

**Minerva Public Library
Board of Trustees**

May 23, 2024

**Monthly
Regular
Meeting Packet**

**Minerva Public Library
Board of Trustees Meeting Agenda
May 23, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley _____

Trustee: Jennifer Beard _____

Trustee: Casey Milano _____

Trustee: Rebecca Miller _____

Trustee: Sarah Repella _____

Trustee: Diane Ruff _____

Trustee: Richard Rutledge _____

Fiscal Officer: Heather Husted _____

Director: Brenda Griffith _____

Call to Order:

Adjustments to the Agenda:

Public Participation:

Minutes: Approve minutes from the April 25, 2024 Regular Board Meeting.

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – The date for our Dolly Parton Imagination Library graduation ceremony will be August 12, 2024 at 6:00 pm. We currently have 280 children registered under Minerva library. We are waiting for Stark County District Library to let us know the number of students graduating who will be attending our Minerva August 12, 2024.

Fiscal Officer's Report:

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

Discussion: How to handle open checks not cashed. Options include stop payment and reissue, reissue, wait till checks are 6 months old and then reissue?

Discussion: Transfer additional funding into the Travel and Meeting Expense. This fund has \$1,200 appropriated. Currently \$1,128.07 has been utilized for meetings and registrations. Unpaid requests for mileage include \$77.72 and the estimate of \$185 for today's trip to Columbus.

Current Revenue:

PLF Distribution: The April 2024 PLF receipts are \$47,039.73, 15.76% less than the \$55,085.20 received in April 2023. The PLF funding is providing less than the projected monthly revenue on average between 8% to 9%.

2024 General Revenue Net Operating Position

April Revenue =	\$ 51,747	Total Annual Revenue =	\$ 253,857
April Expense =	\$ 65,696	Total Annual Expenses =	\$ 231,080
Difference	(\$ 13,949)		\$ 22,777

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

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$996,706	\$231,080	24.72%

New Business

Motion for Resolution: to approve the revised job descriptions for Library Associate Substitutes, Library Associate I Part-Time, Library Associate II Catalog, Library Associate II Information Technology, Library Associate II Early Childhood Programs, Library Associate II Early Childhood Associate.

Discussion: on leaking roof on the library. I spoke with Bob Harris who is also on the Chamber board. He is stopping by to exam the roof and believes he can repair the roof to give us another couple of years before we would need to replace it.

Correspondence – listed below

1. Dave Tomsco from ABDO Publishing sent Thank You

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

Renewals make up more of the in-house circulation than initial checkouts. A large reason why is we now have automatic renewal up to 4 times. More patrons are using online access in conjunction with in-house selections. Total circulation was **20,065**, **5.05%** below the April 2023 total circulation. This is with a new change in the formula from SEO. April 2024 door count was **8,117**, up 25.26% from April 2023 which totaled 6,067. In April 2024, **65** classrooms came to the library from the Minerva School and we went to the school classrooms for an additional **11** visits. In April **2,983** children served.

We added **223** new books to our collection and **15** new audio-visual DVD's.

Accept Financial Gifts—April 2024

Restricted Individual Contributions:

For the **Summer Reading Program:**

1. Minerva Area Chamber of Commerce	\$ 100.00
2. VFW Auxiliary to Post 4120	\$ 150.00
3. <u>YMCA of Central Stark County</u>	<u>\$ 150.00</u>
Total	\$ 400.00

1. Delilah Arnold: for Staff appreciation day	\$ 100.00
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Unrestricted Individual Contributions to the General Fund: \$ 0.00

Total Restricted and Unrestricted \$ 500.00

In-kind Gifts for April 2024

153 Books donated
8 DVD's donated
0 Books on CD donated

Motion to Adjourn:

The next Regular Board Meeting will be held on June 27, 2024 at 6:30 pm in the Board Room.

**Minerva Public Library
Board of Trustees Meeting Minutes
April 25, 2024 at 6:30 pm, Board Room**

Trustee: Roger Bartley _____ X _____
Trustee: Jennifer Beard _____ X _____
Trustee: Casey Milano _____ X _____
Trustee: Rebecca Miller _____ X _____
Trustee: Sarah Repella _____ X _____
Trustee: Diane Ruff _____ X _____
Trustee: Richard Rutledge _____ X _____

Fiscal Officer: Heather Husted _____ X _____
Director: Brenda Griffith _____ X _____

Call to Order:

Adjustments to the Agenda:

Public Participation: none

Motion to move to: Executive Session called for Personnel Reasons at 6:32 by **Rebecca Miller. Role Call, Roger Bartley – yes, Jennifer Beard – yes, Casey Milano – yes, Rebecca Miller – yes, Sarah Repella – yes, Diane Ruff – yes, Richard Rutledge – yes.**

Motion to adjourn from: Executive Session at 8:52 by **Rebecca Miller. Role Call, Roger Bartley – yes, Jennifer Beard – yes, Casey Milano – yes, Rebecca Miller – yes, Sarah Repella – yes, Diane Ruff – yes, Richard Rutledge – yes.**

Motion: Approve minutes from the March 28, 2024 Regular Board Meeting by **Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.**

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – The date for our Dolly Parton Imagination Library graduation ceremony will be August 12, 2024 at 6:00 pm. We currently have 277 children registered under Minerva library. We are waiting for Stark County District Library to let us know the number of students graduating.

Fiscal Officer's Report:

Motion to Approve the monthly financial reports for March 2024, and the Fiscal Officer's monthly report by **Jennifer Beard, 2nd by Diane Ruff, motion carried unanimously.**

No Approval on: Discussion tabled from last meeting on allowing LA11 full-time employees a reduction in total hours for a specific period of time during the summer months to work at least 30 hours per week, but less than 40 hours being paid for only the number of hours worked. The Director has the authority to allow this now. The board supports this action.

Request denied on: Discussion tabled from last meeting on allowing LA1 part-time employees a reduction in total hours for a specific period of time during the summer months to work less than 20 hours per week.

Current Revenue:

PLF Distribution: The March 2024 PLF receipts are \$47,039.73, 21.6% less than the \$59,977.91 received in March 2023. The PLF funding is providing less than the projected monthly revenue on average by more than 9%.

2024 General Revenue Net Operating Position

March Revenue	= \$ 64,415	Total Annual Revenue	= \$ 202,111
March Expense	= <u>\$ 57,391</u>	Total Annual Expenses	= <u>\$ 165,384</u>
Difference	\$ 7,024		\$ 36,727

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

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$996,706	\$165,384	16.593%

New Business

Resolution 24-04-01: Motion to approve the renewal of our one-year insurance protection plan from Whitaker-Myers for \$10,207.00 from the Ohio Plan Risk Management Inc. group by **Sarah Repella, 2nd by Rebecca Miller, motion carried unanimously.**

No action taken on discussion on the proceeds from the book sale that occurs twice a year will have 50% of the donations sent to Stark County District Library Dolly Parton Imagination Library Program to help cover Minerva enrolled children's costs.

Resolution 24-04-02: Motion to appropriate \$75,000 to cover the cost or replacing the library roof and will provide copies of three estimates obtained to replace the entire shingled roof on the library and other information to the board for consideration by Casey Milano, 2nd by Rebecca Miller, motion carried unanimously.

Resolution 24-04-03: Motion to approve the Minerva Public Library a table Sponsor at the cost of \$50 for one table for the 2024 Annual Dinner Meeting and Community Salute Awards by Richard Rutledge, 2nd by Rebecca Miller, motion carried unanimously.

Discussion on the Library's responsibility for installation a new water meter provided by the Village. No action taken.

Resolution 24-04-04: Motion to approve the *Policy Amended B2* Personnel Committee's recommended changes to the Compassionate Leave policy by Sarah Repella, 2nd by Diane Ruff, motion carried unanimously.

Correspondence - none

Director's Report:

Resolution 24-04-05: Motion to approve the Director's monthly report including financial gifts by Richard Rutledge, 2nd by Rebecca Miller, motion carried unanimously.

Renewals make up more of the in-house circulation than initial checkouts. A large reason why is we now have automatic renewal up to 4 times. More patrons are using online access in conjunction with in-house selections. Total circulation was **23,524, 3.7%** below the March 2023 total circulation. This is with a new change in the formula from SEO. March 2024 door count was **6,161**, up 2.3% from March 2023 which totaled 5940. In March 2024, **66** classrooms came to the library from the Minerva School and we went to the school classrooms for an additional **8** visits totaling **2,500** children served.

We added **133** new books to our collection and **9** new audio-visual DVD's.

Accept Financial Gifts—March 2024

Restricted Individual Contributions:

For the Summer Reading Program:

1. Summit Glove Inc.	\$ 100.00
2. Minerva Welding and Fabricating Inc.	\$ 500.00
3. Gotschall-Hutchison Funeral Home	\$ 50.00
4. Evanich Accounting & Tax LLC	\$ 50.00
5. <u>Crowl Lumber Co. Inc.</u>	<u>\$ 50.00</u>
Total	\$ 750.00

Unrestricted Individual Contributions to the General Fund: \$ 0.00

Total Restricted and Unrestricted \$ 750.00

In-kind Gifts for March 2024

134 Books donated
1 DVD's donated
29 Books on CD donated

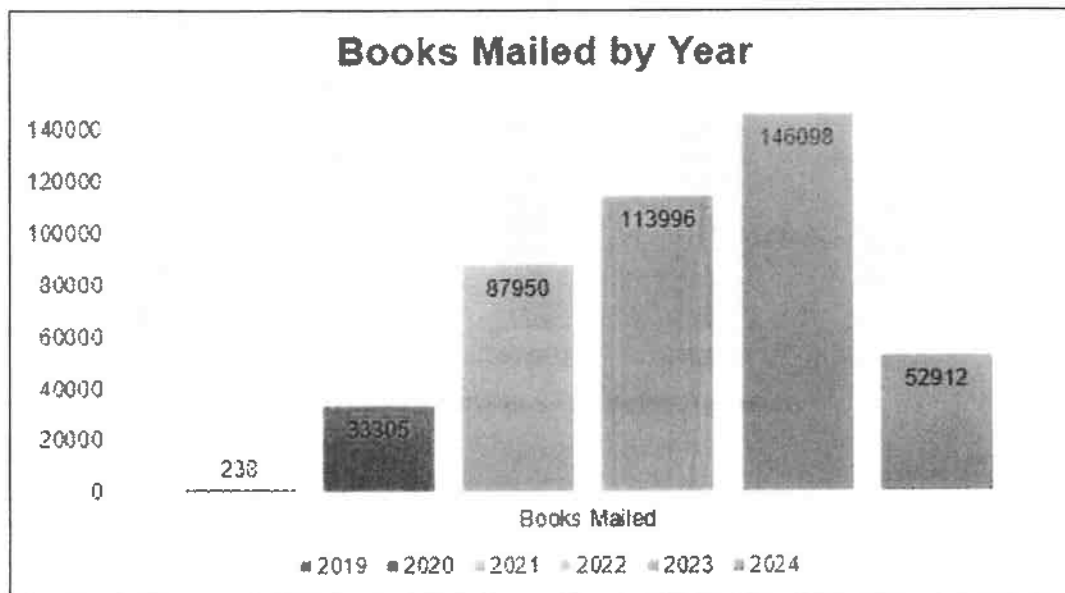
Motion to adjourn by Rebecca Miller, 2nd by Richard Rutledge, motion carried unanimously.

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

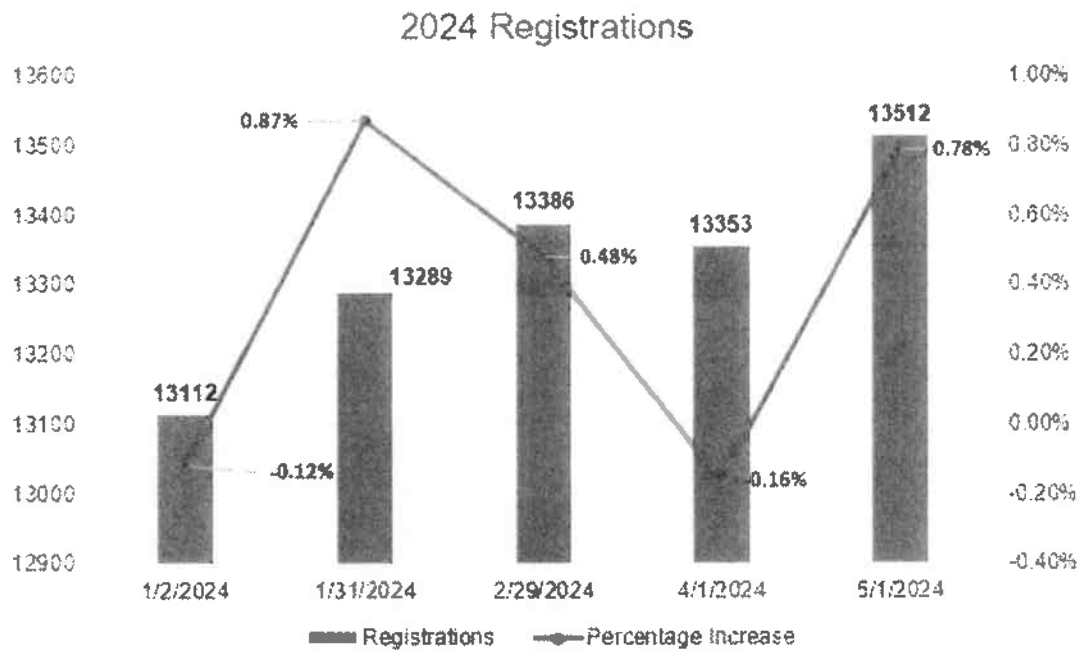
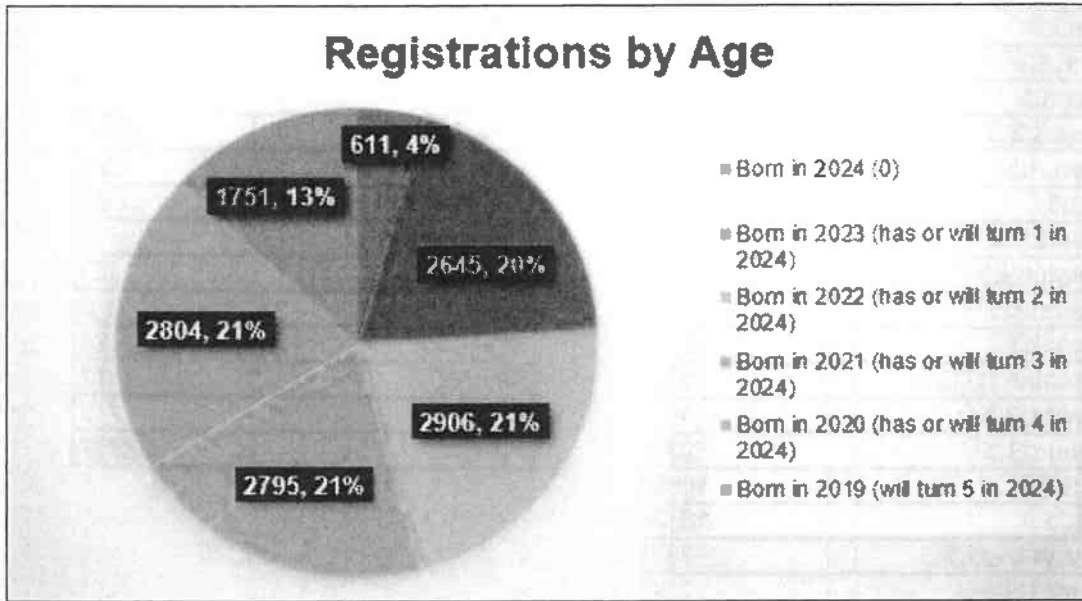
Stark County Imagination Library Monthly Report - 05.01.24

School District	Registrations
Alliance CSD	849
Brown LSD	6
Canton CSD	2330
Canton LSD	446
Fairless LSD	411
Jackson LSD	1339
Lake LSD	672
Louisville CSD	719
Marlington LSD	442
Massillon CSD	1130
Minerva LSD	280
North Canton CSD	1019
Northwest LSD	341
Osnaburg LSD	230
Perry LSD	1086
Plain LSD	1613
Sandy Valley LSD	257
Southeast LSD	7
Tuscarawas Valley LSD	17
Tuslaw LSD	318
Total Registered	13512
Eligible Population	20211
Percent Registered	66.85%

Partner Affiliation	Registrations
Help Me Grow	28
Eastgate Center	4
Thrive	1
YWCA	19
Aultman	2959
ACH	26
ShIPLEY Clinic	60
Diaper Bank	3
JRC	23
P&P	0
SCHD	24
SPARK	11
GW	7
Mercy	387



Stark County Imagination Library Monthly Report - 05.01.24



Minerva Public Library

April 2024 Financial Reports

Submitted for the May 2024 Board Meeting

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

Fiscal Officer's Report May 2024

1. Bank Reconciliation
 - a. Open check for Laken Underwood
 - i. \$17.69 for mileage reimbursement from 10/02/23 (reissued 02/22/24, bank stopped payment for free)
 - ii. \$55.42 payroll check from 02/01/24
 - iii. \$35.00 stop payment fee each (total of checks is \$73.11, stop payment would be \$70.00)
2. Revenue Receipt Register
 - a. \$1,755.81 of interest earned in April
 - i. Increased about \$100.00 with new CD rates
 - ii. CDAR at Huntington has accrued \$2,885.94, maturity date is 08/08/24
3. Appropriation Payment Register
 - a. Book purchases \$1,858.24
 - b. Downloadable Content \$1,817.42
 - c. Programming \$2,412.60
 - d. CPR/ AED Training \$550.00
 - e. Whitaker- Myers Insurance \$10,207.00- discussed at last meeting
 - f. Rents and Leases for Printers \$1,175.50
 - g. SEO quarterly fees \$4,267.60
4. Revenue Status (YTD 33%)
 - a. PLF is slightly behind in all three counties
 - b. Overall Revenue Status 28%
5. Appropriation Status (YTD 33%)
 - a. Programming 75%
 - b. Adult Books 12%
 - c. Youth Books 20%
 - d. Travel and Meetings 60%
 - e. Rents and Leases 45%
 - f. Office Supplies 45%
 - g. Overall Appropriation Status is 23%

Revenue Receipt Register

April 2024

Account Code: 1000-190-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$0.07	C
					Account Total:	\$0.07

Account Code: 1000-240-0011

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
59-2024	04/11/2024	04/11/2024	STD	STARK COUNTY AUDITOR'S OFFICE	\$36,255.87	C
					Account Total:	\$36,255.67

Account Code: 1000-240-0012

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
60-2024	04/10/2024	04/16/2024	STD	CARROLL COUNTY AUDITOR'S OFFICE	\$9,643.60	C
					Account Total:	\$9,643.60

Account Code: 1000-240-0013

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
58-2024	04/08/2024	04/11/2024	STD	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,140.46	C
					Account Total:	\$1,140.46

Account Code: 1000-310-0311

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$24.95	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$27.95	C
					Account Total:	\$52.90

Account Code: 1000-310-0312

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$49.50	C
					Account Total:	\$49.50

Account Code: 1000-310-0314

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$0.10	C
					Account Total:	\$0.10

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
50-2024	04/01/2024	04/01/2024	STD	Daily Receipts-CNB Registers	\$11.70	C
50-2024	04/01/2024	04/01/2024	STD	Daily Receipts-CNB Registers	\$1.45	C
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$12.20	C
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$14.60	C
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$24.90	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$17.45	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$5.20	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$2.30	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$8.20	C
61-2024	04/16/2024	04/16/2024	STD	Daily Receipts-CNB Registers	\$13.20	C
61-2024	04/16/2024	04/16/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
61-2024	04/16/2024	04/16/2024	STD	Daily Receipts-CNB Registers	\$12.60	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$1.75	C

Revenue Receipt Register

April 2024

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$2.60	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$11.65	C
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$8.80	C
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$9.40	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$7.45	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$0.90	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$13.45	C
65-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
65-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$23.70	C
Account Total:					<u>\$208.50</u>	

Account Code: 1000-399-0397

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
50-2024	04/01/2024	04/01/2024	STD	Daily Receipts-CNB Registers	\$0.50	C
50-2024	04/01/2024	04/01/2024	STD	Daily Receipts-CNB Registers	\$0.75	C
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$3.20	C
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$10.10	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$0.30	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$4.50	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$0.40	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$3.70	C
61-2024	04/16/2024	04/16/2024	STD	Daily Receipts-CNB Registers	\$55.80	C
61-2024	04/16/2024	04/16/2024	STD	Daily Receipts-CNB Registers	\$7.70	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$0.40	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$17.75	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$25.45	C
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$42.50	C
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$1.05	C
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$5.10	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$1.70	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$0.10	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$1.90	C
65-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$59.40	C
65-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$1.25	C
65-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$1.45	C
Account Total:					<u>\$247.00</u>	

Account Code: 1000-399-0398

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$3.50	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$1.50	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$5.00	C
61-2024	04/16/2024	04/16/2024	STD	Daily Receipts-CNB Registers	\$3.00	C
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$8.00	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$1.00	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$4.00	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$2.50	C

Revenue Receipt Register

April 2024

Account Code: 1000-399-0398

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
85-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$4.50	C
65-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$4.50	C
Account Total:					\$38.50	

Account Code: 1000-611-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
82-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$100.00	C
83-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$420.00	C
Account Total:					\$520.00	

Account Code: 1000-612-2018

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$750.00	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$100.00	C
82-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$150.00	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$150.00	C
Account Total:					\$1,150.00	

Account Code: 1000-651-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
50-2024	04/01/2024	04/01/2024	STD	Daily Receipts-CNB Registers	\$40.00	C
56-2024	04/04/2024	04/04/2024	STD	Daily Receipts-CNB Registers	\$30.00	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$20.00	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$8.00	C
57-2024	04/11/2024	04/11/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
62-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$22.80	C
82-2024	04/18/2024	04/18/2024	STD	Daily Receipts-CNB Registers	\$4.00	C
63-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$9.50	C
64-2024	04/25/2024	04/25/2024	STD	Daily Receipts-CNB Registers	\$0.15	C
85-2024	04/29/2024	04/29/2024	STD	Daily Receipts-CNB Registers	\$551.10	C
Account Total:					\$687.55	

Account Code: 1000-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
67-2024	04/26/2024	05/02/2024	INT	CD072716	\$88.20	C
68-2024	04/25/2024	05/02/2024	INT	CD042517	\$9.27	C
69-2024	04/26/2024	05/02/2024	INT	CD082817	\$89.19	C
70-2024	04/30/2024	05/02/2024	INT	Money Mark	\$521.06	C
71-2024	04/30/2024	05/02/2024	INT	Hunt, MM	\$181.53	C
Account Total:					\$889.25	

Account Code: 1000-820-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
83-2024	04/22/2024	04/22/2024	STD	Daily Receipts-CNB Registers	\$0.93	C
Account Total:					\$0.93	

Account Code: 4001-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
70-2024	04/30/2024	05/02/2024	INT	Money Mark	\$642.66	C

Revenue Receipt Register

April 2024

Account Code: 4001-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
71-2024	04/30/2024	05/02/2024	INT	Hunt. MM	\$223.90	C
					Account Total:	\$868.56
					Report Total:	\$51,746.59

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

MINERVA PUBLIC LIBRARY, STARK COUNTY

5/9/2024 3:43:07 PM

Revenue Status

JAN v2024.2

By Fund

As Of 4/30/2024

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$4.53	\$20.47	18.120%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State(STARK CO.)	\$633,240.00	\$187,149.36	\$446,090.64	29.554%
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$168,434.00	\$49,779.62	\$118,654.38	29.554%
1000-240-0013	Public Library Fund - State(COLUMBIANA CO.)	\$19,919.00	\$5,886.98	\$14,032.02	29.555%
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$350.00	\$181.64	\$168.36	51.897%
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$200.00	\$49.50	\$150.50	24.750%
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$0.00	\$0.10	-\$0.10	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,750.00	\$774.02	\$975.98	44.230%
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	\$526.55	\$973.45	35.103%
1000-399-0398	Other - Patron Fines and Fees(FAX FEE)	\$500.00	\$211.50	\$288.50	42.300%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$520.00	-\$520.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses(YOUTH SUMMER READING)	\$1,500.00	\$1,650.00	-\$150.00	110.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$888.48	\$3,111.52	22.212%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-690-0000	Other - Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$6,000.00	\$3,097.37	\$2,902.63	51.623%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$69.47	\$30.53	69.470%
1000-831-2017	Rental of Meeting Rooms(RESTRI DOLLY PARTON LIBRARY)	\$50.00	\$0.00	\$50.00	0.000%
1000-871-0000	Refunds for Overpayment	\$1,500.00	\$0.00	\$1,500.00	0.000%
1000-872-0000	Insurance Reimbursements	\$500.00	\$7.68	\$492.32	1.536%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%

Revenue Status

By Fund

As Of 4/30/2024

Fund 1000 Sub-Total: \$839,568.00 \$250,796.80 \$588,771.20 29.872%

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	\$3,060.61	-\$3,060.61	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$50,000.00	\$0.00	\$50,000.00	0.000%
Fund 4001 Sub-Total:		\$50,000.00	\$3,060.61	\$46,939.39	6.121%
Report Total:		\$889,568.00	\$253,857.41	\$635,710.59	28.537%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 4/30/2024

Fund: General \$407,263.41
Pooled Balance: \$66,946.22
Non-Pooled Balance: \$474,209.63
Total Cash Balance:

Account Code	Account Name	Reserved for Encumbrances 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$99,200.00	\$358.15	\$30,484.75	\$68,357.10	30.731%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$262,200.00	\$833.07	\$67,595.57	\$193,771.36	25.780%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$41,000.00	\$120.87	\$12,346.98	\$28,532.15	30.115%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$8,000.00	\$20.10	\$908.99	\$7,070.91	11.362%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$55,000.00	\$0.00	\$13,155.02	\$41,844.98	23.918%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$6,000.00	\$0.00	\$1,574.55	\$4,425.45	26.243%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$50,000.00	\$14,820.80	\$5,179.20	\$30,000.00	10.358%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$1,000.00	\$300.00	\$150.00	\$550.00	15.000%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$750.00	\$304.00	\$316.00	22.190%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$6,000.00	\$0.00	\$2,009.99	\$3,990.01	33.500%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-110-390-0391	Other - Purchased and Contracted Services(Graunder Fund)	\$0.00	\$0.00	\$2,165.00	\$0.00	\$0.00	\$2,165.00	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services(Powell Fund)	\$0.00	\$0.00	\$2,301.00	\$0.00	\$290.00	\$2,011.00	12.603%
1000-110-450-0015	Supplies(PROGRAMING SUPPLIES)	\$0.00	\$0.00	\$8,000.00	\$983.48	\$6,051.20	\$965.32	75.640%
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	\$14,927.56	\$3,072.44	\$6,000.00	12.602%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$20,000.00	\$10,938.82	\$4,050.18	\$5,000.00	20.301%
1000-120-411-2022	Books and Pamphlets(Eagle 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	\$301.50	\$4,698.40	\$2,000.00	67.120%

Report reflects selected information.

Appropriation Status

By Fund

As Of 4/30/2024

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$5,000.00	\$4,602.12	\$397.88	\$0.00	7.958%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$28,000.00	\$14,970.99	\$10,029.01	\$3,000.00	35.818%
1000-120-413-2004	Audiovisual Materials(YOUTH COs)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$5,000.00	\$2,500.00	\$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	\$1,000.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$3,500.00	\$2,144.96	\$1,355.04	\$0.00	38.715%
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	\$6,119.36	\$2,880.64	\$0.00	32.007%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$46,250.00	\$36,102.99	\$10,147.01	\$0.00	21.939%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,650.00	\$760.00	\$640.00	\$350.00	32.727%
1000-210-338-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$35,950.00	\$18,981.48	\$4,718.52	\$12,250.00	13.125%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$25,000.00	\$18,329.79	\$6,670.21	\$0.00	26.681%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$597.72	\$142.28	\$0.00	20.326%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$13,000.00	\$10,233.12	\$2,766.88	\$0.00	21.284%
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	\$5,000.00	\$3,847.68	\$1,152.32	\$0.00	23.046%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$120.00	\$120.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,200.00	\$471.93	\$728.07	\$0.00	60.673%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$300.00	\$296.08	\$3.92	\$0.00	1.307%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0008	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$25.50	\$24.50	\$0.00	49.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$800.00	\$656.00	\$144.00	\$0.00	18.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$11,000.00	\$0.00	\$10,375.00	\$625.00	94.318%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$6,100.00	\$3,276.41	\$2,783.59	\$40.00	45.633%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$2,338.00	\$762.00	\$0.00	24.581%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund

As Of 4/30/2024

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$14,900.00	\$14,555.26	\$344.75	\$0.00	2.314%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$1,196.26	\$1,803.74	\$1,000.00	45.094%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$22,526.00	\$13,782.72	\$8,743.28	\$0.00	38.814%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$125.00	\$0.00	\$2.00	\$123.00	1.600%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$124.00	\$0.00	\$0.00	\$124.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$4,000.00	\$3,049.34	\$950.66	\$0.00	23.767%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$916,706.00	\$204,273.15	\$219,346.57	\$493,086.28	23.928%

Fund: Capital Projects

Pooled Balance: \$496,244.74

Non-Pooled Balance: \$75,013.46

Total Cash Balance: \$571,258.20

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$45,000.00	\$0.00	\$10,988.00	\$34,012.00	24.418%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
4001-760-720-2021	Land Improvement(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-740-2024	Building Improvements(Eglie Estate Donation)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$30,000.00	\$19,355.00	\$744.98	\$9,900.02	2.483%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$80,000.00	\$19,355.00	\$11,732.98	\$48,912.02	14.666%
Report Total:		\$0.00	\$0.00	\$996,706.00	\$223,628.15	\$231,079.55	\$541,998.30	23.184%

Appropriation Payment Register

April 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-110-110-0001 Salaries(ADMINISTRATIVE SALARIES)						
316-2024	EP	04/04/2024	04/01/2024	Brenda A Griffith	\$2,038.28	C
318-2024	EP	04/04/2024	04/01/2024	Heather Husted	908.90	C
341-2024	EW	04/05/2024	04/04/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,074.45	V
341-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,074.45	V
434-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,074.45	C
353-2024	EP	04/18/2024	04/16/2024	Brenda A Griffith	1,822.10	C
355-2024	EP	04/18/2024	04/16/2024	Heather Husted	656.28	C
375-2024	EW	04/19/2024	04/18/2024	Ohio Department of Taxation	258.80	C
376-2024	EW	04/19/2024	04/18/2024	RITA	113.88	C
387-2024	EW	04/22/2024	04/22/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	170.00	C
377-2024	EW	04/26/2024	04/18/2024	EFTPS	1,078.36	C
Account Total:					<u>\$8,121.05</u>	
Account Code: 1000-110-110-0003 Salaries(NON-PROFESSIONALS)						
311-2024	EP	04/04/2024	04/01/2024	Jennifer Baker	\$374.30	C
312-2024	EP	04/04/2024	04/01/2024	Sue E Barrick	376.90	C
313-2024	EP	04/04/2024	04/01/2024	Jennifer Bates	1,370.26	C
315-2024	EP	04/04/2024	04/01/2024	Dianne Ferrell	388.77	C
317-2024	EP	04/04/2024	04/01/2024	Rhonda Grogg	403.98	C
319-2024	EP	04/04/2024	04/01/2024	Donna Kohler	409.23	C
320-2024	EP	04/04/2024	04/01/2024	Lisa Lutes	576.03	C
322-2024	EP	04/04/2024	04/01/2024	Kendra Selby	809.78	C
325-2024	EP	04/04/2024	04/01/2024	Laken Underwood	931.51	C
326-2024	EP	04/04/2024	04/01/2024	Nicole Weber	1,272.04	C
341-2024	EW	04/05/2024	04/04/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	2,428.94	V
342-2024	EW	04/05/2024	04/04/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
341-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	-2,428.94	V
434-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	2,428.94	C
348-2024	EP	04/18/2024	04/16/2024	Jennifer Baker	376.15	C
349-2024	EP	04/18/2024	04/16/2024	Sue E Barrick	464.17	C
350-2024	EP	04/18/2024	04/16/2024	Jennifer Bates	1,129.38	C
352-2024	EP	04/18/2024	04/16/2024	Dianne Ferrell	215.51	C
354-2024	EP	04/18/2024	04/16/2024	Rhonda Grogg	448.35	C
356-2024	EP	04/18/2024	04/16/2024	Donna Kohler	423.43	C
357-2024	EP	04/18/2024	04/16/2024	Lisa Lutes	522.84	C
359-2024	EP	04/18/2024	04/16/2024	Kendra Selby	814.00	C
362-2024	EP	04/18/2024	04/16/2024	Laken Underwood	936.22	C
363-2024	EP	04/18/2024	04/16/2024	Nicole Weber	1,031.16	C
374-2024	EW	04/19/2024	04/18/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C

Appropriation Payment Register

April 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
375-2024	EW	04/19/2024	04/18/2024	Ohio Department of Taxation	258.71	C
376-2024	EW	04/19/2024	04/18/2024	RITA	247.41	C
387-2024	EW	04/22/2024	04/22/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	100.00	C
388-2024	CH	04/22/2024	04/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	626.52	C
392-2024	EW	04/25/2024	04/25/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	130.94	O
377-2024	EW	04/26/2024	04/18/2024	EFTPS	934.96	C
Account Total:					<u>\$18,081.49</u>	
Account Code: 1000-110-110-0004 Salaries(SUBSTITUTES)						
310-2024	EP	04/04/2024	04/01/2024	Coral B Abel	\$158.03	C
314-2024	EP	04/04/2024	04/01/2024	Eli Benzal	372.47	C
321-2024	EP	04/04/2024	04/01/2024	Jersey Moss	267.50	C
323-2024	EP	04/04/2024	04/01/2024	Payton S Selby	229.42	C
324-2024	EP	04/04/2024	04/01/2024	Anna Tokos	68.65	C
341-2024	EW	04/05/2024	04/04/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	435.77	V
341-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	-435.77	V
434-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	435.77	C
347-2024	EP	04/18/2024	04/16/2024	Coral B Abel	192.55	C
351-2024	EP	04/18/2024	04/16/2024	Eli Benzal	173.30	C
358-2024	EP	04/18/2024	04/16/2024	Jersey Moss	464.17	C
360-2024	EP	04/18/2024	04/16/2024	Payton S Selby	134.70	C
361-2024	EP	04/18/2024	04/16/2024	Anne Tokos	79.99	C
375-2024	EW	04/19/2024	04/18/2024	Ohio Department of Taxation	14.41	C
376-2024	EW	04/19/2024	04/18/2024	RITA	37.12	C
377-2024	EW	04/26/2024	04/18/2024	EFTPS	35.91	C
Account Total:					<u>\$2,863.99</u>	
Account Code: 1000-110-110-0005 Salaries(SERVICE WORKERS)						
317-2024	EP	04/04/2024	04/01/2024	Rhonda Grogg	\$131.72	C
341-2024	EW	04/05/2024	04/04/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	42.81	V
341-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	-42.81	V
434-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	42.81	C
354-2024	EP	04/18/2024	04/16/2024	Rhonda Grogg	172.53	C
375-2024	EW	04/19/2024	04/18/2024	Ohio Department of Taxation	3.97	C
376-2024	EW	04/19/2024	04/18/2024	RITA	5.32	C
377-2024	EW	04/26/2024	04/18/2024	EFTPS	5.14	C
Account Total:					<u>\$361.49</u>	
Account Code: 1000-110-211-0000 Ohio Public Employees Retirement System						
341-2024	EW	04/05/2024	04/04/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$5,574.73	V
341-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	-5,574.73	V
434-2024	EW	04/05/2024	05/06/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	5,574.70	C

Appropriation Payment Register

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
					Account Total:	\$5,574.70
Account Code:	1000-110-213-0000 Medicare					
377-2024	EW	04/26/2024	04/18/2024	EFTPS	\$390.31	C
					Account Total:	\$390.31
Account Code:	1000-110-221-0000 Medical / Hospitalization Insurance					
388-2024	CH	04/22/2024	04/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$1,313.74	C
					Account Total:	\$1,313.74
Account Code:	1000-110-222-0000 Life Insurance					
388-2024	CH	04/22/2024	04/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$37.50	C
					Account Total:	\$37.50
Account Code:	1000-110-390-0392 Other - Purchased and Contracted Services(Powell Fund)					
391-2024	CH	04/22/2024	04/22/2024	Jan Clark	\$290.00	O
					Account Total:	\$290.00
Account Code:	1000-110-450-0015 Supplies(PROGRAMING SUPPLIES)					
343-2024	CH	04/11/2024	04/11/2024	KISHMAN'S IGA	\$29.34	C
371-2024	CH	04/16/2024	04/16/2024	AMAZON	2,034.68	C
380-2024	CH	04/18/2024	04/18/2024	AMAZON	24.98	C
381-2024	CH	04/18/2024	04/18/2024	AMAZON	15.32	C
382-2024	CH	04/18/2024	04/18/2024	AMAZON	86.87	C
385-2024	CH	04/19/2024	04/19/2024	AMAZON	8.99	C
386-2024	CH	04/19/2024	04/19/2024	Consumers Credit Card	212.42	C
					Account Total:	\$2,412.60
Account Code:	1000-120-411-1000 Books and Pamphlets(ADULT DEPT. BOOKS)					
370-2024	CH	04/16/2024	04/16/2024	AMAZON	\$63.57	C
384-2024	CH	04/18/2024	04/18/2024	BAKER & TAYLOR BOOKS	277.68	O
386-2024	CH	04/19/2024	04/19/2024	Consumers Credit Card	64.99	C
389-2024	CH	04/22/2024	04/22/2024	BAKER & TAYLOR BOOKS	27.25	O
390-2024	CH	04/22/2024	04/22/2024	BAKER & TAYLOR BOOKS	31.54	O
389-2024	CH	04/22/2024	04/22/2024	BAKER & TAYLOR BOOKS	22.73	O
					Account Total:	\$487.76
Account Code:	1000-120-411-2000 Books and Pamphlets(YOUTH DEPT. BOOKS)					
365-2024	CH	04/16/2024	04/16/2024	ABDO-SPOTLIGHT-MAGIC WAGON	\$1,237.30	C
384-2024	CH	04/18/2024	04/18/2024	BAKER & TAYLOR BOOKS	133.18	O
					Account Total:	\$1,370.48
Account Code:	1000-120-412-0000 Periodicals					
330-2024	CH	04/01/2024	04/01/2024	The Alliance Review	\$708.99	C
372-2024	CH	04/16/2024	04/16/2024	THE REPOSITORY	420.00	C
					Account Total:	\$1,128.99

Appropriation Payment Register

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-120-413-1006 Audiovisual Materials(Audiovisual Materials ADULT)						
383-2024	CH	04/18/2024	04/18/2024	BAKER & TAYLOR BOOKS	\$250.50	O
417-2024	CH	04/29/2024	04/29/2024	AMAZON	147.38	O
					Account Total:	\$397.88
Account Code: 1000-120-413-1007 Audiovisuai Materials(DOWNLOADABLE CONTENT)						
339-2024	CH	04/04/2024	04/04/2024	MIDWEST TAPE	\$1,817.42	C
					Account Total:	\$1,817.42
Account Code: 1000-210-321-0000 Telephone						
367-2024	CH	04/16/2024	04/16/2024	FIRST COMMUNICATIONS	\$713.43	C
					Account Total:	\$713.43
Account Code: 1000-210-332-0000 Maintenance and Repair on Equipment						
338-2024	CH	04/04/2024	04/04/2024	INDEPENDENT ELEVATOR CO., INC.	\$231.00	C
379-2024	CH	04/18/2024	04/18/2024	PC CoPilot	725.00	C
394-2024	CH	04/25/2024	04/25/2024	AMAZON	6.77	O
419-2024	CH	04/29/2024	04/29/2024	STANDARD PLUMBING AND HEATING CO	57.97	O
					Account Total:	\$1,020.74
Account Code: 1000-210-334-0000 Trash Removal						
414-2024	CH	04/29/2024	04/29/2024	Solid Waste And Recycling	\$120.00	O
					Account Total:	\$120.00
Account Code: 1000-210-339-0000 Other - Property Maint. Repair & Security Svc						
329-2024	CH	04/01/2024	04/01/2024	RENTWEAR, INC.	\$107.16	C
393-2024	CH	04/25/2024	04/25/2024	CLEAN - N - GREEN	85.00	O
415-2024	CH	04/29/2024	04/29/2024	21ST CENTURY ALARM	112.50	O
416-2024	CH	04/29/2024	04/29/2024	RENTWEAR, INC.	107.16	O
					Account Total:	\$411.82
Account Code: 1000-210-363-0000 Natural Gas						
344-2024	CH	04/11/2024	04/11/2024	COLUMBIA GAS OF OHIO	\$633.60	C
					Account Total:	\$633.60
Account Code: 1000-210-452-0000 Property Maintenance/Repair Supplies & Parts						
346-2024	CH	04/11/2024	04/11/2024	SAND ROCK MINERAL WATER CO.	\$40.50	C
366-2024	CH	04/16/2024	04/16/2024	dray home repair	821.43	C
386-2024	CH	04/19/2024	04/19/2024	Consumers Credit Card	94.95	C
					Account Total:	\$956.88
Account Code: 1000-230-312-0000 Travel and Meeting Expense						
328-2024	CH	04/01/2024	04/01/2024	SANDY CREEK JOINT FIRE DISTRICT	\$550.00	C
331-2024	CH	04/01/2024	04/01/2024	OHIO SOCIETY OF NOTARIES	130.00	C
343-2024	CH	04/11/2024	04/11/2024	KISHMAN'S IGA	48.07	C

Appropriation Payment Register

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
					Account Total:	\$728.07
Account Code:	1000-230-322-0000 Postage					
386-2024	CH	04/19/2024	04/19/2024	Consumers Credit Card	\$3.92	C
					Account Total:	\$3.92
Account Code:	1000-230-329-0000 Other - Communications,Printing and Publicity					
386-2024	CH	04/19/2024	04/19/2024	Consumers Credit Card	\$12.00	C
					Account Total:	\$12.00
Account Code:	1000-230-341-0000 Property Insurance Premiums					
413-2024	CH	04/29/2024	04/29/2024	WHITAKER-MYERS INSURANCE	\$10,207.00	O
					Account Total:	\$10,207.00
Account Code:	1000-230-351-0000 Rents and Leases					
345-2024	CH	04/11/2024	04/11/2024	copeco	\$764.00	V
345-2024	CH	04/11/2024	04/11/2024	copeco	-764.00	V
373-2024	CH	04/16/2024	04/16/2024	copeco	764.00	C
418-2024	CH	04/29/2024	04/29/2024	copeco	411.50	O
					Account Total:	\$1,175.50
Account Code:	1000-230-372-0000 Uniform Accounting Network Fees					
340-2024	CH	04/04/2024	04/04/2024	TREASURER, STATE OF OHIO	\$762.00	C
					Account Total:	\$762.00
Account Code:	1000-230-390-0000 Other - Purchased and Contracted Services					
368-2024	CH	04/16/2024	04/16/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$118.20	C
					Account Total:	\$118.20
Account Code:	1000-230-451-0007 General Administrative Supplies(OFFICE SUPPLIES)					
335-2024	CH	04/01/2024	04/01/2024	CONSUMERS NATIONAL BANK	\$7.80	V
335-2024	CH	04/01/2024	04/01/2024	CONSUMERS NATIONAL BANK	-7.80	V
428-2024	CH	04/01/2024	05/02/2024	CONSUMERS NATIONAL BANK	7.80	C
425-2024	CH	04/15/2024	05/02/2024	HUNTINGTON	5.00	C
369-2024	CH	04/16/2024	04/16/2024	AMAZON	32.99	C
426-2024	CH	04/30/2024	05/02/2024	CONSUMERS NATIONAL BANK	25.00	C
427-2024	CH	04/30/2024	05/02/2024	CONSUMERS NATIONAL BANK	20.00	C
					Account Total:	\$90.79
Account Code:	1000-230-510-0000 Dues and Memberships					
378-2024	CH	04/18/2024	04/18/2024	TREASURER, STATE OF OHIO	\$4,267.60	C
					Account Total:	\$4,267.60
Account Code:	1000-230-590-0511 Other - Other(information Technology)					
386-2024	CH	04/19/2024	04/19/2024	Consumers Credit Card	\$24.76	C
					Account Total:	\$24.76

Appropriation Payment Register

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Report Total:					<u>\$65,695.71</u>	

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

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

Bank Reconciliation

Reconciled Date 4/30/2024

Posted 5/8/2024 1:45:33 PM

Prior UAN Balance:		\$1,059,416.95
Receipts:	+	\$51,751.59
Payments:	-	\$65,677.98
Adjustments:	+	-\$22.73
Current UAN Balance as of 04/30/2024:		<u>\$1,045,467.83</u>
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 04/30/2024:		<u>\$1,045,467.83</u>
Entered Bank Balances as of 04/30/2024:		\$1,057,960.04
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$12,469.48
Outstanding Adjustments:	+	-\$22.73
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 04/30/2024:		<u>\$1,045,467.83</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 04/30/2024.

Bank Balances

Reconciled Date 4/30/2024

Posted 5/6/2024 1:45:33 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$95,479.34	\$78,990.43	\$78,990.43	\$0.00
Secondary	CHANGE AMT		\$109.20	\$109.20	\$109.20	\$0.00
Secondary	PETTYCASH2		\$70.00	\$70.00	\$70.00	\$0.00
Investment	CD042517		\$21,833.33	\$21,842.60	\$21,842.60	\$0.00
Investment	CD072716		\$22,337.48	\$22,425.68	\$22,425.68	\$0.00
Investment	CD082817		\$22,588.75	\$22,677.94	\$22,677.94	\$0.00
Investment	CDAR-HUNT		\$75,013.46	\$75,013.46	\$75,013.46	\$0.00
Investment	Hunt. MM		\$164,876.46	\$165,276.89	\$165,276.89	\$0.00
Investment	Money Mark		\$670,390.12	\$671,553.84	\$671,553.84	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$1,072,698.14</u>	<u>\$1,057,960.04</u>	<u>\$1,057,960.04</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 4/30/2024

Posted 5/6/2024 1:45:33 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	383-2024	04/18/2024	BAKER & TAYLOR BOOKS	\$250.50
PRIMARY	Electronic	384-2024	04/18/2024	BAKER & TAYLOR BOOKS	\$410.86
PRIMARY	Electronic	389-2024	04/22/2024	BAKER & TAYLOR BOOKS	\$27.25
PRIMARY	Electronic	390-2024	04/22/2024	BAKER & TAYLOR BOOKS	\$31.54
PRIMARY	Electronic	391-2024	04/22/2024	Jan Clark	\$290.00
PRIMARY	Electronic	392-2024	04/25/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	393-2024	04/25/2024	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	394-2024	04/25/2024	AMAZON	\$6.77
PRIMARY	Electronic	413-2024	04/29/2024	WHITAKER-MYERS INSURANCE	\$10,207.00
PRIMARY	Electronic	414-2024	04/29/2024	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	415-2024	04/29/2024	21ST CENTURY ALARM	\$112.50
PRIMARY	Electronic	416-2024	04/29/2024	RENTWEAR, INC.	\$107.16
PRIMARY	Electronic	417-2024	04/29/2024	AMAZON	\$147.38
PRIMARY	Electronic	418-2024	04/29/2024	copeco	\$411.50
PRIMARY	Electronic	419-2024	04/29/2024	STANDARD PLUMBING AND HEATING CO	\$57.97
PRIMARY	Electronic	582-2023	10/02/2023	Laken Underwood	\$17.69
PRIMARY	Warrant	7007	02/01/2024	Laken Underwood	\$55.42
					\$12,469.48

Cleared Payments

Reconciled Date 4/30/2024

Posted 5/6/2024 1:45:33 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	288-2024	03/18/2024	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	291-2024	03/21/2024	INDEPENDENT ELEVATOR CO., INC.	\$6,628.00
PRIMARY	Electronic	292-2024	03/28/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	293-2024	03/28/2024	Ohio Department of Taxation	\$527.93
PRIMARY	Electronic	294-2024	03/28/2024	RITA	\$400.40
PRIMARY	Electronic	296-2024	03/28/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$270.00
PRIMARY	Electronic	297-2024	03/21/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$1,977.76
PRIMARY	Electronic	298-2024	03/25/2024	PC CoPilot	\$725.00
PRIMARY	Electronic	299-2024	03/25/2024	AMAZON	\$150.47
PRIMARY	Electronic	300-2024	03/25/2024	AMAZON	\$34.98
PRIMARY	Electronic	301-2024	03/28/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	303-2024	03/28/2024	AMERICAN ELECTRIC POWER	\$1,695.67
PRIMARY	Electronic	304-2024	03/28/2024	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	305-2024	03/28/2024	AMAZON	\$32.99
PRIMARY	Electronic	306-2024	03/28/2024	AMAZON	\$9.68
PRIMARY	Electronic	307-2024	03/28/2024	AMAZON	\$26.27
PRIMARY	Electronic	308-2024	03/28/2024	AMAZON	\$82.99
PRIMARY	Electronic	309-2024	03/28/2024	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	310-2024	04/04/2024	Coral B Abel	\$158.03
PRIMARY	Electronic	311-2024	04/04/2024	Jennifer Baker	\$374.30
PRIMARY	Electronic	312-2024	04/04/2024	Sue E Barrick	\$376.90
PRIMARY	Electronic	313-2024	04/04/2024	Jennifer Bates	\$1,370.26
PRIMARY	Electronic	314-2024	04/04/2024	Eli Benzel	\$372.47
PRIMARY	Electronic	315-2024	04/04/2024	Dianne Ferrell	\$388.77
PRIMARY	Electronic	316-2024	04/04/2024	Brenda A Griffith	\$2,038.28
PRIMARY	Electronic	317-2024	04/04/2024	Rhonda Grogg	\$535.70
PRIMARY	Electronic	318-2024	04/04/2024	Heather Husted	\$908.90
PRIMARY	Electronic	319-2024	04/04/2024	Donna Kohler	\$409.23
PRIMARY	Electronic	320-2024	04/04/2024	Lisa Lutes	\$576.03
PRIMARY	Electronic	321-2024	04/04/2024	Jersey Moss	\$267.50
PRIMARY	Electronic	322-2024	04/04/2024	Kendra Selby	\$809.78
PRIMARY	Electronic	323-2024	04/04/2024	Payton S Selby	\$229.42
PRIMARY	Electronic	324-2024	04/04/2024	Anne Tokos	\$68.65

Cleared Payments

Reconciled Date 4/30/2024

Posted 5/6/2024 1:45:33 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	325-2024	04/04/2024	Laken Underwood	\$931.51
PRIMARY	Electronic	326-2024	04/04/2024	Nicole Weber	\$1,272.04
PRIMARY	Electronic	328-2024	04/01/2024	SANDY CREEK JOINT FIRE DISTRICT	\$550.00
PRIMARY	Electronic	329-2024	04/01/2024	RENTWEAR, INC.	\$107.16
PRIMARY	Electronic	330-2024	04/01/2024	The Alliance Review	\$708.99
PRIMARY	Electronic	331-2024	04/01/2024	OHIO SOCIETY OF NOTARIES	\$130.00
PRIMARY	Electronic	338-2024	04/04/2024	INDEPENDENT ELEVATOR CO., INC.	\$231.00
PRIMARY	Electronic	339-2024	04/04/2024	MIDWEST TAPE	\$1,817.42
PRIMARY	Electronic	340-2024	04/04/2024	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	342-2024	04/05/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	343-2024	04/11/2024	KISHMAN'S IGA	\$77.41
PRIMARY	Electronic	344-2024	04/11/2024	COLUMBIA GAS OF OHIO	\$633.60
PRIMARY	Electronic	346-2024	04/11/2024	SAND ROCK MINERAL WATER CO.	\$40.50
PRIMARY	Electronic	347-2024	04/18/2024	Coral B Abel	\$192.55
PRIMARY	Electronic	348-2024	04/18/2024	Jennifer Baker	\$376.15
PRIMARY	Electronic	349-2024	04/18/2024	Sue E Barrick	\$464.17
PRIMARY	Electronic	350-2024	04/18/2024	Jennifer Bates	\$1,129.38
PRIMARY	Electronic	351-2024	04/18/2024	Eli Benzel	\$173.30
PRIMARY	Electronic	352-2024	04/18/2024	Dianne Ferrelli	\$215.51
PRIMARY	Electronic	353-2024	04/18/2024	Brenda A Griffith	\$1,822.10
PRIMARY	Electronic	354-2024	04/18/2024	Rhonda Grogg	\$620.88
PRIMARY	Electronic	355-2024	04/18/2024	Heather Husted	\$656.28
PRIMARY	Electronic	356-2024	04/18/2024	Donna Kohler	\$423.43
PRIMARY	Electronic	357-2024	04/18/2024	Lisa Lutes	\$522.84
PRIMARY	Electronic	358-2024	04/18/2024	Jersey Moss	\$464.17
PRIMARY	Electronic	359-2024	04/18/2024	Kendra Selby	\$814.00
PRIMARY	Electronic	360-2024	04/18/2024	Payton S Selby	\$134.70
PRIMARY	Electronic	361-2024	04/18/2024	Anne Tokos	\$79.99
PRIMARY	Electronic	362-2024	04/18/2024	Laken Underwood	\$936.22
PRIMARY	Electronic	363-2024	04/18/2024	Nicole Weber	\$1,031.16
PRIMARY	Electronic	365-2024	04/16/2024	ABDO-SPOTLIGHT-MAGIC WAGON	\$1,237.30
PRIMARY	Electronic	366-2024	04/16/2024	dray home repair	\$821.43
PRIMARY	Electronic	367-2024	04/16/2024	FIRST COMMUNICATIONS	\$713.43
PRIMARY	Electronic	368-2024	04/16/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$118.20

Cleared Payments

Reconciled Date 4/30/2024

Posted 5/6/2024 1:45:33 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	369-2024	04/16/2024	AMAZON	\$32.99
PRIMARY	Electronic	370-2024	04/16/2024	AMAZON	\$63.57
PRIMARY	Electronic	371-2024	04/16/2024	AMAZON	\$2,034.68
PRIMARY	Electronic	372-2024	04/16/2024	THE REPOSITORY	\$420.00
PRIMARY	Electronic	373-2024	04/16/2024	copeco	\$764.00
PRIMARY	Electronic	374-2024	04/19/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	375-2024	04/19/2024	Ohio Department of Taxation	\$535.89
PRIMARY	Electronic	376-2024	04/19/2024	RITA	\$403.73
PRIMARY	Electronic	377-2024	04/26/2024	EFTPS	\$2,444.68
PRIMARY	Electronic	378-2024	04/18/2024	TREASURER, STATE OF OHIO	\$4,267.60
PRIMARY	Electronic	379-2024	04/18/2024	PC CoPilot	\$725.00
PRIMARY	Electronic	380-2024	04/18/2024	AMAZON	\$24.98
PRIMARY	Electronic	381-2024	04/18/2024	AMAZON	\$15.32
PRIMARY	Electronic	382-2024	04/18/2024	AMAZON	\$86.87
PRIMARY	Electronic	385-2024	04/19/2024	AMAZON	\$8.99
PRIMARY	Electronic	386-2024	04/19/2024	Consumers Credit Card	\$413.04
PRIMARY	Electronic	387-2024	04/22/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$270.00
PRIMARY	Electronic	388-2024	04/22/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$1,977.76
PRIMARY	Electronic	425-2024	04/15/2024	HUNTINGTON	\$5.00
PRIMARY	Electronic	426-2024	04/30/2024	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Electronic	427-2024	04/30/2024	CONSUMERS NATIONAL BANK	\$20.00
PRIMARY	Electronic	428-2024	04/01/2024	CONSUMERS NATIONAL BANK	\$7.80
PRIMARY	Electronic	434-2024	04/05/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$9,556.67
PRIMARY	Warrant	7008	03/21/2024	MINERVA AREA CHAMBER OF COMMERCE	\$150.00
Hunt. MM	Inv Transfer		04/15/2024	Transfer From Investment Hunt. MM	\$5.00
					\$66,489.69

Cleared Receipts

Reconciled Date 4/30/2024

Posted 5/6/2024 1:45:33 PM

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		50-2024	04/01/2024	Daily Receipts-CNB Registers	\$54.40
PRIMARY	Standard		56-2024	04/04/2024	Daily Receipts-CNB Registers	\$845.10
PRIMARY	Standard		58-2024	04/08/2024	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,140.46
PRIMARY	Standard		60-2024	04/10/2024	CARROLL COUNTY AUDITOR'S OFFICE	\$9,643.60
PRIMARY	Standard		57-2024	04/11/2024	Daily Receipts-CNB Registers	\$234.55
PRIMARY	Standard		59-2024	04/11/2024	STARK COUNTY AUDITOR'S OFFICE	\$36,255.67
PRIMARY	Standard		61-2024	04/16/2024	Daily Receipts-CNB Registers	\$94.30
PRIMARY	Standard		62-2024	04/18/2024	Daily Receipts-CNB Registers	\$539.30
PRIMARY	Standard		63-2024	04/22/2024	Daily Receipts-CNB Registers	\$503.35
PRIMARY	Standard		64-2024	04/25/2024	Daily Receipts-CNB Registers	\$33.15
PRIMARY	Standard		65-2024	04/29/2024	Daily Receipts-CNB Registers	\$646.90
PRIMARY	Inv Transfer			04/15/2024	Transfer From Investment Hunt. MM	\$5.00
CD042517	Interest		68-2024	04/25/2024	CD042517	\$9.27
CD072716	Interest		67-2024	04/26/2024	CD072716	\$88.20
CD082817	Interest		69-2024	04/26/2024	CD082817	\$89.19
Hunt. MM	Interest		71-2024	04/30/2024	Hunt. MM	\$405.43
Money Mark	Interest		70-2024	04/30/2024	Money Mark	\$1,163.72
						\$51,751.59

Outstanding Adjustments

Reconciled Date 4/30/2024

Posted 5/6/2024 1:45:33 PM

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Payment Adj	389-2024	04/22/2024	BAKER & TAYLOR BOOKS	-\$22.73
					<hr/>
					-\$22.73
					<hr/>

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2024

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,842.60	0.50%	\$36.47	\$1,318.14	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 10/27/2024	\$22,425.68	4.64%	\$310.95	\$2,247.94	03/27/2024	10/27/2024		
CD082817	CONSUMERS 0106774145 CD 10/28/24	\$22,677.94	4.64%	\$314.44	\$1,930.88	03/28/2024	10/28/2024		
CDAR-HUNT	CDAR HUNTINGTON 5.2%	\$75,013.46	5.20%	\$0.00	\$0.00	08/10/2023	08/08/2024		
Hunt. MM	Huntington Money Market	\$165,276.89	3.00%	\$1,629.21	\$3,439.32	08/01/2023	08/01/2053		
Money Mark	Money Market Consumers	\$671,553.84	2.00%	\$3,866.91	\$9,586.31	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>\$978,790.41</u>		<u>\$6,157.98</u>	<u>\$289,197.44</u>				

Fund Status

As Of 4/30/2024

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	45.076%	\$474,209.63	\$66,946.22	\$407,263.41
4001	Capital Projects	54.924%	\$571,258.20	\$75,013.46	\$496,244.74
All Funds Total			\$1,045,467.83	\$141,959.68	\$903,508.15
Pooled Investments					\$836,830.73
Secondary Checking Accounts					\$179.20
Available Primary Checking Balance					\$66,498.22

Last reconciled to bank: 04/30/2024 – Total other adjusting factors: \$0.00

End

Minerva Public Library

April 2024

Financial Reports

Submitted for May 2024

Board Meeting

Classification: Library Associate II

Title: Library Associate II, Early Childhood Associate, Youth Services (full-time)

Department: Youth Services

Reports to: Director

Hours: Full time at 40 hours per week including days, evenings and weekends as scheduled. Schedule may be altered depending on the needs of the library.

Job Objective: LA II Early Childhood Associate works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference questions, provides high quality customer service to patrons of all ages in both the Adult and Youth departments as needed, and maintains an orderly and welcoming library. The focus of this position is particularly on youth and their caregivers, maintaining an orderly and welcoming Youth Department, plans and executes programs for preschool age patrons and their caregivers as well as all school age children. This position reports to the Director.

Essential Job Functions and Responsibilities:

- Check in and out library materials using a computerized system, issue patrons a library card, collect fines and fees, renew materials, place holds as requested, assist patrons with the copier/email/fax machine, accept and process various forms, answer circulation questions from patrons in person or by telephone.
- Efficiently and accurately performs all standard circulation processes and procedures
- Provide reference and advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- Maintain an orderly and attractive library collection, verify and sort returned materials, clean materials as needed, shelve materials as needed, read shelves as needed, and assist with creating displays of library materials.
- Assist library patrons in making effective use of library resources, equipment, and services.
- Maintain a high level of effective and efficient customer service in assisting all patrons.
- Develop, promote, and execute a variety of programs for youth, including story times for children of specific ages and abilities, thematic programs, and the children summer reading program.
- Develop, promote and execute innovative educational, cultural programs for youth, families, adults and multi-generational audiences.
- Plan, manage and evaluate the activities of Youth Services Department in accordance with the library's policies and the needs of the community.
- Train and coach staff working in the library.

- Acts as liaison between local preschools and library.
- Coordinates with SPARK for parent programs and promotions.
- Develop and maintain an appropriate, useful and appealing collection of the library materials. Send requested library materials for youth services to director to be ordered.
- Schedule with area schools, homeschoolers, and other youth service organizations through unit collections, materials selections, programming and class visits.
- Communicate library policies, regulations, and procedures for patrons in Youth Services.
- Compile and maintain program records and statistics providing reports as requested.
- Routinely solve problems with staff, patrons, missing items, lost items, damaged items, and other issues that arise that don't require Director's input.
- Plan and execute monthly themes that are developmentally appropriate for the sensory spot room.
- Clean and remove trash from my own space, assist with sweeping the library, wipe down equipment and furniture if needed. Take trash to dumpster if needed.
- Consult with teachers and prepare collections for their use.
- Pull Cargo list and sort materials.
- Performs opening and closing procedures.
- Keeps Director informed of departmental needs and concerns.
- Attend pertinent meetings, training courses, and undertakes special training activities, as directed.
- Promote library activities and services through social media tools, e-mail newsletters, the library's website, as well as brochures and other print media. Work with the IT employee in implementing activities that further external communication efforts.
- Train and coach staff for the Youth Department.
- Develop, maintain, and promote an appropriate, useful and appealing collection of the library materials. Send orders of library materials for youth services to director to be ordered.
- Cooperate with area schools, homeschoolers, and other youth service organizations through unit collections, materials selections, programming and class visits to the library.

- Appropriately interprets and clarifies library policies, regulations, and procedures for staff and patrons in Youth Services.
- Compile and maintain useful records and statistics; provide reports as requested.
- Maintain a high level of effective and efficient customer service in assisting all patrons.
- Cleans library building, equipment and furniture using cleaning equipment if needed.
- Assists with assembling and moving library equipment, fixtures and furniture as needed.
- Keep Director informed of departmental needs and concerns.
- Other duties as assigned by the director.

Qualifications:

- Minimum of Associate degree in early childhood. Preference for Bachelor degree with focus on early childhood education or equivalent combination of education, experience, and training which provides the required knowledge and skill.
- Demonstrated successful experience in library service to children or a combination of educational programs and experience demonstrating success with groups of children and knowledge of children's literature and materials.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills, experience with using Microsoft Office applications including a word document and excel spreadsheet.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children and adults, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with Library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.

- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.
- Assist with assembling and moving library equipment, fixtures and furniture as needed.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Other duties as assigned by the director.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- A variety of desktop and portable computers, Ellison die machine, laminator, photocopier, fax, and telephone system.
- CD-player; digital projector; videogame consoles and projectors.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Classification: Library Associate II

Title: Library Associate II, Early Childhood Program, Youth Services (full-time)

Department: Youth Services

Reports to: Director

Hours: Full time at 40 hours per week including days, evenings and weekends as scheduled. Schedule may be altered depending on the needs of the library.

Job Objective: LA II Early Childhood Program Associate works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference questions, provides high quality customer service to patrons of all ages in both the Adult and Youth departments as needed, and maintains an orderly and welcoming library. The focus of this position is particularly on youth and their caregivers, maintaining an orderly and welcoming Youth Department, plans and executes programs for preschool age patrons and their caregivers as well as all school age children. This position reports to the Director.

Essential Job Functions and Responsibilities:

- Check in and out library materials using a computerized system, issue patrons a library card, collect fines and fees, renew materials, place holds as requested, assist patrons with the copier/email/fax machine, accept and process various forms, answer circulation questions from patrons in person or by telephone and shelve/pull books as needed.
- Provide reference and advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- Maintain an orderly and attractive library collection, verify and sort returned materials, clean materials as needed, shelve materials as needed, read shelves as needed, and assist with creating displays of library materials.
- Assist library patrons in making effective use of library resources, equipment, and services.
- Maintain a high level of effective and efficient customer service in assisting all patrons.
- Develops, promotes, and executes a variety of programs for youth, including story times for children of specific ages and abilities, thematic programs, and the children summer reading program.
- Develops, promotes, and executes a variety of afterschool activities as well as Family Fun Night.
- Become proficient with the Beanstack application and lead on the youth challenges and awards.

- Promote library activities and services through social media tools, e-mail, the library's website, as well as brochures and other print media. Works with the IT employee in implementing activities that further external communication efforts.
- Train and coach staff working in the library.
- Develops, maintains, and promotes an appropriate, useful and appealing collection of the library materials. Sends orders of library materials for youth services to director to be ordered.
- Appropriately interprets and clarifies library policies, regulations, and procedures for staff and patrons in Youth Services.
- Assist library patrons in making effective use of library resources, equipment, and services.
- Serves as a secondary liaison between local preschools, schools, and homeschool groups when primary liaison is not available.
- Routinely solve problems with staff, patrons, missing items, lost items, damaged items, and other issues that arise that don't require Director's input.
- Clean and remove trash from my own space, assist with sweeping the library, wipe down equipment and furniture if needed. Take trash to dumpster if needed.
- Consults with teachers and prepares collections for their use.
- Pull Cargo list and sort materials.
- Performs opening and closing procedures.
- Keep Director informed of departmental needs and concerns.
- Additional duties may be assigned. Such duties are non-essential functions of this position.
- Assists in compiling useful records and statistics.
- Routinely solves problems with staff, patrons, missing items, lost items, damaged items, and any other issues that arise that don't require Director's input.
- Plan and execute monthly themes that are developmentally appropriate in the sensory spot room.
- Keeps inventory of supplies and alerts appropriate staff when items need to be replenished.
- Cleans library building, equipment and furniture using cleaning equipment if needed.

- Assists with assembling and moving library equipment, fixtures and furniture as needed.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Other duties as assigned by the director.

Qualifications:

- Minimum of Associate degree in early childhood. Will consider past experience along with some education. Preference for Bachelor degree with focused on early childhood education or equivalent combination of education, experience, and training which provides the required knowledge, skill, and ability.
- Demonstrated successful experience in library service to children or a combination of educational programs and experience demonstrating success with groups of children and knowledge of children's literature and materials. Demonstrated knowledge of, and experience with, social media and emerging technologies.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills, experience with using Microsoft Office applications including a word document and excel spreadsheet.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children and adults, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with Library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.
- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.

- Familiarity with current social media and ability to experiment with new technology and deploy it effectively.
- Ability to develop and implement appropriate programming for a variety of audiences.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- A variety of desktop and portable computers, Ellison die machine, laminator, photocopier, fax, and telephone system.
- CD-player; digital projector; videogame consoles and projectors.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee _____

Date _____

Signature of Supervisor _____

Date _____

Classification: Library Associate II

Title: Library Associate II, Information Technology Associate, Adult Services (full time)

Department: Adult Services

Reports to: Director

Hours: Full time at 40 hours per week including days, evenings and weekends as scheduled. Schedule may be altered depending on the needs of the library.

Job Objective: LA II IT Associate works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference questions, provides high quality customer service to patrons of all ages in both the Adult and Youth departments as needed and maintains an orderly and welcoming library. This position provides technology support to staff in both the Adult and Youth Services Departments, maintains the library's website and as is responsible for all aspects of our IT system including OPLIN, OLC, SEO operations, and working with the IT vendor for updates and compliance. This position reports to the Director.

Essential Job Functions and Responsibilities:

- Check in and out library materials using a computerized system, issue patrons a library card, collect fines and fees, renew materials, place holds as requested, assist patrons with the copier/email/fax machine, accept and process various forms, answer circulation questions from patrons in person or by telephone.
- Provide reference and advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- Maintain an orderly and attractive library collection, verify and sort returned materials, clean materials as needed, shelve materials as needed, read shelves as needed, and assist with creating displays of library materials.
- Assist library patrons in making effective use of library resources, equipment, and services.
- Communicate library policies, regulations, and procedures for patrons in Adult Services.
- Maintain a high level of effective and efficient customer service in assisting all patrons.
- Assists with developing, promoting, and executing adult and youth programs including the in-house adult craft time and the children summer reading program.
- Become proficient with the Beanstack application and lead on adult challenges and awards.
- Pack and Unpack Cargo as needed.
- Responsible for opening and closing procedures including balancing the cash register.

- Creates content to promote library services, activities, and materials through social media tools, the library website, and newsletter, as well through bookmarks, brochures, signage, and other print media.
- Provides instruction to library patrons in the use of personal devices, productivity software, and library apps.
- Provides technology support to staff, performs routine maintenance on library computers, troubleshoots hardware and software problems, installs and configures software and hardware as needed.
- Designs and maintains library forms with the director's approval.
- Develops, recommends, and promotes an appropriate, useful and appealing collection of the library materials. Sends library materials requests to director to be ordered.
- Routinely solves problems with staff, patrons, missing items, lost items, damaged items, and any other issues that arise that don't require Director's input.
- Updates and maintains library website.
- Train and coach staff working in the library.
- Assist in processing library materials including magazines.
- Keeps supervisor informed of departmental needs and concerns.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Cleans library building, equipment and furniture using cleaning equipment if needed.
- Keeps Director informed of departmental needs and concerns.
- Clean and remove trash from my own space, assist with sweeping the library, wipe down equipment and furniture if needed. Take trash to dumpster if needed.
- Assists with assembling and moving library equipment, fixtures and furniture as needed.
- Assists in compiling useful records and statistics.
- Other duties as assigned by the director.

Qualifications:

- Minimum of Associate degree. Will consider past IT experience along with some education. Preference for Bachelor degree with focused on Information Technology or equivalent combination of education, experience, and training which provides the required knowledge, skill, and ability.

- Demonstrated successful experience in library Information Technology service or a combination of educational programs and experience demonstrating success with IT functions. Demonstrated knowledge of, and experience with, social media and emerging technologies.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills, experience with using Microsoft Office applications including a word document and excel spreadsheet.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children and adults, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to do basic software and hardware installation and configuration; troubleshoot basic hardware, software, and network problems; work effectively with vendor tech support staff, and understand contract services.
- Proficient in Microsoft Word, Excel, Publisher and Canva.
- Proficient in software used for the creation of signage, online and physical promotional materials, the library newsletter, and multiple forms of social media.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with Library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.
- Ability to assist patrons who may have any type of disability.
- Assist with assembling and moving library equipment, fixtures and furniture as needed.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Other duties as assigned by the director.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- A variety of micro, desktop and portable computers, computer peripheral, routers, and switches, optical disc cleaner, photocopier, telephone system, and fax machine.
- Microfilm reader/printer, low-vision magnifier, CD-player and projectors.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Classification: Library Associate II

Title: Library Associate II, Catalog Associate (full time)

Department: Adult Services

Reports to: Director

Hours: Full time at 40 hours per week including days, evenings and weekends as scheduled. Schedule may be altered depending on the needs of the library.

- **Job Objective:** LA II Catalog Associate works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference questions, provides high quality customer service to patrons of all ages in both the Adult and Youth departments as needed and maintains an orderly and welcoming library. This position creates and edits item records for all library materials purchased and/or donated, processes all library materials, acts as first library contact with SEO for cataloging issues, verifies all patron card membership registrations, and orders and restocks approved library office, programming, cleaning and maintenance supplies as needed. This position reports to the Director.

Essential Job Functions and Responsibilities:

- Check in and out library materials using a computerized system, issue patrons a library card, collect fines and fees, renew materials, place holds as requested, assist patrons with the copier/email/fax machine, accept and process various forms, answer circulation questions from patrons in person or by telephone.
- Efficiently and accurately performs all standard circulation processes and procedures
- Provide reference and advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- Maintain an orderly and attractive library collection, verify and sort returned materials, clean materials as needed, shelve materials as needed, read shelves as needed, and assist with creating displays of library materials.
- Assist library patrons in making effective use of library resources, equipment, and services.
- Maintain a high level of effective and efficient customer service in assisting all patrons.
- Communicate library policies, regulations, and procedures for patrons.
- Works with other library staff to develop and implement programs and activities for library patrons.
- Receive incoming shipments, verify accuracy of contents delivered against the PO's, maintain packing slips.
- Pack and Unpack Cargo as needed.

- Notify fiscal officer of completion or cancellation of invoices, PO's and deliveries.
- Responsible for opening and closing procedures including balancing the cash register.
- Create and edit item records for all library materials, serves as primary library contact with SEO for cataloging issues.
- Generates bookplates and maintain library's past Memorial and Gift Register.
- Process labels for all library materials.
- Monitor inventory levels for office, processing, programming and maintenance supplies. Order supplies as needed with director approval.
- Process and repair library materials.
- Verifies and updates patron registrations.
- Acts as first library contact with Unique Management.
- Primary contact for delivery service and circulation problems.
- Work with other library staff to develop and implement programs and activities for library patrons.
- Responsible for sorting, discarding, keeping for future book sale, or adding to the library collection all donated materials.
- Shows tact and courtesy with the public and with other staff members.
- Pull Cargo list and sorts materials as needed.
- Solves routine problems under supervision.
- Perform opening and closing procedures.
- Responsible for filling and mailing inter-library materials to other libraries outside of our SEO system through Interlibrary loan requests.
- Keep Director informed of departmental needs and concerns.
- Train and coach staff working in the library.
- Clean library building, equipment and furniture using cleaning equipment if needed.
- Attend pertinent meetings, training courses, and undertakes special training activities, as directed.

- Clean and remove trash from my own space, assist with sweeping the library, wipe down equipment and furniture if needed. Take trash to dumpster if needed.
- Assists with assembling and moving library equipment, fixtures and furniture as needed.
- Assist in compiling useful records and statistics.
- Assist with checking in and out library materials for students in the youth department.
- Assist monitoring youth during special activity time as needed.
- Other duties as assigned by the director.

Qualifications:

- Graduation from high school, preference for prior cataloging experience, preference for prior experience working with youth, or equivalent combination of experience, cataloging training, and working successfully with youth providing the required knowledge, skill and experience.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills, experience with using Microsoft Office applications including a word document and excel spreadsheet.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children and adults, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to perform basic cataloging accurately and consistently while meeting expected productivity standards.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with library patrons and staff in person and over the telephone. Listen, understand, speak, and write effectively.

- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.
- Other duties as assigned by the director.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- A variety of micro and portable computers; optical disc cleaner, photocopier, telephone system, and fax.
- Microfilm reader/printer; low-vision magnifier; projector.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Classification: Library Associate I
Title: Library Associate I
Department: Adult and/or Youth Services
Reports to: Director

Hours: Part-time between 20 and 29 hours per week including days, evenings and one or more Saturdays a month as scheduled. Schedules may be altered depending on the needs of the library.

Job Objective: LA I work closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference, and reader's advisory questions, provides high quality customer service to patrons of all ages and their caregivers, and maintains an orderly and welcoming library. The position works under the supervision of the Director.

Essential Job Functions and Responsibilities:

- Checks in and checks out materials using a computerized system; registers patrons; collects fines and fees; renews materials and manages reserves; accepts and processes various forms; answers circulation questions from patrons in person or by telephone.
- Efficiently and accurately performs all standard circulation processes and procedures.
- Provides basic reference and reader's advisory assistance to patrons using appropriate resources.
- Effectively assists patrons in locating and using library materials to read, listen to, or view in all formats offered by the library.
- Maintains an orderly and attractive library collection: verifies and sorts returned materials, cleans materials as needed; shelves materials, reads shelves as needed and assigned; assists with displays of materials.
- Assists library patrons in making effective use of library resources, equipment, and services within the department.
- Maintains a high level of effective and efficient customer service in assisting all patrons in the use of library resources, equipment, programs, and services.
- Handles confidential information with discretion.
- Shows tact and courtesy with the public and with other staff members.
- Assists with packing and unpacking/receiving loans from other libraries.
- Assists in processing library materials.
- Assists with library programs as needed.

- Pull Cargo list and sorts materials.
- Solves routine problems under supervision.
- Performs opening and closing procedures.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Keeps Director informed of departmental needs and concerns.
- Other duties as assigned by the director.

Qualifications:

- Graduation from high school with preference for prior library experience, or equivalent combination of experience and training which provides the required knowledge, skill, and ability.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills, experience with using Microsoft Office applications including a word document and excel spreadsheet.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children and adults, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to perform basic cataloging accurately and consistently while meeting expected productivity standards.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with library patrons and staff in person and over the telephone. Listen, understand, speak, and write effectively.
- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.

- Other duties as assigned by the director.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds, and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- A variety of micro and portable computers; copier, telephone system, and fax.
- Video game room items, projector.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee _____

Date _____

Signature of Supervisor _____

Date _____

Classification: Library Associate Substitute
Title: Library Associate Substitute
Department: Adult Services and/or Youth Services
Reports to: Director

Hours: LA Substitute is hired to work as an occasional employee and is scheduled to work days, evenings or Saturdays as needed by the Director. This position may not be scheduled regularly or frequently. Substitutes are not required to work if called, however, substitutes must maintain work skills and stay current with library practices and procedures in order to provide effective service.

Job Objective: LA Substitute fills in as needed for regular library staff in either the Adult Services or Youth Services Department. This position works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference, and reader's advisory questions, provides high quality customer service to patrons of all ages and their caregivers, and maintains an orderly and welcoming library. This position works under the supervision of the Director.

Essential Job Functions and Responsibilities:

- Check in and out library materials using a computerized system, issue patrons a library card, collect fines and fees, renew materials, place holds as requested, assist patrons with the copier/email/fax machine, accept and process various forms, answer circulation questions from patrons in person or by telephone.
- Efficiently and accurately performs all standard circulation processes and procedures.
- Provide reference and advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- Maintain an orderly and attractive library collection, verify and sort returned materials, clean materials as needed, shelve materials as needed, read shelves as needed, and assist with creating displays of library materials.
- Assist library patrons in making effective use of library resources, equipment, and services.
- Maintain a high level of effective and efficient customer service in assisting all patrons.
- Handles confidential information with discretion.
- Shows tact and courtesy with the public and with other staff members.
- Assists with packing and unpacking/receiving loans from other libraries.
- Assists with library programs as needed.
- Pull Cargo list and sort materials.

- Assist in processing library materials.
- Solves routine problems under supervision.
- Performs opening and closing procedures.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Clean and remove trash from my own space, assist with sweeping the library, wipe down equipment and furniture if needed. Take trash to dumpster if needed.
- Cleans library building, equipment and furniture using cleaning equipment if needed.
- Assists with assembling and moving library equipment, fixtures and furniture as needed.
- Keeps Director informed of departmental needs and concerns.
- Other duties as assigned by the director.

Qualifications:

- Graduation from high school and preference for prior library experience, or equivalent combination of experience and training which provides the required knowledge, skill, and ability.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills, experience with using Microsoft Office applications including a word document and excel spreadsheet.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children and adults, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.

- Ability to perform basic cataloging accurately and consistently while meeting expected productivity standards.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with library patrons and staff in person and over the telephone. Listen, understand, speak, and write effectively.
- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.
- Other duties as assigned by the director.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds, and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- A variety of micro and portable computers; copier, telephone system, and fax.
- Video game room items, projector.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee _____

Date _____

Signature of Supervisor _____

Date _____

Director's Report—May, 2024

Building and Grounds— Dray Home Repair Co. changed out the old water meter for the new water meter provided by the Minerva Water Department. Waiting on the water department to come and complete their connections for the new meter reading device to become active.

Library Design has installed the correct legs for our new tables and they are working great.

The buzzer and intercom are partially working for the back school entrance door. Ray Electric informed us that we would need a lock-smith for this system. We will be looking into this possibility soon.

The Youth Department's north-east corner wall had rain water leaking in again. I had Jeff Knoch from Naturescapes Landscaping walk around the outside of the building to address a large puddle of water pooled on this side of the building as well as we could see the water backed up against the exit door cement pad on this side of the building close to running through the door. This side of the building as well as the front entrance side now has the ground slopping back against the foundation wall approximately 3 to 4 feet away from the building. He will be placing dirt to fill in the puddle and back to the cement pad to direct the water away from the building. We also found one of the cement air flow pits full of debris. He will be removing the steel grate, cleaning it out and opening the drain. Finally, BJ Dray cleaned the spouting out as well as the downspouts to eliminate any water backup. Jeff has recommended removal of some of the trees/bushes that have matured and are leaving residue in the spouting as well as removing some of the mature hedges.

Happenings—The April/May book sale was very successful with most items being sold. The total amount raised was \$1,134.91.

On May 4th author Kathleen Horn had a book review and signing from 10:am until noon. There were about a dozen individuals stopping at here table.

Meetings— Brenda attended the first of a four-part series on OLC New Directors Workshop on Tuesday, May 14, 2024.

Brenda completed the Notary class and passed the test scoring 100%. I completed my fingerprint and background check. As soon as I receive the

results, I will submit to the state my application for licensing and purchase the required notary stamps. Then the library will begin offering this service to our patrons.

Brenda attended the Minerva Chamber of Commerce monthly meeting on Wednesday, May 15th held at the Minerva School Administrative Building.

We are preparing for the summer reading program to begin on Wednesday, June 5th. We will begin promoting the app Beanstack as an option for registering and tracking a patron's successful completion of challenges for summer reading which includes all ages.

I am planning on signing up for a Ballot Issues Workshop via zoom to prepare any future desire to place a levy on the ballot. The registration fee through OLC is \$75.

Youth— The April side door count for students from the Minerva School was **1,631 students**. We provided **9 classroom** visits to the school totaling **225 children**. We provided **35 Teacher** book collections for a total of **1,1441 books** to the Minerva Schools. The sensory room had **532** children using it in April. The Storytime class met **1** time in April for a total of **101** children attending. Book Beginnings met **4** times in April for a total of **125** children. The Community Game/Video room had **305** children in attendance in April. We held **2** kids craft days with **17** attending.

Adults— The in-person adult craft class held at 10:30 am on the second Tuesday of each month for April had **12** adults in-person attendance. Registration is required and is usually attended by seniors.

The Take-It and Make-It craft usually had reached the maximum number of registrations allowed. We disbursed **22** craft kits based on the amount of supplies we have and includes directions on how to make your craft. Registration is required. This program will be ending in July 2024.

General— The computers were signed out for use **930** times in April. Study rooms were utilized **128** times. The staff answered **1,524** reference questions which is a **54%** increase from 2023. The staff answered **314** general questions in April which is a **44%** increase from 2023.

Library—Minerva High School Art teacher, Jan Clark led a Sip and Paint night on April 18th. Patrons donated \$20 each to cover some of the supply cost. We provided snacks, non-alcoholic beverages, and cupcakes. Registrations was limited to 30 individuals and we had 30 individuals attend. The artist fee is \$290 and we will pay this out of our Powell revenue fund.

We scheduled an afternoon Tea Party on Saturday, May 18th from 10:00 am until noon. We will have an informational session on the history of an English Tea, local speakers on the subject matter, as well as present several books available on this subject matter. We have **26** registrations for this event which is max capacity.

The Ohio Library Council

Certificate of Completion

*Brenda Griffith, Director
Minerva Public Library*

Attended the OLC New Directors Workshop held at OLC
and virtually online via Zoom on Tuesday, May 14, 2024.

For those working toward their Ohio Public Librarian or Ohio Public Library Staff re-certification,
this workshop counts as 5 hours.



Executive Director, Ohio Library Council

yes

SEO Directors Meeting Agenda

May 23, 2024 | 10:00 am-3:00 pm

1. **Welcome and Call to Order – Mr. Limer and John Stewart**
2. **Approval of the Minutes from the February 22nd meeting**
3. **SOLUS Presentation – John Richardson**
4. **Business Meeting**
 - Acceptance of the Financial Reports – Jamie Pardee and John Stewart**
 - o Revenue
 - o Budget
 - OPLIN Updates – Don Yarman**
 - State Library of Ohio Service Highlights and Updates**
 - o Library Programs & Development (LPD) – Evan Struble
 - o Ohio Digital Library – Anne Kennedy
 - o Ohio Public Library Statistics - Kirstin Krumsee Ziegler
 - o Talking Book Program – Tracy Grimm
 - Lunch on your own – 12:00 – 1:00 pm**
 - SEO Project Updates and Product Deliverables**
 - o IT Department
 - o Security updates – Don Winland
 - o Enterprise & Custom Self-Registration updates – Michael Postlethwait
 - o SEO Libraries App – John Stewart & Michael Postlethwait
 - o New Website – Ron Woods & Heather Miller
 - o Library Relations – Heather Miller
 - o Library Visits and Meetings
 - o Niche Academy Resources
 - o SEO Bylaws/Agreement
 - o Library Services – Jay Miley and John Stewart
 - o Patron Point Phase 2 Marketing
 - o Masking PINS
 - o Named Logins
 - o Migration updates – John and Jay
 - o Marvin Memorial
 - o Bucyrus, Mt.Gilead, and Galion Public Libraries
 - o Freeze in 2026 for new migrations
 - o Prepare for Future Request For Purchase (RFP) of Library Software Platform 2026 FY27 John and Jay
5. **Items too late for the agenda**
6. **Adjournment**

Events

Resources

About

Ballot Issues Workshop

WHEN:

June 12, 2024 @ 9:45 am – 2:00 pm

 (<https://olc.org/calendar/>)

WHERE:

Ohio Library Council via Zoom

Sponsored by the Government Relations Committee

This is a virtual workshop only.

Register at my OLC | Registration Deadline: 6/5/24

Registration Fees: Member \$75* | Non-member \$150

**Individual members or staff of OLC institutional member libraries.*

Workshop Overview:

Is your library considering going on the local ballot with a new levy, renewing an existing levy, or possibly modifying a levy that's been in place for some time? This program will provide the information you need as you prepare for your ballot initiative, including:

- the latest levy FAQ from the Auditor of State's Office
- determining the need and public support for your



NEWS

CONTACT