUPPLIES}				
113-2025	CH	01/01/2025	02/03/2025	CONSUMERS NATIONAL BANK	\$8.51	C
93-2025	CH	01/15/2025	01/30/2025	HUNTINGTON	5.00	C
60-2025	CH	01/21/2025	01/21/2025	AMAZON	110.03	C
71-2025	CH	01/23/2025	01/23/2025	AMAZON	21.60	O
					Account Total:	\$145.14
Account Code:	1000-230-510-0000	Dues and Memberships				
65-2025	CH	01/23/2025	01/23/2025	Treasurer State of Ohio	\$5,727.87	O
					Account Total:	\$5,727.87
Account Code:	1000-230-520-0000	Taxes and Assessments				
22-2025	CH	01/23/2025	01/09/2025	Ohio Department of Taxation	\$1.36	C
82-2025	CH	01/30/2025	01/30/2025	STARK COUNTY TREASURER	16.00	O
					Account Total:	\$17.36
Account Code:	1000-230-590-0511	Other - Other{Information Technology}				
31-2025	CH	01/09/2025	01/09/2025	PC CoPilot	\$915.00	C
					Account Total:	\$915.00
Account Code:	4001-760-750-0000	Furniture and Equipment				
53-2025	CH	01/21/2025	01/21/2025	LAKE BUSINESS PRODUCTS	\$2,117.32	C
					Account Total:	\$2,117.32
					Report Total:	\$60,612.78

Type: AM – Accounting Manual Warrant, AW – Accounting Warrant, IM – Investment Manual Warrant, IW – Investment Warrant, PM – Payroll Manual Warrant, PR – Payroll Warrant, RW – Reduction of Receipt Warrant, SW – Skipped Warrant, WH – Withholding Warrant, WS – Special Warrant, POS ADJ – Positive Adjustment, NEG ADJ – Negative Adjustment, POS REAL – Positive Reallocation , NEG REAL – Negative, CH - Account Charge, MR - Memo Receipt

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

Bank Reconciliation

Reconciled Date 1/31/2025

Posted 2/6/2025 3:42:20 PM

Prior UAN Balance:		\$1,053,533.32
Receipts:	+	\$70,744.18
Payments:	-	\$60,617.78
Adjustments:	+	\$0.00
Current UAN Balance as of 01/31/2025:		\$1,063,659.72
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 01/31/2025:		<u>\$1,063,659.72</u>
Entered Bank Balances as of 01/31/2025:		\$1,081,458.14
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$17,798.42
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 01/31/2025:		<u>\$1,063,659.72</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 01/31/2025.

There are no outstanding adjustments as of 01/31/2025.

Bank Balances

Reconciled Date 1/31/2025

Posted 2/6/2025 3:42:20 PM

<u>Type</u>	<u>Name</u>	<u>Number</u>	<u>Prior Bank Balance</u>	<u>Calculated Bank Balance</u>	<u>Entered Bank Balance</u>	<u>Difference</u>
Primary	PRIMARY		\$155,932.15	\$170,390.30	\$170,390.30	\$0.00
Secondary	CHANGE AMT		\$109.20	\$109.20	\$109.20	\$0.00
Secondary	PETTYCASH2		\$60.00	\$60.00	\$60.00	\$0.00
Investment	CD042517		\$21,915.73	\$21,925.04	\$21,925.04	\$0.00
Investment	CD072716		\$23,104.32	\$23,181.37	\$23,181.37	\$0.00
Investment	CD082817		\$23,364.21	\$23,442.12	\$23,442.12	\$0.00
Investment	HUNT 26 CD		\$79,005.82	\$79,005.82	\$79,005.82	\$0.00
Investment	Hunt. MM		\$168,217.04	\$168,497.77	\$168,497.77	\$0.00
Investment	Money Mark		\$593,837.81	\$594,846.52	\$594,846.52	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$1,065,546.28</u>	<u>\$1,081,458.14</u>	<u>\$1,081,458.14</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 1/31/2025

Posted 2/6/2025 3:42:20 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	23-2025	01/04/2025	OHIO BUREAU OF WORKERS' COMPENSATION	\$31.00
PRIMARY	Electronic	52-2025	01/21/2025	BRAD'S CARPET CLEANING LLC	\$2,350.00
PRIMARY	Electronic	65-2025	01/23/2025	Treasurer State of Ohio	\$5,727.87
PRIMARY	Electronic	68-2025	01/23/2025	FREE PRESS STANDARD	\$21.50
PRIMARY	Electronic	70-2025	01/23/2025	AMAZON	\$495.70
PRIMARY	Electronic	71-2025	01/23/2025	AMAZON	\$21.60
PRIMARY	Electronic	73-2025	01/23/2025	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$160.00
PRIMARY	Electronic	74-2025	01/23/2025	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$6,181.19
PRIMARY	Electronic	75-2025	01/27/2025	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	77-2025	01/30/2025	UNIFIRST	\$101.84
PRIMARY	Electronic	78-2025	01/30/2025	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	79-2025	01/30/2025	copeco	\$411.50
PRIMARY	Electronic	80-2025	01/30/2025	MINERVA AREA CHAMBER OF COMMERCE	\$120.00
PRIMARY	Electronic	81-2025	01/30/2025	Solid Waste And Recycling	\$175.00
PRIMARY	Electronic	82-2025	01/30/2025	STARK COUNTY TREASURER	\$16.00
PRIMARY	Electronic	83-2025	01/30/2025	AMAZON	\$141.37
PRIMARY	Electronic	84-2025	01/30/2025	AMAZON	\$444.92
PRIMARY	Electronic	85-2025	01/30/2025	AMAZON	\$92.44
PRIMARY	Electronic	86-2025	01/30/2025	AMAZON	\$138.96
PRIMARY	Electronic	87-2025	01/30/2025	AMAZON	\$104.95
PRIMARY	Electronic	88-2025	01/30/2025	AMAZON	\$91.66
PRIMARY	Electronic	89-2025	01/30/2025	AMAZON	\$44.78
PRIMARY	Electronic	90-2025	01/30/2025	AMAZON	\$507.34
PRIMARY	Electronic	91-2025	01/30/2025	AMAZON	\$145.99
PRIMARY	Electronic	92-2025	01/30/2025	AMAZON	\$56.87
					\$17,798.42

Cleared Payments

Reconciled Date 1/31/2025

Posted 2/6/2025 3:42:20 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	1-2025	01/09/2025	Jennifer Baker	\$433.85
PRIMARY	Electronic	2-2025	01/09/2025	Sue E Barrick	\$471.46
PRIMARY	Electronic	3-2025	01/09/2025	Jennifer Bates	\$1,550.33
PRIMARY	Electronic	4-2025	01/09/2025	Eli Benzel	\$111.66
PRIMARY	Electronic	5-2025	01/09/2025	Jason Bumbico	\$2,075.76
PRIMARY	Electronic	6-2025	01/09/2025	Rachael Carmine	\$144.50
PRIMARY	Electronic	7-2025	01/09/2025	Rhonda Grogg	\$354.09
PRIMARY	Electronic	8-2025	01/09/2025	Trista Howe	\$122.63
PRIMARY	Electronic	9-2025	01/09/2025	Heather Husted	\$929.50
PRIMARY	Electronic	10-2025	01/09/2025	Donna Kohler	\$460.58
PRIMARY	Electronic	11-2025	01/09/2025	Lisa Lutes	\$714.73
PRIMARY	Electronic	12-2025	01/09/2025	Jersey Moss	\$498.91
PRIMARY	Electronic	13-2025	01/09/2025	Kendra Selby	\$681.03
PRIMARY	Electronic	14-2025	01/09/2025	Payton S Selby	\$50.19
PRIMARY	Electronic	15-2025	01/09/2025	Anne Tokos	\$146.92
PRIMARY	Electronic	16-2025	01/09/2025	Laken Underwood	\$891.24
PRIMARY	Electronic	17-2025	01/09/2025	Nicole Weber	\$1,439.77
PRIMARY	Electronic	19-2025	01/10/2025	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	20-2025	01/16/2025	COLUMBIA GAS OF OHIO	\$972.97
PRIMARY	Electronic	21-2025	01/17/2025	AMERICAN ELECTRIC POWER	\$1,497.24
PRIMARY	Electronic	22-2025	01/23/2025	Ohio Department of Taxation	\$1.36
PRIMARY	Electronic	24-2025	01/09/2025	Treasurer State of Ohio	\$217.30
PRIMARY	Electronic	25-2025	01/09/2025	FIRST COMMUNICATIONS	\$710.14
PRIMARY	Electronic	26-2025	01/09/2025	UNIFIRST	\$91.16
PRIMARY	Electronic	27-2025	01/09/2025	ALLIED INFOTECH	\$60.00
PRIMARY	Electronic	28-2025	01/09/2025	INDEPENDENT ELEVATOR CO., INC.	\$231.00
PRIMARY	Electronic	29-2025	01/09/2025	MIDWEST TAPE	\$1,661.89
PRIMARY	Electronic	30-2025	01/09/2025	SAND ROCK MINERAL WATER CO.	\$8.00
PRIMARY	Electronic	31-2025	01/09/2025	PC CoPilot	\$915.00
PRIMARY	Electronic	32-2025	01/09/2025	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25
PRIMARY	Electronic	33-2025	01/23/2025	Jennifer Baker	\$433.85
PRIMARY	Electronic	34-2025	01/23/2025	Sue E Barrick	\$465.97
PRIMARY	Electronic	35-2025	01/23/2025	Jennifer Bates	\$1,304.15
PRIMARY	Electronic	36-2025	01/23/2025	Eli Benzel	\$100.51

Cleared Payments

Reconciled Date 1/31/2025

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	37-2025	01/23/2025	Jason Bumbico	\$2,075.76
PRIMARY	Electronic	38-2025	01/23/2025	Rachael Carmine	\$277.81
PRIMARY	Electronic	39-2025	01/23/2025	Rhonda Grogg	\$516.00
PRIMARY	Electronic	40-2025	01/23/2025	Trista Howe	\$232.64
PRIMARY	Electronic	41-2025	01/23/2025	Heather Husted	\$677.40
PRIMARY	Electronic	42-2025	01/23/2025	Donna Kohler	\$661.25
PRIMARY	Electronic	43-2025	01/23/2025	Lisa Lutes	\$609.19
PRIMARY	Electronic	44-2025	01/23/2025	Jersey Moss	\$449.51
PRIMARY	Electronic	45-2025	01/23/2025	Kendra Selby	\$776.06
PRIMARY	Electronic	46-2025	01/23/2025	Payton S Selby	\$50.19
PRIMARY	Electronic	47-2025	01/23/2025	Anne Tokos	\$137.34
PRIMARY	Electronic	48-2025	01/23/2025	Laken Underwood	\$905.67
PRIMARY	Electronic	49-2025	01/23/2025	Nicole Weber	\$1,193.59
PRIMARY	Electronic	51-2025	01/21/2025	PC CoPilot	\$725.00
PRIMARY	Electronic	53-2025	01/21/2025	LAKE BUSINESS PRODUCTS	\$2,117.32
PRIMARY	Electronic	54-2025	01/21/2025	AMAZON	\$19.99
PRIMARY	Electronic	55-2025	01/21/2025	AMAZON	\$116.44
PRIMARY	Electronic	56-2025	01/21/2025	AMAZON	\$236.97
PRIMARY	Electronic	57-2025	01/21/2025	AMAZON	\$344.71
PRIMARY	Electronic	58-2025	01/21/2025	AMAZON	\$875.13
PRIMARY	Electronic	59-2025	01/21/2025	AMAZON	\$27.95
PRIMARY	Electronic	60-2025	01/21/2025	AMAZON	\$110.03
PRIMARY	Electronic	61-2025	01/23/2025	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	62-2025	01/24/2025	Ohio Department of Taxation	\$437.14
PRIMARY	Electronic	63-2025	01/24/2025	RITA	\$405.67
PRIMARY	Electronic	64-2025	01/24/2025	EFTPS	\$1,704.81
PRIMARY	Electronic	66-2025	01/23/2025	21ST CENTURY ALARM	\$112.50
PRIMARY	Electronic	67-2025	01/23/2025	DEMCO, INC.	\$285.58
PRIMARY	Electronic	72-2025	01/23/2025	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,787.26
PRIMARY	Electronic	93-2025	01/15/2025	HUNTINGTON	\$5.00
PRIMARY	Electronic	113-2025	01/01/2025	CONSUMERS NATIONAL BANK	\$8.51
PRIMARY	Electronic	114-2025	01/31/2025	CONSUMERS NATIONAL BANK	\$30.00
PRIMARY	Electronic	115-2025	01/31/2025	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Electronic	1213-2024	12/12/2024	LOVELESS EXTERMINATING	\$120.00

Cleared Payments

Reconciled Date 1/31/2025

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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	1214-2024	12/12/2024	RAY ELECTRIC	\$266.18
PRIMARY	Electronic	1263-2024	12/26/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$150.00
PRIMARY	Electronic	1264-2024	12/26/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,887.74
PRIMARY	Electronic	1265-2024	12/27/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	1270-2024	12/26/2024	Solid Waste And Recycling	\$175.00
PRIMARY	Electronic	1271-2024	12/26/2024	AMAZON	\$967.03
PRIMARY	Electronic	1272-2024	12/26/2024	AMAZON	\$850.66
PRIMARY	Electronic	1273-2024	12/26/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$797.50
PRIMARY	Electronic	1274-2024	12/26/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$2,491.06
PRIMARY	Electronic	1275-2024	12/27/2024	KISHMAN'S IGA	\$47.50
PRIMARY	Electronic	1276-2024	12/27/2024	BLACKSTONE AUDIOBOOKS	\$247.68
PRIMARY	Electronic	1278-2024	12/27/2024	BAKER & TAYLOR BOOKS	\$12.99
PRIMARY	Electronic	1279-2024	12/27/2024	BAKER & TAYLOR BOOKS	\$22.95
PRIMARY	Electronic	1280-2024	12/27/2024	BAKER & TAYLOR BOOKS	\$27.52
PRIMARY	Electronic	1281-2024	12/27/2024	NATURESCAPES	\$625.00
PRIMARY	Electronic	1283-2024	12/30/2024	BAKER & TAYLOR BOOKS	\$12.99
PRIMARY	Electronic	1284-2024	12/30/2024	AMAZON	\$42.96
PRIMARY	Electronic	1285-2024	12/30/2024	AMAZON	\$84.38
PRIMARY	Electronic	1286-2024	12/30/2024	AMAZON	\$52.88
Hunt. MM	Inv Transfer		01/15/2025	Transfer From Investment Hunt. MM	\$5.00
					\$54,832.32

Cleared Receipts

Reconciled Date 1/31/2025

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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		1-2025	01/07/2025	Daily Receipts-CNB Registers	\$71.75
PRIMARY	Standard		2-2025	01/09/2025	Daily Receipts-CNB Registers	\$72.30
PRIMARY	Standard		3-2025	01/13/2025	OHIO BUREAU OF WORKERS' COMPENSATION	\$10.00
PRIMARY	Standard		4-2025	01/13/2025	Daily Receipts-CNB Registers	\$21.10
PRIMARY	Standard		6-2025	01/13/2025	CARROLL COUNTY AUDITOR'S OFFICE	\$14,113.40
PRIMARY	Standard		8-2025	01/14/2025	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,667.36
PRIMARY	Standard		5-2025	01/17/2025	Daily Receipts-CNB Registers	\$86.35
PRIMARY	Standard		7-2025	01/17/2025	STARK COUNTY AUDITOR'S OFFICE	\$53,037.89
PRIMARY	Standard		9-2025	01/23/2025	Daily Receipts-CNB Registers	\$56.95
PRIMARY	Standard		10-2025	01/27/2025	Daily Receipts-CNB Registers	\$54.38
PRIMARY	Standard		11-2025	01/30/2025	Daily Receipts-CNB Registers	\$88.99
PRIMARY	Inv Transfer			01/15/2025	Transfer From Investment Hunt. MM	\$5.00
CD042517	Interest		14-2025	01/24/2025	CD042517	\$9.31
CD072716	Interest		13-2025	01/27/2025	CD072716	\$77.05
CD082817	Interest		12-2025	01/28/2025	CD082817	\$77.91
Hunt. MM	Interest		17-2025	01/31/2025	Hunt. MM	\$285.73
Money Mark	Interest		16-2025	01/31/2025	Money Mark	\$1,008.71
						\$70,744.18

Fund Status

As Of 1/31/2025

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	40.855%	\$475,099.24	\$68,548.53	\$406,550.71
4001	Capital Projects	59.145%	\$588,560.48	\$0.00	\$588,560.48
All Funds Total			\$1,063,659.72	\$68,548.53	\$995,111.19
Pooled Investments					\$842,350.11
Secondary Checking Accounts					\$169.20
Available Primary Checking Balance					\$152,591.88

Last reconciled to bank: 01/31/2025 – Total other adjusting factors: \$0.00

Investment Listing

System Year 2025

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,925.04	0.50%	\$9.31	\$1,400.58	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 04/27/25	\$23,181.37	3.92%	\$77.05	\$3,003.63	10/27/2024	04/27/2025		
CD082817	CONSUMERS 0106774145 CD 04/28/25	\$23,442.12	3.92%	\$77.91	\$2,695.06	10/28/2024	04/28/2025		
HUNT 26 CD	HUNTINGTON CDAR 26 WEEKS	\$79,005.82	5.00%	\$0.00	\$0.00	08/07/2024	02/06/2025		
Hunt. MM	Huntington Money Market	\$168,497.77	3.00%	\$285.73	\$6,681.90	08/01/2023	08/01/2053		
Money Mark	Money Market Consumers	\$594,846.52	2.00%	\$1,008.71	\$17,880.99	05/04/2023	05/04/2073		
STAR OHIO	STATE TREASURY ASSET RESERVE OF OH	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		
		<u>\$910,898.64</u>		<u>\$1,458.71</u>	<u>\$302,335.01</u>				

703 South Union Ave
Alliance, Ohio 44601
<https://www.ctsupport.net>
+1 330-821-4840



Minerva Public Library
677 Lynnwood Drive
Minerva, OH, United States 44657

Estimate # 1241
Estimate Date 02-18-2025
Total \$4,392.91

Item	Description	Unit Cost	Quantity	Line Total
22" Dell	22" Dell Monitor 3 Year Warranty Originally \$160.00, less discount of 3%	\$155.20	24.0	\$3,724.80
On Site Labor Derek	On Site Labor Derek; Build and install 24 screens if required.	\$100.00	4.0	\$400.00

THIS IS AN ESTIMATE

Disclaimer

This estimate is not guaranteed. The price named in the estimate is an approximation of the project requirements as described by the client. The actual cost may change after all of the project elements have been negotiated and finalized. The client will be informed of any changes in cost in advance.

This estimate is valid until for 15 days after .

Subtotal \$4,124.80
Tax \$268.11
Estimate Total \$4,392.91

Signed: _____

Date: _____



703 South Union Ave
 Alliance, Ohio 44601
<https://www.ctsupport.net>
 +1 330-821-4840



Minerva Public Library
 677 Lynnwood Drive
 Minerva, OH, United States 44657

Estimate # 1198
 Estimate Date 01-14-2025

Total	\$988.32
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Item	Description	Unit Cost	Quantity	Line Total
Essential Monitoring Plus	Essential Monitoring Plus - 24/7 System health monitoring for workstation. **Overseeing and managing the security and functionality of all devices (endpoints) connected to a network, including tasks like software updates, security policy enforcement and device health monitoring.**	\$3.00	26.0	\$78.00
Huntress EDR AV	Huntress Endpoint Detection and Response Security Software. **Managed endpoint detection and response (EDR) solution that helps businesses protect themselves from cyber threats. It monitors endpoints for malicious activity and provides tools to help investigate and respond to threats**	\$5.00	26.0	\$130.00
Unmngd Off Site Back up 250GB	Off Site Back up of current Synology NAS. Up to 250GB	\$20.00	1.0	\$20.00
Block Hours	Block Hours; Block hours to be used for onboarding and 2 semiannual sessions to update firmware on Access Points, Nas and Firewall.	\$90.00	6.0	\$540.00
22" Dell	22" Dell Monitor 3 Year Warranty	\$160.00	1.0	\$160.00

THIS IS AN ESTIMATE

Subtotal	\$928.00
Tax	\$60.32
Estimate Total	\$988.32

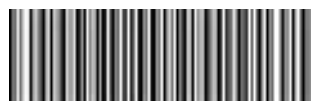
Disclaimer

This estimate is not guaranteed. The price named in the estimate is an approximation of the project requirements as described by the client. The actual cost may change after all of the project elements have been negotiated and finalized. The client will be informed of any changes in cost in advance.

This estimate is valid until for 15 days after .

Signed: _____

Date: _____



Minerva Public Library
Director's Report – February 2025

Building & Grounds

- The furnace has been operating correctly after the last round of troubleshooting and maintenance.
- Due to the inclement weather, we have had to use our snow removal service more than predicted.
- Dray Home Repair has finished installing the shelving in the new book sale room and is doing a bit of painting in the Youth Services department.
- At the request of our Ohio Plan representative, we have drawn up a yearly facilities checklist to keep a general idea of the state of our physical plant.

Personnel & HR

- We are still waiting for the Stark County prosecutor's office to review the new position descriptions.
- We are in the middle of getting background checks for all of our staff completed through the Carroll County Sheriff's Office. They should all be completed by the middle of March.

Patron Services

- The new book sale space is now completed. We will open it to the public during the first week in March and promote it on our website and social media channels.
- We will begin publishing the newsletter in Patron Point with the upcoming issue in March.
- We have instituted new Patron Service Guidelines and will change the front lobby desk and its staffing to make it more patron-focused.

Adult Services

- The Adult Craft Program on January 14 had 12 people in attendance.
- The OSU Extension presented on *Winter Wellness* on Thursday, January 30th, with 5 patrons in attendance, and on *Soulful Soups* on Thursday, February 20th, with 8 in attendance. Their program next month is *Who Gets Grandma's Yellow Pie Plate*.

- On Monday, February 24th Mark Holland of the McKinley Presidential Library & Museum presented on McKinley's life in Stark County.
- In March, Jennifer Bates and Nicole Weber will be taking their online notary training course and will hopefully be certified and ready to provide notary services by the end of April.

Youth Services

- During January, the Youth Services department had 24 class visits serving 478 students, 2 story times with 31 attendees, 312 visitors to the Sensory Spot, and a Crafternoon with 10 in attendance.
- Storytimes in February included special Valentine's Day and Bear Hunt programs that were very well received.
- Upcoming in March are a St. Patrick's celebration and our "Reading Buddies" program.
- We are discontinuing the Wednesday and Friday gaming sessions held in the Community Room for the foreseeable future.
- We are engaged in planning for Summer Reading and have sent out our letters engaging the community for its support.

Technology

- The final PC Co-Pilot visit was Friday, February 21. We have discontinued our service arrangement with them and will be on-boarded with Computek Consulting at the beginning of March.

Collection Development

- We have finished shifting the Nonfiction Collection and moved the Biographies to those shelves. We will now use the shelving surrounding the stairwell for book displays.
- New materials for December 2024 included:
 - Adult Books: 141
 - Youth Books: 85
 - Movies: 2
 - Youth Movies: 3

Community Outreach

- The State of the Village luncheon on Tuesday, January 28th, was exceptionally well attended.
- The Business After-Hours on Thursday, February 6th, was a great chance to chat with several people who came through despite the weather.

Miscellaneous

- We had yet another Weather Emergency Day on Thursday, February 6th.
- With the help of the State Library of Ohio, we have drawn up the Community Survey that we will utilize as a part of our Strategic Planning Process. Survey distribution will begin on March 10th and continue through April 11th. The survey will be available to patrons both online and physically, and patrons will use the newsletter, social media, the website, QR codes, and word of mouth to get a reasonable response rate.

PATRON SERVICE GUIDELINES

- Be Generally Engaged & Aware
 - Greet & Make Eye Contact with Patrons
 - Be Aware of Body Language, Tone & Word Choice
 - Use Your Phone Only for Work Tasks
 - Use a “Bartender’s” Cleaning Attitude
 - Keep Food & Drink Out of Sight
 - Keep Stationed at the High Desk Service Points
 - Take Your Time with Transactions
 - Try to Get to “Yes” if Possible
 - When you have to say no, say it with yes options.
 - Make Initial Contacts for Patrons
 - When in Doubt, Follow Library Policies
 - Respect Differences, Needs and Privacy
 - During Slow Periods Refer to the Additional Task List
 - Any Issues or Questions, Don’t Hesitate to Ask
-

ADDITIONAL TASK LIST

- Walk Floor to Maintain, Observe & Be Available
- Create & Fill Displays
- Fill “Face Out” Materials
- Shelf Returned Books
- Pull Pick Lists from Shelves
- Call Patrons for Held Materials
- Organize Book Carts
- Engage with Collection Care Duties
- Shelf-Read a Section & Straighten Books
- Shelve Materials in Book Sale Room
- Check Other Libraries’ Website for Ideas
- Get Familiar with Research Databases
- Get Familiar with the Current Issue of BookPage
- Brush Up on Reader’s Advisory Resources
 - <https://www.goodreads.com/>
 - <https://bookriot.com/>
 - <https://www.fantasticfiction.com/>
 - <https://bookmarks.reviews/the-latest/>
 - <https://www.npr.org/books/>

End

Minerva Public Library

**January 2025
Financial Reports**

**Submitted for
February 2025
Board Meeting**