

**Minerva Public Library
Board of Trustees**

November 21, 2024

**Monthly
Regular
Meeting Packet**

**Minerva Public Library
Board of Trustees Meeting Agenda
November 21, 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: Jason Bumbico _____

Call to Order:

Adjustments to the Agenda:

Public Participation:

Minutes: Motion to approve the minutes from the October 24, 2024 Regular Board of Trustees meeting.

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – We currently have 280 children registered under Minerva library, which represents no change from the October 2024 number.

Fiscal Officer’s Report:

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

Current Revenue:

PLF Distribution: The October 2024 PLF distribution is **\$60,601.29** which is **10.11%** less than the **\$67,423.54** received in October 2023. The PLF funding is behind about **3.5%** from the budget.

2024 General Revenue Net Operating Position

October Revenue =	\$ 63,543.03	Total Annual Revenue =	\$ 689,236.82
October Expense =	\$ 73,020.73	Total Annual Expenses =	\$ 687,178.15
Difference	(\$ 9,477.70)		\$ 2,058.67

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

<u>2024 Appropriation</u>	<u>Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
	\$1,071,706.00	\$687,178.15	64.12%

New Business:

Replacement Pump Motor: As part of Standard Plumbing & Heating’s final scheduled preventative maintenance, the technician indicated that a leaking pump needed to be repaired. When the technician returned to replace the filters, he removed the pump to be diagnosed and repaired. The pump was reinstalled on 11/12/2024.

Approve Resolution: 24-10-01: To approve up to \$1800 for pump repair and installation.

Migrate Email to Google Workspace: The present situation where we have a mix of free Gmail accounts and SEO accounts for staff emails is challenging in terms of their management, and it tends to discourage their use, making communication more difficult on a day-to-day basis. By migrating all of our accounts to Google Workspace, we will have a centralized management portal, 30 GB pooled storage per user, the ability to share documents easily using the Google applications, as well as the ability to use the minervalibrary.info domain for the email addresses. The migration should improve our ability to communicate and share information, improve our digital security, and help the library brand.

Approve Resolution: 24-10-03: To migrate our present staff emails from individual Gmail and SEO-administered accounts to a Google Workspace account managed by MPL at an annual cost of \$1440 (\$6 per user a month for a Business Starter level account).

Free Printing for Select Patron Documents: In reviewing the invoices from Visual Edge IT, our managed print provider, it is apparent that we are not using the allowance for black and white images. On the first invoice, we were around 5,500 images under the allowance, and on the second, we were about 7,000 images under. Because of this gap and the relatively small amount of revenue raised by our black-and-white printing fees, we propose allowing patrons to print a limited number of resumes, tax forms, or government documents for free per day. We will continue to track usage and watch for potential print overages to ensure minimal cost to the library.

Approve Resolution: 24-10-04: To allow patrons to print in black and white up to 10 copies of a resume, 10 pages of tax forms, 10 pages of other government documents for free per day or 20 pages of homework for students 18 and under.

Teen Gaming Space Proposal: The influx of middle-grade students to the library in the afternoon poses challenges and leads to the staff having to deal with a range of incidents. The current teen/tween programming is a good start, but it is not engaging the students as well as it could and is posing staffing difficulties. The area in Youth Services between the Fiscal Officer's office and the service desk could be re-imagined as a gaming spot that staff could easily supervise to provide an attractive space for these patrons.

Approve Resolution: 24-10-05: To purchase a television, video games, accessories, and furniture (maximum \$2,500) to create a new gaming space in Youth Services.

Adjust Hours for Christmas Holiday: Because of staffing difficulties and reduced patron traffic between December 22 and 28, we are proposing the elimination of evening hours that week.

Approve Resolution: 24-10-06: To change the library hours on December 23rd, 2024, December 26th, 2024, and December 27th, 2024, to 10:00 am to 5:00 pm.

SEO Membership Fees: To pay the current SEO membership fees, we will need to move \$2,000 from Contingencies account #1000-210-452-0000 to Dues & Memberships account number #1000-230-510-0000.

Approve Resolution: 24-10-07: To move \$2,000 from Contingencies account #1000-210-452-0000 to Dues & Memberships account number #1000-230-510-0000.

Refunds for Found Books: The library policy regarding refunds currently states that they can be given for items already paid for and then subsequently returned within 6 months. Processing these refunds (of which there are a limited amount) can be time-consuming and includes costs when it involves PayPal fees.

Approve Resolution: 24-10-08: To revise section 2.33 of the Public Services policy to read, "Once damaged or lost items have been paid for, no refunds can be issued."

Adopt New Internet Safety Policy: In the near future, there are several potential projects where the cost could be significantly mitigated using the FCC's E-Rate program. To participate in the program, an Internet Safety Policy approved by the board in an open meeting is required.

Approve Resolution: 24-10-09: To adopt and implement the attached Internet Safety Policy and revise sections 5.1 and 5.2 (Internet Access Policy) of the Public Services Policy manual to match the language.

Discussion:

Budget 2025

Overview of planned revenue, expenditures, and staff compensation for the coming year.

Youth Services Printer Proposal

Examine the addition of a printer to our present managed print contract.

Friends of the Minerva Public Library

Discuss the possibility of reconstituting a friend's group at MPL.

Correspondence:

None

Director’s Report:

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

October 2024 Library Statistics:

In-house circulation was 13,620, which is about 18% below the October 2023 total circulation of 16,632. Total circulation was 18,191, which is about 14% below the October 2023 total circulation of 21,123. The 2024 door count was 7191, down about 12% from October 2023, when it totaled 8075. In October 2024, 74 classrooms came to the library from the Minerva School, serving 1206 children.

Accept Financial Gifts—October 2024:

Restricted Individual Contributions:

None	\$00.00
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Unrestricted Individual Contributions to the General Fund:

Book Sale	\$758.92
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Total Financial Gifts	\$00.00
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In-kind Gifts for October 2024

- 3 Books Donated - John Schmidt

Motion to Adjourn:

The next Regular Board Meeting will be December 19, 2024 at 6:30 pm in the Board Room.

**Minerva Public Library
Board of Trustees Meeting Agenda
October 24th, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley __X__
Trustee: Jennifer Beard __X__
Trustee: Casey Milano __X__
Trustee: Rebecca Miller __X__
Trustee: Sarah Repella __X__
Trustee: Diane Ruff ABS
Trustee: Richard Rutledge _X_

Director: Jason Bumbico _____
Interim Director/ Fiscal Officer: Heather Husted _____

Call to Order: 6:32

Adjustments to the Agenda:

Public Participation:

Minutes: Approve the minutes from the September 26th, Regular Board of Trustees meeting and September 26th, Records Commission meeting.

Casey/Richard: 1st/2nd; motion carried unanimously

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update –We currently have 280 children registered under Minerva library.

Fiscal Officer’s Report:

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

Sarah/Jennifer: 1st/2nd; motion carried unanimously

Current Revenue:

PLF Distribution: The September 2024 PLF receipts are \$74,262.05, 4.0% less than the \$76,798.25 received in September 2023. The PLF funding is behind about 2% from the budget.

2024 General Revenue Net Operating Position

September Revenue =	\$ 76,310.90	Total Annual Revenue =	\$ 625,693.79
September Expense =	<u>\$ 44,840.93</u>	Total Annual Expenses =	<u>\$ 614,157.42</u>
Difference	\$ 31,469.97		\$11,536.37

Operating Fund Expenses as Percentage of Appropriation on September 30th, 2024

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$1,071,706.00	\$614,157.42	57.307%

Deputy Fiscal Officer Discussion: wait and decide this at a future meeting.
Motion Carried.

New Business

Hours on Halloween: Halloween falls on a Thursday this year, which we are scheduled to be open till 8:00. There are many events in town that evening, starting with Trick or Treat at 4:30.

Approve Resolution 24-10-01: to close the library at 4:00 on Thursday October 31st, 2024.

Sarah/Casey - 1st/2nd; motion carried unanimously

General Maintenance: The library no longer has the staff with skills of general maintenance and which has caused an increase in account #1000-210-452-0000, Property Maintenance/ Repair Supplies & Parts. Contingencies currently has \$13,956.50 remaining.

Approve Resolution 24-10-02: To move \$2,956.50 from Contingencies account #1000-930-930-0000 to Property Maintenance/ Repair Supplies & Parts account #1000-210-452-0000 and \$250.00 from Contingencies account #1000-930-930-0000 to Cataloging and Processing account #1000-120-459-0008.

Becky/Jennifer - 1st/2nd; motion carried unanimously

Black Friday Closing: It appears the library has been closed the day after Thanksgiving for the last few years, likely due to it being difficult to staff.

Approve Resolution 24-10-03: to close the library on November 29th.

Casey/Richard - 1st/2nd; motion carried unanimously

CD Renewal Discussion:

Approve Resolution 24-10-04: to renew the two CDs from Consumers National Bank that will be maturing in October for 6 months at the current rate.

Jennifer/Sarah - 1st/2nd; motion carried unanimously

Library Cleaning Discussion: Keeping up with the necessary cleaning appears it can take up to 25 staffing hours a week. Money may need moved to Service Worker account in the future from Non-professionals/ Substitutes, but it will not cause staffing hours to increase since Rhonda and Trista will have less hours at the circulation desks.

Elevator/ HVAC Update: Elevator repairs worked. There is no more leaking oil. No concerns regarding safety. Standard Heating and Plumbing came in. Contract has ended officially in January, and they reported that the pump is leaking onto the other pump. Buckeye (Ryan Smith) was called and will be coming on Monday to look at it.

Hiring Director/ Ending Interim Director Position Discussion:

Approve Resolution 24-10-05: to hire Jason Bumbico as the Director of the Minerva Public Library at the salary and under the conditions stated in the employment agreement, from October 21, 2024 through the January, 2026 Organizational Meeting.

Sarah/Casey - 1st/2nd; motion carried unanimously

Approve Resolution 24-10-06: End the interim director effective 10/27/24

Jennifer/Richard - 1st/2nd; motion carried unanimously

Correspondence:

Director’s Report:

Motion to move to Executive Session- Time: 6:48

Jennifer/Casey - 1st/2nd; motion carried unanimously; Roll Call.

Moved out:7:10

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

Total circulation was **17,405**, **10.35%** below the September 2023 total circulation.

Inhouse circulation was **12,944** in September 2024, down **16.01%** from September 2023.

The door count was **6,334**, down **7.51%** from September 2023.

Accept Financial Gifts—September 2024

Restricted Individual Contributions: \$0.00

Unrestricted Individual Contributions to the General Fund: \$ 17.80

Total Restricted and Unrestricted \$17.80

In-kind Gifts for September 2024

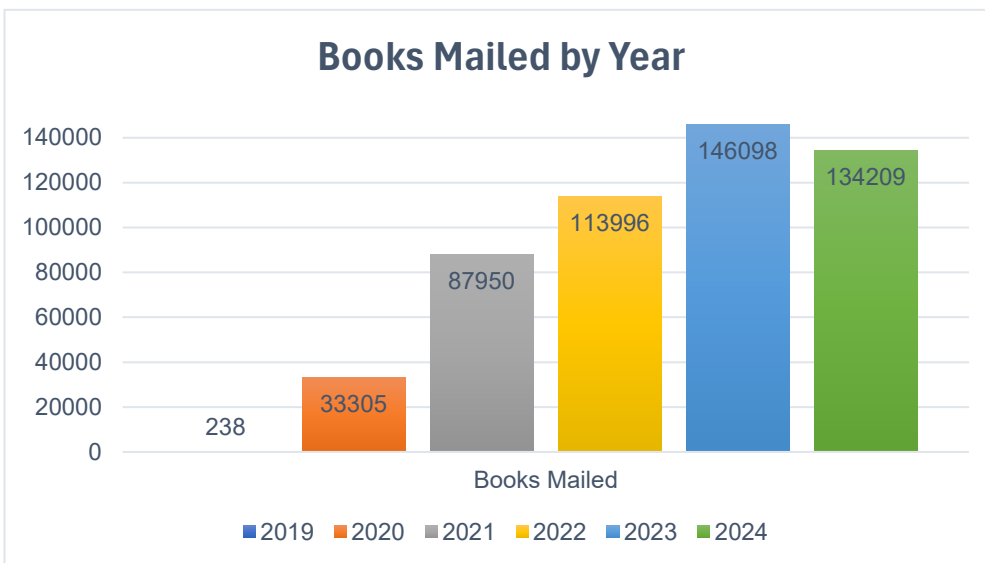
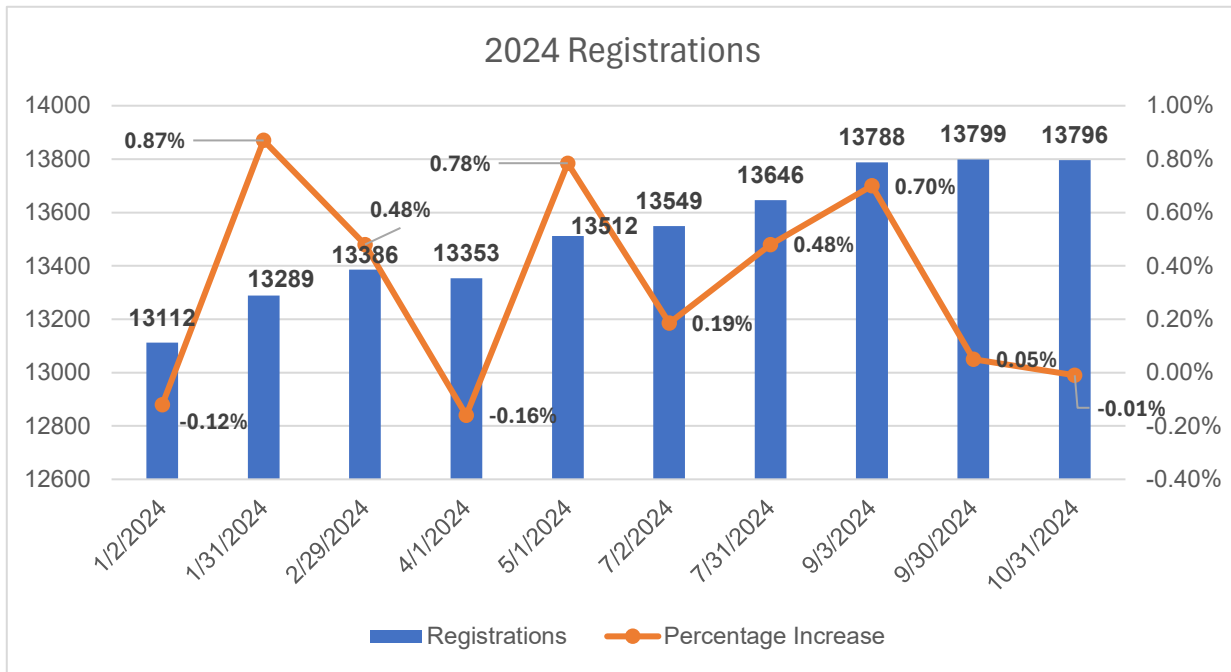
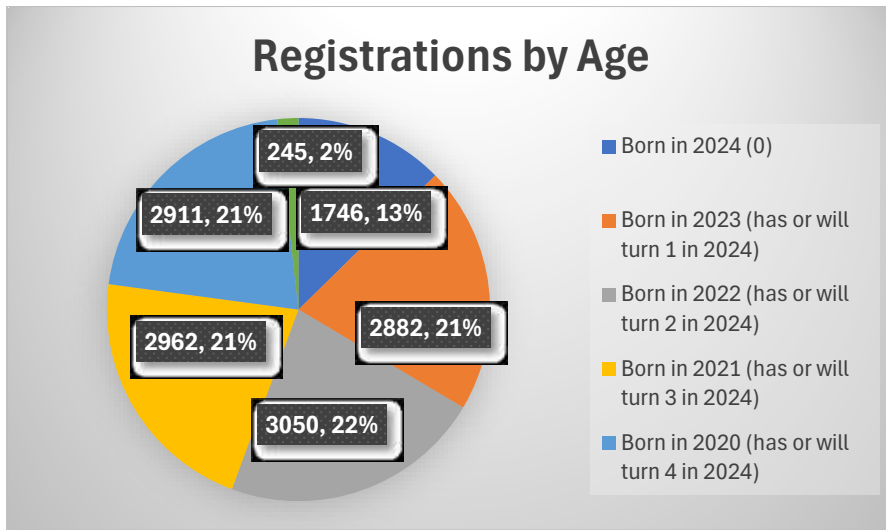
15 Books donated
1 DVD

Motion to Adjourn:

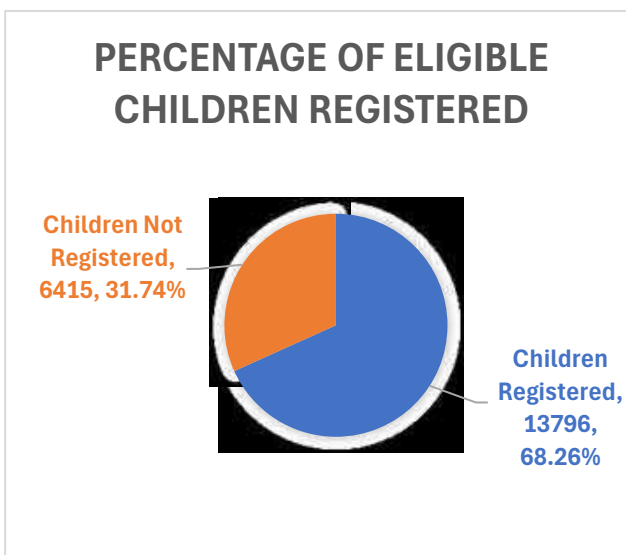
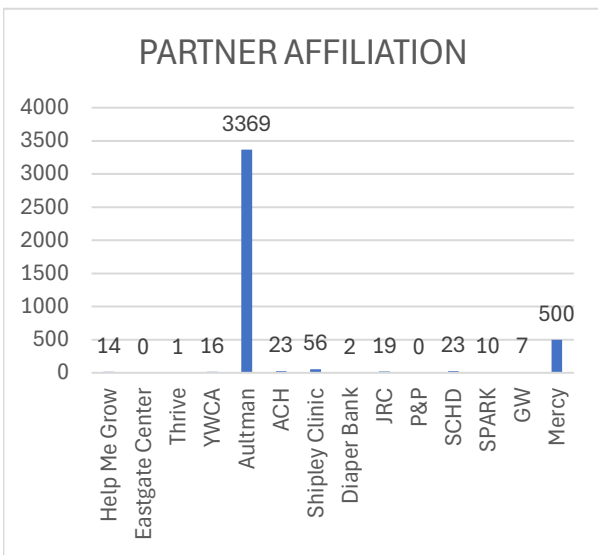
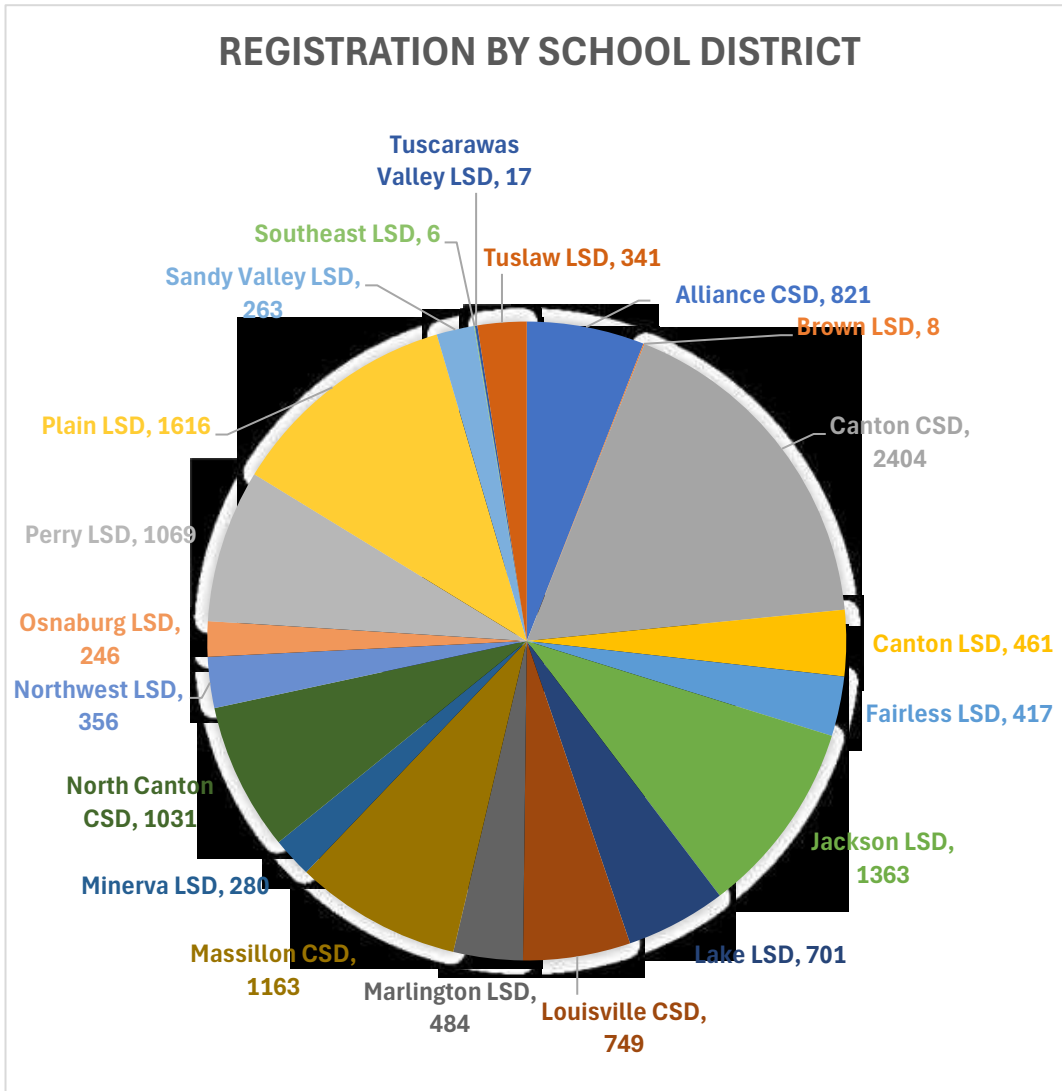
Jennifer/Sarah - 1st/2nd; motion carried unanimously

The next Regular Board Meeting will be held on November 21st, 2024 at 6:30 pm in the Boardroom.

Stark County Imagination Library Monthly Report - 10.31.2024



Stark County Imagination Library Monthly Report - 10.31.2024



Minerva Public Library

October 2024 Financial Reports

Submitted for the November 2024 Board Meeting

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

Fiscal Officer's Report November 2024

1. Bank Reconciliation
 - a. No significant items to report
2. Revenue Receipt Register
 - a. \$1,528.40 of interest earned in October
3. Appropriation Payment Register
 - a. Stark County Library- \$330.46 (half of book sale for DPIL)
 - b. Programming Supplies \$231.80
 - c. Book purchases \$4,803.47
 - d. Downloadable Content \$1,630.56
 - e. Property Maint. Repair & Security Services/ Property Maint. / Repair Supplies & Part \$3,128.41 (mostly fall landscape cleanup and handyman work)
 - f. Auditing Services \$889.70 (partial payment)
 - g. Maint. and Repair on Facilities- \$2,388.00 for elevator repair
 - h. Furniture and Equipment \$805.95- new vacuums and carpet scrubber
4. Revenue Status (YTD 83%)
 - a. PLF is slightly behind in all three counties (80.36%)
 - b. Overall Revenue Status 77.480% (does not included \$50,000.00 transfer into capital)
5. Appropriation Status (YTD 83%)
 - a. Administrative Salaries are at 90.5%
 - b. Programming 79.34%
 - c. Adult Books 61%
 - d. Youth Books 88%
 - e. Downloadable Content 79%
 - f. Rents and Leases 82%
 - g. Overall Appropriation Status is 64% (does not included \$50,000 transfer to capital)
6. Investment Listing
 - a. \$18,917.93 interest YTD
7. Appropriation Adjustments
 - a. Moved \$2,000.00 from 1000-120-413-2006 Audiovisual Materials- Youth to 1000-120-411-2000 Books and Pamphlets- Youth
8. Banking
 - a. Both matured CD's renewed for 6 months at 3.92%

Revenue Status

By Fund
As Of 10/31/2024

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$8.40	\$16.60	33.6000%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.0000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.0000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$633,240.00	\$508,891.73	\$124,348.27	80.363%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$168,434.00	\$135,359.46	\$33,074.54	80.364%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$19,919.00	\$16,007.74	\$3,911.26	80.364%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$569.33	-\$219.33	162.666%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$53.50	\$146.50	26.750%
1000-310-0314	Patron Fines and Lost Item Income{NOTARY FEE}	\$0.00	\$0.10	-\$0.10	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,750.00	\$2,292.32	-\$542.32	130.990%
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	\$1,296.75	\$203.25	86.450%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$526.60	-\$26.60	105.320%
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	\$1,725.00	-\$225.00	115.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$2,901.42	\$1,098.58	72.536%
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	\$7,895.66	-\$1,895.66	131.594%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$128.60	-\$28.60	128.600%
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	\$30.26	\$1,469.74	2.017%
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 10/31/2024

Fund 1000 Sub-Total: \$839,568.00 \$678,214.55 \$161,353.45 80.781%

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	\$11,022.27	-\$11,022.27	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	\$11,022.27	\$38,977.73	22.045%
Report Total:		\$889,568.00	\$689,236.82	\$200,331.18	77.480%

Appropriation Payment Register

October 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}						
893-2024	EP	10/03/2024	09/30/2024	Heather Husted	\$1,418.91	C
914-2024	EW	10/04/2024	10/03/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	417.63	C
950-2024	EP	10/17/2024	10/14/2024	Heather Husted	1,383.07	C
1005-2024	EP	10/31/2024	10/28/2024	Jason Bumbico	3,362.50	C
1009-2024	EP	10/31/2024	10/28/2024	Heather Husted	1,179.11	C
1029-2024	EW	10/31/2024	10/28/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	75.00	O
1031-2024	EW	10/31/2024	10/28/2024	EFTPS	584.02	C
1032-2024	EW	10/31/2024	10/28/2024	Ohio Department of Taxation	195.88	O
1033-2024	EW	10/31/2024	10/28/2024	RITA	133.06	O
1034-2024	EW	10/31/2024	10/31/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	464.43	O
Account Total:					<u>\$9,213.61</u>	
Account Code: 1000-110-110-0003 Salaries{NON-PROFESSIONALS}						
889-2024	EP	10/03/2024	09/30/2024	Sue E Barrick	\$452.36	C
890-2024	EP	10/03/2024	09/30/2024	Jennifer Bates	1,513.27	C
892-2024	EP	10/03/2024	09/30/2024	Rhonda Grogg	382.13	C
894-2024	EP	10/03/2024	09/30/2024	Donna Kohler	723.47	C
895-2024	EP	10/03/2024	09/30/2024	Lisa Lutes	730.26	C
896-2024	EP	10/03/2024	09/30/2024	Jersey Moss	637.06	C
897-2024	EP	10/03/2024	09/30/2024	Kendra Selby	922.84	C
900-2024	EP	10/03/2024	09/30/2024	Laken Underwood	791.47	C
901-2024	EP	10/03/2024	09/30/2024	Nicole Weber	1,469.63	C
913-2024	EW	10/04/2024	10/03/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
914-2024	EW	10/04/2024	10/03/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	2,857.97	C
943-2024	EP	10/17/2024	10/14/2024	Jennifer Baker	421.64	C
944-2024	EP	10/17/2024	10/14/2024	Sue E Barrick	452.36	C
945-2024	EP	10/17/2024	10/14/2024	Jennifer Bates	1,267.10	C
948-2024	EP	10/17/2024	10/14/2024	Rhonda Grogg	482.43	C
951-2024	EP	10/17/2024	10/14/2024	Donna Kohler	505.44	C
952-2024	EP	10/17/2024	10/14/2024	Lisa Lutes	531.62	C
953-2024	EP	10/17/2024	10/14/2024	Jersey Moss	637.06	C
954-2024	EP	10/17/2024	10/14/2024	Kendra Selby	1,045.95	C
957-2024	EP	10/17/2024	10/14/2024	Nicole Weber	1,158.87	C
7024	PR	10/17/2024	10/14/2024	Laken Underwood	907.25	C
959-2024	EW	10/18/2024	10/17/2024	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
1028-2024	EW	10/28/2024	10/28/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	107.27	O
1030-2024	CH	10/28/2024	10/28/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENT	26.52	O
1001-2024	EP	10/31/2024	10/28/2024	Jennifer Baker	446.89	C
1002-2024	EP	10/31/2024	10/28/2024	Sue E Barrick	452.36	C

Appropriation Payment Register

October 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
1003-2024	EP	10/31/2024	10/28/2024	Jennifer Bates	1,286.62	C
1007-2024	EP	10/31/2024	10/28/2024	Rhonda Grogg	387.00	C
1010-2024	EP	10/31/2024	10/28/2024	Donna Kohler	528.34	C
1011-2024	EP	10/31/2024	10/28/2024	Lisa Lutes	623.69	C
1012-2024	EP	10/31/2024	10/28/2024	Jersey Moss	627.59	C
1013-2024	EP	10/31/2024	10/28/2024	Kendra Selby	1,045.94	C
1016-2024	EP	10/31/2024	10/28/2024	Laken Underwood	1,180.54	C
1017-2024	EP	10/31/2024	10/28/2024	Nicole Weber	1,176.86	C
1029-2024	EW	10/31/2024	10/28/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	150.00	O
1031-2024	EW	10/31/2024	10/28/2024	EFTPS	1,803.78	C
1032-2024	EW	10/31/2024	10/28/2024	Ohio Department of Taxation	480.14	O
1033-2024	EW	10/31/2024	10/28/2024	RITA	427.65	O
1034-2024	EW	10/31/2024	10/31/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,911.13	O
Account Total:					<u>\$30,632.50</u>	

Account Code: 1000-110-110-0004 Salaries{SUBSTITUTES}

888-2024	EP	10/03/2024	09/30/2024	Jennifer Baker	\$298.17	C
891-2024	EP	10/03/2024	09/30/2024	Eli Benzel	431.55	C
898-2024	EP	10/03/2024	09/30/2024	Payton S Selby	210.95	C
899-2024	EP	10/03/2024	09/30/2024	Anne Tokos	133.34	C
914-2024	EW	10/04/2024	10/03/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	330.68	C
946-2024	EP	10/17/2024	10/14/2024	Eli Benzel	372.73	C
947-2024	EP	10/17/2024	10/14/2024	RACHAEL CARMINE	352.45	C
949-2024	EP	10/17/2024	10/14/2024	TRISTA HOWE	145.23	C
955-2024	EP	10/17/2024	10/14/2024	Payton S Selby	129.89	C
956-2024	EP	10/17/2024	10/14/2024	Anne Tokos	96.17	C
1028-2024	EW	10/28/2024	10/28/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	23.67	O
1004-2024	EP	10/31/2024	10/28/2024	Eli Benzel	410.23	C
1006-2024	EP	10/31/2024	10/28/2024	Rachael Carmine	280.08	C
1008-2024	EP	10/31/2024	10/28/2024	Trista Howe	103.73	C
1014-2024	EP	10/31/2024	10/28/2024	Payton S Selby	184.02	C
1015-2024	EP	10/31/2024	10/28/2024	Anne Tokos	136.45	C
1031-2024	EW	10/31/2024	10/28/2024	EFTPS	58.49	C
1032-2024	EW	10/31/2024	10/28/2024	Ohio Department of Taxation	22.35	O
1033-2024	EW	10/31/2024	10/28/2024	RITA	57.10	O
1034-2024	EW	10/31/2024	10/31/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	255.71	O
Account Total:					<u>\$4,032.99</u>	

Account Code: 1000-110-110-0005 Salaries{SERVICE WORKERS}

892-2024	EP	10/03/2024	09/30/2024	Rhonda Grogg	\$97.34	C
914-2024	EW	10/04/2024	10/03/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	57.23	C

Appropriation Payment Register

October 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
948-2024	EP	10/17/2024	10/14/2024	Rhonda Grogg	199.95	C
949-2024	EP	10/17/2024	10/14/2024	TRISTA HOWE	130.76	C
1007-2024	EP	10/31/2024	10/28/2024	Rhonda Grogg	164.04	C
1008-2024	EP	10/31/2024	10/28/2024	Trista Howe	178.29	C
1031-2024	EW	10/31/2024	10/28/2024	EFTPS	12.97	C
1032-2024	EW	10/31/2024	10/28/2024	Ohio Department of Taxation	8.22	O
1033-2024	EW	10/31/2024	10/28/2024	RITA	13.42	O
1034-2024	EW	10/31/2024	10/31/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	78.16	O
Account Total:					<u>\$940.38</u>	
Account Code: 1000-110-211-0000 Ohio Public Employees Retirement System						
914-2024	EW	10/04/2024	10/03/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$5,128.87	C
1034-2024	EW	10/31/2024	10/31/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	3,793.18	O
Account Total:					<u>\$8,922.05</u>	
Account Code: 1000-110-213-0000 Medicare						
1031-2024	EW	10/31/2024	10/28/2024	EFTPS	\$610.20	C
Account Total:					<u>\$610.20</u>	
Account Code: 1000-110-222-0000 Life Insurance						
1030-2024	CH	10/28/2024	10/28/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$31.25	O
Account Total:					<u>\$31.25</u>	
Account Code: 1000-110-300-2017 Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}						
1020-2024	CH	10/28/2024	10/28/2024	Stark County District Library	\$330.46	O
Account Total:					<u>\$330.46</u>	
Account Code: 1000-110-450-0015 Supplies{PROGRAMING SUPPLIES}						
938-2024	CH	10/10/2024	10/08/2024	KISHMAN'S IGA	\$18.89	C
974-2024	CH	10/21/2024	10/21/2024	Consumers Credit Card	165.06	C
1024-2024	CH	10/28/2024	10/28/2024	AMAZON	47.85	O
Account Total:					<u>\$231.80</u>	
Account Code: 1000-120-411-1000 Books and Pamphlets{ADULT DEPT. BOOKS}						
922-2024	CH	10/03/2024	10/03/2024	AMAZON	\$60.45	C
923-2024	CH	10/03/2024	10/03/2024	AMAZON	5.99	C
926-2024	CH	10/03/2024	10/03/2024	AMAZON	448.40	C
927-2024	CH	10/03/2024	10/03/2024	AMAZON	120.21	C
928-2024	CH	10/03/2024	10/03/2024	AMAZON	18.00	C
931-2024	CH	10/10/2024	10/08/2024	BAKER & TAYLOR BOOKS	52.61	C
941-2024	CH	10/10/2024	10/08/2024	AMAZON	394.44	C
967-2024	CH	10/17/2024	10/17/2024	AMAZON	127.24	C
970-2024	CH	10/17/2024	10/17/2024	AMAZON	80.00	C
971-2024	CH	10/17/2024	10/17/2024	AMAZON	35.99	C

Appropriation Payment Register

October 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
988-2024	CH	10/21/2024	10/21/2024	AMAZON	45.00	C
990-2024	CH	10/24/2024	10/24/2024	AMAZON	191.81	O
992-2024	CH	10/24/2024	10/24/2024	AMAZON	49.40	O
997-2024	CH	10/24/2024	10/24/2024	AMAZON	75.06	O
998-2024	CH	10/24/2024	10/24/2024	AMAZON	32.00	O
999-2024	CH	10/24/2024	10/24/2024	AMAZON	131.68	O
Account Total:					<u>\$1,868.28</u>	
Account Code: 1000-120-411-2000 Books and Pamphlets{YOUTH DEPT. BOOKS}						
924-2024	CH	10/03/2024	10/03/2024	AMAZON	\$318.25	C
932-2024	CH	10/10/2024	10/08/2024	SHOWCASES	157.52	C
940-2024	CH	10/10/2024	10/08/2024	AMAZON	7.99	C
966-2024	CH	10/17/2024	10/17/2024	AMAZON	475.53	C
968-2024	CH	10/17/2024	10/17/2024	AMAZON	39.91	C
974-2024	CH	10/21/2024	10/21/2024	Consumers Credit Card	630.89	C
982-2024	CH	10/21/2024	10/21/2024	AMAZON	30.97	C
983-2024	CH	10/21/2024	10/21/2024	AMAZON	17.48	C
984-2024	CH	10/21/2024	10/21/2024	AMAZON	502.19	C
985-2024	CH	10/21/2024	10/21/2024	AMAZON	73.45	C
986-2024	CH	10/21/2024	10/21/2024	AMAZON	70.98	C
987-2024	CH	10/21/2024	10/21/2024	AMAZON	112.87	C
995-2024	CH	10/24/2024	10/24/2024	AMAZON	14.99	O
996-2024	CH	10/24/2024	10/24/2024	AMAZON	468.68	O
1025-2024	CH	10/28/2024	10/28/2024	AMAZON	13.49	O
Account Total:					<u>\$2,935.19</u>	
Account Code: 1000-120-413-1006 Audiovisual Materials{Audiovisual Materials ADULT}						
934-2024	CH	10/10/2024	10/08/2024	BLACKSTONE AUDIOBOOKS	\$112.83	C
965-2024	CH	10/17/2024	10/17/2024	AMAZON	157.50	C
981-2024	CH	10/21/2024	10/21/2024	AMAZON	9.95	C
Account Total:					<u>\$280.28</u>	
Account Code: 1000-120-413-1007 Audiovisual Materials{DOWNLOADABLE CONTENT}						
933-2024	CH	10/10/2024	10/08/2024	MIDWEST TAPE	\$1,630.56	C
Account Total:					<u>\$1,630.56</u>	
Account Code: 1000-120-413-2006 Audiovisual Materials{Audiovisual Materials YOUTH}						
978-2024	CH	10/21/2024	10/21/2024	AMAZON	\$13.99	C
Account Total:					<u>\$13.99</u>	
Account Code: 1000-210-321-0000 Telephone						
960-2024	CH	10/17/2024	10/17/2024	FIRST COMMUNICATIONS	\$673.56	C
Account Total:					<u>\$673.56</u>	

Appropriation Payment Register

October 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-210-332-0000 Maintenance and Repair on Equipment						
936-2024	CH	10/10/2024	10/08/2024	INDEPENDENT ELEVATOR CO., INC.	\$231.00	C
975-2024	CH	10/21/2024	10/21/2024	PC CoPilot	725.00	C
Account Total:					<u>\$956.00</u>	
Account Code: 1000-210-334-0000 Trash Removal						
1022-2024	CH	10/28/2024	10/28/2024	Solid Waste And Recycling	\$120.00	O
Account Total:					<u>\$120.00</u>	
Account Code: 1000-210-339-0000 Other - Property Maint. Repair & Security Svc						
919-2024	CH	10/03/2024	10/03/2024	CLEAN - N - GREEN	\$85.00	C
920-2024	CH	10/03/2024	10/03/2024	21ST CENTURY ALARM	349.00	C
961-2024	CH	10/17/2024	10/17/2024	UNIFIRST	91.16	C
976-2024	CH	10/21/2024	10/21/2024	LOVELESS EXTERMINATING	90.00	O
977-2024	CH	10/21/2024	10/21/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	1,350.50	O
1019-2024	CH	10/28/2024	10/28/2024	21ST CENTURY ALARM	112.50	C
Account Total:					<u>\$2,078.16</u>	
Account Code: 1000-210-363-0000 Natural Gas						
942-2024	CH	10/14/2024	10/08/2024	COLUMBIA GAS OF OHIO	\$429.16	C
Account Total:					<u>\$429.16</u>	
Account Code: 1000-210-452-0000 Property Maintenance/Repair Supplies & Parts						
925-2024	CH	10/03/2024	10/03/2024	AMAZON	\$38.72	C
935-2024	CH	10/10/2024	10/08/2024	SAND ROCK MINERAL WATER CO.	17.50	C
963-2024	CH	10/17/2024	10/17/2024	dray home repair	150.00	C
974-2024	CH	10/21/2024	10/21/2024	Consumers Credit Card	74.08	C
993-2024	CH	10/24/2024	10/24/2024	AMAZON	177.63	O
1000-2024	CH	10/25/2024	10/25/2024	dray home repair	1,300.00	O
1026-2024	CH	10/28/2024	10/28/2024	AMAZON	19.98	O
Account Total:					<u>\$1,777.91</u>	
Account Code: 1000-230-312-0000 Travel and Meeting Expense						
929-2024	CH	10/07/2024	10/07/2024	JASON BUMBICO	\$194.30	C
Account Total:					<u>\$194.30</u>	
Account Code: 1000-230-329-0000 Other - Communications,Printing and Publicity						
974-2024	CH	10/21/2024	10/21/2024	Consumers Credit Card	\$12.00	C
Account Total:					<u>\$12.00</u>	
Account Code: 1000-230-351-0000 Rents and Leases						
1021-2024	CH	10/28/2024	10/28/2024	copeco	\$411.50	C
Account Total:					<u>\$411.50</u>	
Account Code: 1000-230-371-0000 Auditing Services						

Appropriation Payment Register

October 2024

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
937-2024	CH	10/10/2024	10/08/2024	TREASURER, STATE OF OHIO	\$889.70	C
Account Total:					\$889.70	
Account Code: 1000-230-390-0000 Other - Purchased and Contracted Services						
930-2024	CH	10/10/2024	10/08/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$147.75	C
Account Total:					\$147.75	
Account Code: 1000-230-451-0007 General Administrative Supplies{OFFICE SUPPLIES}						
921-2024	CH	10/03/2024	10/03/2024	AMAZON	\$23.56	C
1035-2024	CH	10/15/2024	10/31/2024	HUNTINGTON	5.00	C
972-2024	CH	10/17/2024	10/17/2024	AMAZON	81.54	C
973-2024	CH	10/17/2024	10/17/2024	AMAZON	134.43	C
979-2024	CH	10/21/2024	10/21/2024	AMAZON	24.57	C
980-2024	CH	10/21/2024	10/21/2024	AMAZON	44.00	C
991-2024	CH	10/24/2024	10/24/2024	AMAZON	12.95	O
994-2024	CH	10/24/2024	10/24/2024	AMAZON	22.59	O
1023-2024	CH	10/28/2024	10/28/2024	AMAZON	24.99	O
1036-2024	CH	10/31/2024	11/04/2024	CONSUMERS NATIONAL BANK	30.00	C
1037-2024	CH	10/31/2024	11/04/2024	CONSUMERS NATIONAL BANK	25.00	C
1038-2024	CH	10/31/2024	11/04/2024	CONSUMERS NATIONAL BANK	6.67	C
Account Total:					\$435.30	
Account Code: 1000-230-590-0511 Other - Other{Information Technology}						
974-2024	CH	10/21/2024	10/21/2024	Consumers Credit Card	\$27.90	C
Account Total:					\$27.90	
Account Code: 4001-760-331-0000 Maintenance and Repair on Facilities						
962-2024	CH	10/17/2024	10/17/2024	INDEPENDENT ELEVATOR CO., INC.	\$2,388.00	C
Account Total:					\$2,388.00	
Account Code: 4001-760-750-0000 Furniture and Equipment						
939-2024	CH	10/10/2024	10/08/2024	AMAZON	\$39.99	C
964-2024	CH	10/17/2024	10/17/2024	AMAZON	99.98	C
969-2024	CH	10/17/2024	10/17/2024	AMAZON	665.98	C
Account Total:					\$805.95	
Report Total:					\$73,020.73	

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

Appropriation Status

By Fund
As Of 10/31/2024

Fund: General \$463,019.19
 Pooled Balance: \$68,062.55
 Non-Pooled Balance:
 Total Cash Balance: \$531,081.74

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$99,200.00	\$0.00	\$89,775.98	\$9,424.02	90.500%
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	\$540.00	\$191,150.48	\$70,509.52	72.900%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$41,000.00	\$0.00	\$30,894.54	\$10,105.46	75.353%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$8,000.00	\$0.00	\$3,744.44	\$4,255.56	46.806%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$55,000.00	\$0.00	\$39,679.63	\$15,320.37	72.145%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$6,000.00	\$0.00	\$4,440.99	\$1,559.01	74.017%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$50,000.00	\$7,887.30	\$12,112.70	\$30,000.00	24.225%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$1,000.00	\$81.25	\$368.75	\$550.00	36.875%
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	\$88.49	\$911.51	\$0.00	91.151%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$243.50	\$0.00	\$243.50	\$0.00	100.000%
1000-110-390-0391	Other - Purchased and Contracted Services(Grunder Fund)	\$0.00	\$0.00	\$2,165.00	\$0.00	\$0.00	\$2,165.00	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services(Powell Fund)	\$0.00	\$0.00	\$2,301.00	\$0.00	\$290.00	\$2,011.00	12.603%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$9,000.00	\$794.10	\$7,140.58	\$1,065.32	79.340%
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	\$3,265.00	\$14,735.00	\$6,000.00	61.396%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$20,000.00	\$1,323.94	\$17,676.06	\$1,000.00	88.380%
1000-120-411-2022	Books and Pamphlets(Egile Adult Books Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,000.00	\$131.40	\$5,003.80	\$1,864.80	71.483%

Report reflects selected information.

Appropriation Status

By Fund
As Of 10/31/2024

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	\$3,503.63	\$1,496.37	\$0.00	29.927%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$30,000.00	\$6,092.01	\$23,907.99	\$0.00	79.693%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$5,000.00	\$2,162.11	\$425.88	\$2,412.01	8.518%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$3,750.00	\$1,627.11	\$2,122.89	\$0.00	56.610%
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	\$2,076.10	\$6,923.90	\$0.00	76.932%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$46,250.00	\$15,002.55	\$31,247.45	\$0.00	67.562%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,650.00	\$40.00	\$1,260.00	\$350.00	76.364%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$35,950.00	\$11,543.11	\$12,656.89	\$11,750.00	35.207%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$25,000.00	\$7,048.85	\$17,951.15	\$0.00	71.805%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$265.16	\$434.84	\$0.00	62.120%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$13,000.00	\$7,697.67	\$5,302.33	\$0.00	40.787%
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	\$7,956.50	\$2,345.43	\$5,611.07	\$0.00	70.522%
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	\$2,200.00	\$192.78	\$1,701.52	\$305.70	77.342%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$300.00	\$169.67	\$130.33	\$0.00	43.443%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$25.50	\$24.50	\$0.00	49.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$324.00	\$0.00	\$324.00	\$0.00	100.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$800.00	\$6.60	\$793.40	\$0.00	99.175%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$10,876.00	\$0.00	\$10,375.00	\$501.00	95.394%
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	\$7,100.00	\$219.48	\$5,840.52	\$1,040.00	82.261%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,000.00	\$1,004.50	\$1,742.50	\$253.00	58.083%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,100.00	\$814.00	\$2,286.00	\$0.00	73.742%

Report reflects selected information.

Appropriation Status

By Fund
As Of 10/31/2024

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	\$1,828.75	\$13,071.25	\$0.00	87.727%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$5,000.00	\$609.60	\$3,390.40	\$1,000.00	67.808%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$700.00	\$651.71	\$48.29	\$0.00	6.899%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$22,526.00	\$4,289.64	\$18,236.36	\$0.00	80.957%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$125.00	\$0.00	\$9.05	\$115.95	7.240%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$124.00	\$0.00	\$13.39	\$110.61	10.798%
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	\$1,899.32	\$2,100.68	\$0.00	52.977%
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	\$10,750.00	\$0.00	\$0.00	\$10,750.00	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	\$86,096.76	\$589,909.90	\$240,699.34	64.351%

Fund: Capital Projects

Pooled Balance: \$493,684.59

Non-Pooled Balance: \$0.00

Total Cash Balance: \$493,684.59

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	\$120,000.00	\$0.00	\$75,735.40	\$44,264.60	63.113%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	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{Egile 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	\$383.97	\$21,532.85	\$8,083.18	71.776%
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	\$155,000.00	\$5,383.97	\$97,268.25	\$52,347.78	62.754%
Report Total:		\$0.00	\$0.00	\$1,071,706.00	\$91,480.73	\$687,178.15	\$293,047.12	64.120%

Bank Reconciliation

Reconciled Date 10/31/2024

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Prior UAN Balance:		\$1,034,244.03
Receipts:	+	\$63,548.03
Payments:	-	\$73,025.73
Adjustments:	+	\$0.00
Current UAN Balance as of 10/31/2024:		\$1,024,766.33
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 10/31/2024:		<u>\$1,024,766.33</u>
Entered Bank Balances as of 10/31/2024:		\$1,037,494.53
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$12,728.20
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 10/31/2024:		<u>\$1,024,766.33</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 10/31/2024.

There are no outstanding adjustments as of 10/31/2024.

Bank Balances

Reconciled Date 10/31/2024

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Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$133,861.36	\$130,781.67	\$130,781.67	\$0.00
Secondary	CHANGE AMT		\$109.20	\$109.20	\$109.20	\$0.00
Secondary	PETTYCASH2		\$60.00	\$60.00	\$60.00	\$0.00
Investment	CD042517		\$21,888.43	\$21,897.43	\$21,897.43	\$0.00
Investment	CD072716		\$22,866.09	\$22,953.46	\$22,953.46	\$0.00
Investment	CD082817		\$23,123.31	\$23,211.66	\$23,211.66	\$0.00
Investment	CDAR-HUNT		\$0.00	\$0.00	\$0.00	\$0.00
Investment	HUNT 26 CD		\$79,005.82	\$79,005.82	\$79,005.82	\$0.00
Investment	Hunt. MM		\$167,282.36	\$167,617.40	\$167,617.40	\$0.00
Investment	Money Mark		\$590,854.25	\$591,857.89	\$591,857.89	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$1,039,050.82</u>	<u>\$1,037,494.53</u>	<u>\$1,037,494.53</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 10/31/2024

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	976-2024	10/21/2024	LOVELESS EXTERMINATING	\$90.00
PRIMARY	Electronic	977-2024	10/21/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$1,350.50
PRIMARY	Electronic	990-2024	10/24/2024	AMAZON	\$191.81
PRIMARY	Electronic	991-2024	10/24/2024	AMAZON	\$12.95
PRIMARY	Electronic	992-2024	10/24/2024	AMAZON	\$49.40
PRIMARY	Electronic	993-2024	10/24/2024	AMAZON	\$177.63
PRIMARY	Electronic	994-2024	10/24/2024	AMAZON	\$22.59
PRIMARY	Electronic	995-2024	10/24/2024	AMAZON	\$14.99
PRIMARY	Electronic	996-2024	10/24/2024	AMAZON	\$468.68
PRIMARY	Electronic	997-2024	10/24/2024	AMAZON	\$75.06
PRIMARY	Electronic	998-2024	10/24/2024	AMAZON	\$32.00
PRIMARY	Electronic	999-2024	10/24/2024	AMAZON	\$131.68
PRIMARY	Electronic	1000-2024	10/25/2024	dry home repair	\$1,300.00
PRIMARY	Electronic	1020-2024	10/28/2024	Stark County District Library	\$330.46
PRIMARY	Electronic	1022-2024	10/28/2024	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	1023-2024	10/28/2024	AMAZON	\$24.99
PRIMARY	Electronic	1024-2024	10/28/2024	AMAZON	\$47.85
PRIMARY	Electronic	1025-2024	10/28/2024	AMAZON	\$13.49
PRIMARY	Electronic	1026-2024	10/28/2024	AMAZON	\$19.98
PRIMARY	Electronic	1028-2024	10/28/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	1029-2024	10/31/2024	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$225.00
PRIMARY	Electronic	1030-2024	10/28/2024	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$57.77
PRIMARY	Electronic	1032-2024	10/31/2024	Ohio Department of Taxation	\$706.59
PRIMARY	Electronic	1033-2024	10/31/2024	RITA	\$631.23
PRIMARY	Electronic	1034-2024	10/31/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,502.61
					\$12,728.20

Cleared Payments

Reconciled Date 10/31/2024

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	821-2024	09/12/2024	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	850-2024	09/18/2024	BOOK FARM	\$98.75
PRIMARY	Electronic	877-2024	09/26/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	878-2024	09/26/2024	AMAZON	\$44.18
PRIMARY	Electronic	879-2024	09/26/2024	AMAZON	\$48.29
PRIMARY	Electronic	880-2024	09/26/2024	AMAZON	\$112.63
PRIMARY	Electronic	881-2024	09/26/2024	AMAZON	\$100.92
PRIMARY	Electronic	882-2024	09/26/2024	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	883-2024	09/26/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$78.80
PRIMARY	Electronic	884-2024	09/26/2024	PC CoPilot	\$600.00
PRIMARY	Electronic	886-2024	09/26/2024	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$209.00
PRIMARY	Electronic	887-2024	09/26/2024	AMERICAN ELECTRIC POWER	\$1,871.60
PRIMARY	Electronic	888-2024	10/03/2024	Jennifer Baker	\$298.17
PRIMARY	Electronic	889-2024	10/03/2024	Sue E Barrick	\$452.36
PRIMARY	Electronic	890-2024	10/03/2024	Jennifer Bates	\$1,513.27
PRIMARY	Electronic	891-2024	10/03/2024	Eli Benzel	\$431.55
PRIMARY	Electronic	892-2024	10/03/2024	Rhonda Grogg	\$479.47
PRIMARY	Electronic	893-2024	10/03/2024	Heather Husted	\$1,418.91
PRIMARY	Electronic	894-2024	10/03/2024	Donna Kohler	\$723.47
PRIMARY	Electronic	895-2024	10/03/2024	Lisa Lutes	\$730.26
PRIMARY	Electronic	896-2024	10/03/2024	Jersey Moss	\$637.06
PRIMARY	Electronic	897-2024	10/03/2024	Kendra Selby	\$922.84
PRIMARY	Electronic	898-2024	10/03/2024	Payton S Selby	\$210.95
PRIMARY	Electronic	899-2024	10/03/2024	Anne Tokos	\$133.34
PRIMARY	Electronic	900-2024	10/03/2024	Laken Underwood	\$791.47
PRIMARY	Electronic	901-2024	10/03/2024	Nicole Weber	\$1,469.63
PRIMARY	Electronic	903-2024	09/30/2024	BLACKSTONE AUDIOBOOKS	\$108.88
PRIMARY	Electronic	904-2024	09/30/2024	CENTER POINT LARGE PRINT	\$516.07
PRIMARY	Electronic	905-2024	09/30/2024	AMAZON	\$120.74
PRIMARY	Electronic	906-2024	09/30/2024	AMAZON	\$231.87
PRIMARY	Electronic	907-2024	09/30/2024	AMAZON	\$52.34
PRIMARY	Electronic	908-2024	09/30/2024	AMAZON	\$103.46
PRIMARY	Electronic	909-2024	09/30/2024	AMAZON	\$29.71
PRIMARY	Electronic	910-2024	09/30/2024	AMAZON	\$15.00

Cleared Payments

Reconciled Date 10/31/2024

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	911-2024	09/30/2024	AMAZON	\$27.90
PRIMARY	Electronic	912-2024	09/30/2024	AMAZON	\$65.71
PRIMARY	Electronic	913-2024	10/04/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	914-2024	10/04/2024	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$8,792.38
PRIMARY	Electronic	919-2024	10/03/2024	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	920-2024	10/03/2024	21ST CENTURY ALARM	\$349.00
PRIMARY	Electronic	921-2024	10/03/2024	AMAZON	\$23.56
PRIMARY	Electronic	922-2024	10/03/2024	AMAZON	\$60.45
PRIMARY	Electronic	923-2024	10/03/2024	AMAZON	\$5.99
PRIMARY	Electronic	924-2024	10/03/2024	AMAZON	\$318.25
PRIMARY	Electronic	925-2024	10/03/2024	AMAZON	\$38.72
PRIMARY	Electronic	926-2024	10/03/2024	AMAZON	\$448.40
PRIMARY	Electronic	927-2024	10/03/2024	AMAZON	\$120.21
PRIMARY	Electronic	928-2024	10/03/2024	AMAZON	\$18.00
PRIMARY	Electronic	929-2024	10/07/2024	JASON BUMBICO	\$194.30
PRIMARY	Electronic	930-2024	10/10/2024	UNIQUE MANAGEMENT SERVICES, INC.	\$147.75
PRIMARY	Electronic	931-2024	10/10/2024	BAKER & TAYLOR BOOKS	\$52.61
PRIMARY	Electronic	932-2024	10/10/2024	SHOWCASES	\$157.52
PRIMARY	Electronic	933-2024	10/10/2024	MIDWEST TAPE	\$1,630.56
PRIMARY	Electronic	934-2024	10/10/2024	BLACKSTONE AUDIOBOOKS	\$112.83
PRIMARY	Electronic	935-2024	10/10/2024	SAND ROCK MINERAL WATER CO.	\$17.50
PRIMARY	Electronic	936-2024	10/10/2024	INDEPENDENT ELEVATOR CO., INC.	\$231.00
PRIMARY	Electronic	937-2024	10/10/2024	TREASURER, STATE OF OHIO	\$889.70
PRIMARY	Electronic	938-2024	10/10/2024	KISHMAN'S IGA	\$18.89
PRIMARY	Electronic	939-2024	10/10/2024	AMAZON	\$39.99
PRIMARY	Electronic	940-2024	10/10/2024	AMAZON	\$7.99
PRIMARY	Electronic	941-2024	10/10/2024	AMAZON	\$394.44
PRIMARY	Electronic	942-2024	10/14/2024	COLUMBIA GAS OF OHIO	\$429.16
PRIMARY	Electronic	943-2024	10/17/2024	Jennifer Baker	\$421.64
PRIMARY	Electronic	944-2024	10/17/2024	Sue E Barrick	\$452.36
PRIMARY	Electronic	945-2024	10/17/2024	Jennifer Bates	\$1,267.10
PRIMARY	Electronic	946-2024	10/17/2024	Eli Benzel	\$372.73
PRIMARY	Electronic	947-2024	10/17/2024	RACHAEL CARMINE	\$352.45
PRIMARY	Electronic	948-2024	10/17/2024	Rhonda Grogg	\$682.38

Cleared Payments

Reconciled Date 10/31/2024

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	949-2024	10/17/2024	TRISTA HOWE	\$275.99
PRIMARY	Electronic	950-2024	10/17/2024	Heather Husted	\$1,383.07
PRIMARY	Electronic	951-2024	10/17/2024	Donna Kohler	\$505.44
PRIMARY	Electronic	952-2024	10/17/2024	Lisa Lutes	\$531.62
PRIMARY	Electronic	953-2024	10/17/2024	Jersey Moss	\$637.06
PRIMARY	Electronic	954-2024	10/17/2024	Kendra Selby	\$1,045.95
PRIMARY	Electronic	955-2024	10/17/2024	Payton S Selby	\$129.89
PRIMARY	Electronic	956-2024	10/17/2024	Anne Tokos	\$96.17
PRIMARY	Electronic	957-2024	10/17/2024	Nicole Weber	\$1,158.87
PRIMARY	Electronic	959-2024	10/18/2024	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	960-2024	10/17/2024	FIRST COMMUNICATIONS	\$673.56
PRIMARY	Electronic	961-2024	10/17/2024	UNIFIRST	\$91.16
PRIMARY	Electronic	962-2024	10/17/2024	INDEPENDENT ELEVATOR CO., INC.	\$2,388.00
PRIMARY	Electronic	963-2024	10/17/2024	dray home repair	\$150.00
PRIMARY	Electronic	964-2024	10/17/2024	AMAZON	\$99.98
PRIMARY	Electronic	965-2024	10/17/2024	AMAZON	\$157.50
PRIMARY	Electronic	966-2024	10/17/2024	AMAZON	\$475.53
PRIMARY	Electronic	967-2024	10/17/2024	AMAZON	\$127.24
PRIMARY	Electronic	968-2024	10/17/2024	AMAZON	\$39.91
PRIMARY	Electronic	969-2024	10/17/2024	AMAZON	\$665.98
PRIMARY	Electronic	970-2024	10/17/2024	AMAZON	\$80.00
PRIMARY	Electronic	971-2024	10/17/2024	AMAZON	\$35.99
PRIMARY	Electronic	972-2024	10/17/2024	AMAZON	\$81.54
PRIMARY	Electronic	973-2024	10/17/2024	AMAZON	\$134.43
PRIMARY	Electronic	974-2024	10/21/2024	Consumers Credit Card	\$909.93
PRIMARY	Electronic	975-2024	10/21/2024	PC CoPilot	\$725.00
PRIMARY	Electronic	978-2024	10/21/2024	AMAZON	\$13.99
PRIMARY	Electronic	979-2024	10/21/2024	AMAZON	\$24.57
PRIMARY	Electronic	980-2024	10/21/2024	AMAZON	\$44.00
PRIMARY	Electronic	981-2024	10/21/2024	AMAZON	\$9.95
PRIMARY	Electronic	982-2024	10/21/2024	AMAZON	\$30.97
PRIMARY	Electronic	983-2024	10/21/2024	AMAZON	\$17.48
PRIMARY	Electronic	984-2024	10/21/2024	AMAZON	\$502.19
PRIMARY	Electronic	985-2024	10/21/2024	AMAZON	\$73.45
PRIMARY	Electronic	986-2024	10/21/2024	AMAZON	\$70.98

Cleared Payments

Reconciled Date 10/31/2024

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	987-2024	10/21/2024	AMAZON	\$112.87
PRIMARY	Electronic	988-2024	10/21/2024	AMAZON	\$45.00
PRIMARY	Electronic	1001-2024	10/31/2024	Jennifer Baker	\$446.89
PRIMARY	Electronic	1002-2024	10/31/2024	Sue E Barrick	\$452.36
PRIMARY	Electronic	1003-2024	10/31/2024	Jennifer Bates	\$1,286.62
PRIMARY	Electronic	1004-2024	10/31/2024	Eli Benzel	\$410.23
PRIMARY	Electronic	1005-2024	10/31/2024	Jason Bumbico	\$3,362.50
PRIMARY	Electronic	1006-2024	10/31/2024	Rachael Carmine	\$280.08
PRIMARY	Electronic	1007-2024	10/31/2024	Rhonda Grogg	\$551.04
PRIMARY	Electronic	1008-2024	10/31/2024	Trista Howe	\$282.02
PRIMARY	Electronic	1009-2024	10/31/2024	Heather Husted	\$1,179.11
PRIMARY	Electronic	1010-2024	10/31/2024	Donna Kohler	\$528.34
PRIMARY	Electronic	1011-2024	10/31/2024	Lisa Lutes	\$623.69
PRIMARY	Electronic	1012-2024	10/31/2024	Jersey Moss	\$627.59
PRIMARY	Electronic	1013-2024	10/31/2024	Kendra Selby	\$1,045.94
PRIMARY	Electronic	1014-2024	10/31/2024	Payton S Selby	\$184.02
PRIMARY	Electronic	1015-2024	10/31/2024	Anne Tokos	\$136.45
PRIMARY	Electronic	1016-2024	10/31/2024	Laken Underwood	\$1,180.54
PRIMARY	Electronic	1017-2024	10/31/2024	Nicole Weber	\$1,176.86
PRIMARY	Electronic	1019-2024	10/28/2024	21ST CENTURY ALARM	\$112.50
PRIMARY	Electronic	1021-2024	10/28/2024	copeco	\$411.50
PRIMARY	Electronic	1031-2024	10/31/2024	EFTPS	\$3,069.46
PRIMARY	Electronic	1035-2024	10/15/2024	HUNTINGTON	\$5.00
PRIMARY	Electronic	1036-2024	10/31/2024	CONSUMERS NATIONAL BANK	\$30.00
PRIMARY	Electronic	1037-2024	10/31/2024	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Electronic	1038-2024	10/31/2024	CONSUMERS NATIONAL BANK	\$6.67
PRIMARY	Warrant	7024	10/17/2024	Laken Underwood	\$907.25
Hunt. MM	Inv Transfer		10/15/2024	Transfer From Investment Hunt. MM	\$5.00
					\$65,104.32

Cleared Receipts

Reconciled Date 10/31/2024

Posted 11/4/2024 4:43:23 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		152-2024	10/03/2024	Daily Receipts-CNB Registers	\$71.40
PRIMARY	Standard		155-2024	10/07/2024	Daily Receipts-CNB Registers	\$50.46
PRIMARY	Standard		156-2024	10/10/2024	Daily Receipts-CNB Registers	\$50.29
PRIMARY	Standard		160-2024	10/11/2024	STARK COUNTY AUDITOR'S OFFICE	\$46,708.18
PRIMARY	Standard		158-2024	10/15/2024	CARROLL COUNTY AUDITOR'S OFFICE	\$12,423.85
PRIMARY	Standard		159-2024	10/16/2024	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,469.26
PRIMARY	Standard		157-2024	10/17/2024	Daily Receipts-CNB Registers	\$114.57
PRIMARY	Standard		161-2024	10/21/2024	Daily Receipts-CNB Registers	\$462.10
PRIMARY	Standard		162-2024	10/24/2024	Daily Receipts-CNB Registers	\$352.42
PRIMARY	Standard		163-2024	10/28/2024	Daily Receipts-CNB Registers	\$203.60
PRIMARY	Standard		164-2024	10/31/2024	Daily Receipts-CNB Registers	\$108.50
PRIMARY	Inv Transfer			10/15/2024	Transfer From Investment Hunt. MM	\$5.00
CD042517	Interest		167-2024	10/25/2024	CD042517	\$9.00
CD072716	Interest		166-2024	10/25/2024	CD072716	\$87.37
CD082817	Interest		165-2024	10/28/2024	CD082817	\$88.35
Hunt. MM	Interest		170-2024	10/31/2024	Hunt. MM	\$340.04
Money Mark	Interest		169-2024	10/31/2024	Money Mark	\$1,003.64
						\$63,548.03

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	\$21,897.43	0.50%	\$91.30	\$1,372.97	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 04/27/25	\$22,953.46	3.92%	\$838.73	\$2,775.72	10/27/2024	04/27/2025		
CD082817	CONSUMERS 0106774145 CD 04/28/25	\$23,211.66	3.92%	\$848.16	\$2,464.60	10/28/2024	04/28/2025		
CDAR-HUNT	CDAR HUNTINGTON 5.2%	\$0.00	5.20%	\$3,992.36	\$3,992.36	08/10/2023	08/08/2024		
HUNT 26 CD	HUNTINGTON CDAR 26 WEEKS	\$79,005.82	5.00%	\$0.00	\$0.00	08/07/2024	02/06/2025		
Hunt. MM	Huntington Money Market	\$167,617.40	3.00%	\$3,976.42	\$5,786.53	08/01/2023	08/01/2053		
Money Mark	Money Market Consumers	\$591,857.89	2.00%	\$9,170.96	\$14,892.36	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>\$906,543.66</u>		<u>\$18,917.93</u>	<u>\$301,957.39</u>				

Revenue Receipt Register

October 2024

Account Code: 1000-190-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$0.80	C
					Account Total:	\$0.80

Account Code: 1000-240-0011

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
160-2024	10/11/2024	10/17/2024	STD	STARK COUNTY AUDITOR'S OFFICE	\$46,708.18	C
					Account Total:	\$46,708.18

Account Code: 1000-240-0012

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
158-2024	10/15/2024	10/17/2024	STD	CARROLL COUNTY AUDITOR'S OFFICE	\$12,423.85	C
					Account Total:	\$12,423.85

Account Code: 1000-240-0013

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
159-2024	10/16/2024	10/17/2024	STD	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,469.26	C
					Account Total:	\$1,469.26

Account Code: 1000-310-0311

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$8.60	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$6.99	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$44.95	C
					Account Total:	\$60.54

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$14.70	C
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$18.65	C
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$6.35	C
155-2024	10/07/2024	10/07/2024	STD	Daily Receipts-CNB Registers	\$12.45	C
155-2024	10/07/2024	10/07/2024	STD	Daily Receipts-CNB Registers	\$9.75	C
155-2024	10/07/2024	10/07/2024	STD	Daily Receipts-CNB Registers	\$19.30	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$9.10	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$1.40	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$6.80	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$3.20	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$0.40	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$13.42	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$25.55	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$4.40	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$13.10	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$4.70	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$22.50	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$6.25	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$5.60	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$27.20	C
163-2024	10/28/2024	10/28/2024	STD	Daily Receipts-CNB Registers	\$31.55	C
163-2024	10/28/2024	10/28/2024	STD	Daily Receipts-CNB Registers	\$25.45	C

Revenue Receipt Register

October 2024

Account Code: 1000-340-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$4.25	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$7.80	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$12.00	C
Account Total:					<u>\$305.87</u>	

Account Code: 1000-399-0397

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$0.80	C
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$2.80	C
155-2024	10/07/2024	10/07/2024	STD	Daily Receipts-CNB Registers	\$5.26	C
155-2024	10/07/2024	10/07/2024	STD	Daily Receipts-CNB Registers	\$0.20	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$11.50	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$1.50	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$1.50	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$14.70	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$9.35	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$3.40	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$5.15	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$8.40	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$0.35	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$1.65	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$100.80	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$22.15	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$11.20	C
163-2024	10/28/2024	10/28/2024	STD	Daily Receipts-CNB Registers	\$5.60	C
163-2024	10/28/2024	10/28/2024	STD	Daily Receipts-CNB Registers	\$0.50	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$1.10	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$0.10	C
Account Total:					<u>\$208.01</u>	

Account Code: 1000-399-0398

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$12.50	C
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
155-2024	10/07/2024	10/07/2024	STD	Daily Receipts-CNB Registers	\$3.50	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$5.50	C
156-2024	10/10/2024	10/10/2024	STD	Daily Receipts-CNB Registers	\$6.00	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$10.00	C
157-2024	10/17/2024	10/17/2024	STD	Daily Receipts-CNB Registers	\$3.50	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$3.50	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$3.00	C
163-2024	10/28/2024	10/28/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$4.00	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$7.50	C
Account Total:					<u>\$67.00</u>	

Revenue Receipt Register

October 2024

Account Code: 1000-651-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
152-2024	10/03/2024	10/03/2024	STD	Daily Receipts-CNB Registers	\$5.00	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$349.70	C
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$23.25	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$45.72	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$39.75	C
162-2024	10/24/2024	10/24/2024	STD	Daily Receipts-CNB Registers	\$87.25	C
163-2024	10/28/2024	10/28/2024	STD	Daily Receipts-CNB Registers	\$96.00	C
163-2024	10/28/2024	10/28/2024	STD	Daily Receipts-CNB Registers	\$42.50	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$47.00	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$2.00	C
164-2024	10/31/2024	10/31/2024	STD	Daily Receipts-CNB Registers	\$20.75	C
Account Total:					<u>\$758.92</u>	

Account Code: 1000-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
165-2024	10/28/2024	10/31/2024	INT	CD082817	\$88.35	C
166-2024	10/25/2024	10/31/2024	INT	CD072716	\$87.37	C
167-2024	10/25/2024	10/31/2024	INT	CD042517	\$9.00	C
169-2024	10/31/2024	11/04/2024	INT	Money Mark	\$484.89	C
170-2024	10/31/2024	11/04/2024	INT	Hunt. MM	\$164.28	C
Account Total:					<u>\$833.89</u>	

Account Code: 1000-820-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
161-2024	10/21/2024	10/21/2024	STD	Daily Receipts-CNB Registers	\$12.20	C
Account Total:					<u>\$12.20</u>	

Account Code: 4001-701-0000

Receipt #	Post Date	Transaction Date	Type	Source	Amount	Status
169-2024	10/31/2024	11/04/2024	INT	Money Mark	\$518.75	C
170-2024	10/31/2024	11/04/2024	INT	Hunt. MM	\$175.76	C
Account Total:					<u>\$694.51</u>	
Report Total:					<u>\$63,543.03</u>	

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

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

End

Minerva Public Library

**October 2024
Financial Reports**

**Submitted for November
2024 Board Meeting**



CONTRACT INVOICE

Invoice Number: 24AR2066711
 Invoice Date: 09/11/2024

You can now pay your invoices online at <https://er.visualedge.com/einfo>

Bill To: Minerva Public Library
 677 Lynnwood Dr
 MINERVA, OH 44657
 USA

Customer: Minerva Public Library
 677 Lynnwood Dr
 MINERVA, OH 44657

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
COPMP34-CR	10 Days	09/21/2024	\$ 115.10	\$ 0.00	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
BDL27406-01	Brenda Griffith 330-868-4101	\$ 115.10		03/15/2024	06/14/2029
Remarks					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract Overage charge for the 06/15/2024 to 09/14/2024 Overage period	\$115.10 **
	\$115.10

**See Overage details below

Detail:

Equipment included under this contract

Minerva Public Library 677 Lynnwood Dr, MINERVA, OH 44657

Kyocera/KYTA2554ci

Number	Serial Number	Base Adj.	Location						
OS-VEOH5947	19X3702500	\$0.00	Minerva Public Library 677 Lynnwood Dr MINERVA, OH 44657						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B\W	15,051	25,088		10,037	18,000**	0	\$0.069000	\$0.00**
COL TIER 1	Color Level 1	2,404	5,333		2,929	4,500**	0	\$0.040000	\$0.00**
COL TIER 2	Color Level 2 +	3,759	7,710		3,951	0**	3,951	\$0.029000	\$114.58**
COL TIER 3	Color Level 2 +	715	733		18	0**	18	\$0.029000	\$0.52**
** Allocated amount from meter group									\$115.10

Remit to: Visual Edge IT, Inc FILE 2594
 1801 W Olympic BLVD Pasadena, CA 91199-2594



SECURE TECHNOLOGY SOLUTIONS

CONTRACT INVOICE

Invoice Number: 24AR1839413
 Invoice Date: 06/10/2024

Remit To: Visual Edge IT, Inc
 1801 W Olympic BLVD Pasadena, CA 91199-2594

FILE 2594

You can now pay your invoices online
 at <https://er.visualedge.com/einfo>

Bill To: Minerva Public Library
 677 Lynnwood Dr
 MINERVA, OH 44657
 USA

Customer: Minerva Public Library
 677 Lynnwood Dr
 MINERVA, OH 44657

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
COPMP34-CR	10 Days	06/20/2024	\$ 102.40	\$ 102.40	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
BDL27406-01	Brenda Griffith 330-868-4101	\$ 102.40		03/15/2024	06/14/2029
Remarks					

Summary:

Contract base rate charge for this billing period \$0.00
 Contract Overage charge for the 03/15/2024 to 06/14/2024 Overage period \$102.40 **
 **See Overage details below \$102.40

Detail:

Equipment included under this contract

Kyocera/KYTA2554ci

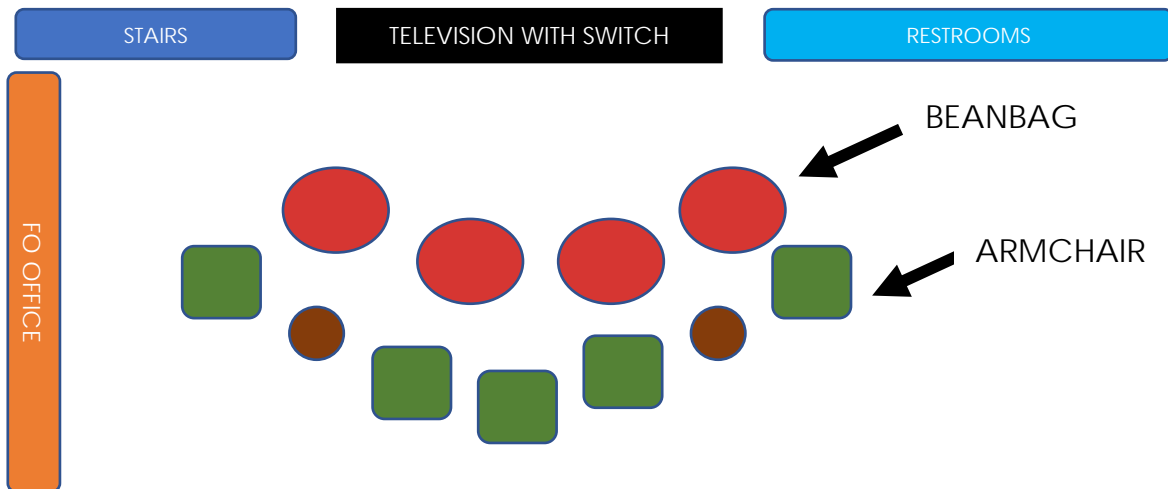
Number	Serial Number	Base Adj.	Location						
OS-VEOH5947	19X3702500	\$0.00	Minerva Public Library 677 Lynnwood Dr MINERVA, OH 44657						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B\W	2,646	15,051		12,405	18,000**	0	\$0.069000	\$0.00**
COL TIER 1	Color Level 1	856	2,404		1,548	4,500**	0	\$0.040000	\$0.00**
COL TIER 2	Color Level 2 +	228	3,759		3,531	0**	3,531	\$0.029000	\$102.40**
COL TIER 3	Color Level 2 +	715	715		0	0**	0	\$0.029000	\$0.00**
									\$102.40

** Allocated amount from meter group

Overage Details

Meter Group	Total Copies	Covered Copies	Billable	Rate	Total
Color Level 2 + 3	3,531	0	0	3,531 \$0.029000	\$102.40
					Base Amount: \$0.00
					\$102.40
Meter Type	Equip. Number	Serial Number	Begin	End	Copies
COL TIER 2	OS-VEOH5947	19X3702500	228	3,759	3,531
COL TIER 3	OS-VEOH5947	19X3702500	715	715	0
Total Grouped Overage Charges:					\$102.40
Total Grouped Base Charges:					\$0.00
Total Meter Group Charges:					\$102.40

TEEN GAMING SPACE



Associated Costs

- HD 70" Television 70 | [Item Link](#) | Price: \$380
- Wall Mount | [Item Link](#) | Price: \$60
- Bean Bag Chairs (4) | [Item Link](#) | Price: \$40
- Nintendo Switch Mount | [Item Link](#) | Price: \$15
- Game: Super Smash Brothers | [Item Link](#) | Price: \$50
- Game: Super Mario Party | [Item Link](#) | Price: \$50
- Game: Splatoon 2 | [Item Link](#) | Price: \$45
- Game: Just Dance 2025 | [Item Link](#) | Price: \$50
- Joy-Con Controllers (2) | [Item Link](#) | Price: \$70
- Controller Grips (8) | [Item Link](#) | Price: \$155
- Yacker Tracker | [Item Link](#) | Price: \$150
- Wall Mount Installation | Dray Home Repair | Quote: \$200
- Electrical Outlet Installation | Ray Electric | Quote: \$200
- Gift Cards for Game Tournament | 6 @ \$20 | Cost: \$120

TOTAL: ~\$2045.00



Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at sl.universalservice.org. SLD



also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

Filing a complaint

You have multiple options for filing a complaint with the FCC:

- File a complaint online at <https://consumercomplaints.fcc.gov>
- By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
- By mail (please include your name, address, contact information and as much detail about your complaint as possible):

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
45 L Street NE
Washington, DC 20554

Alternate formats

To request this article in an alternate format - braille, large print, Word or text document or audio - write or call us at the address or phone number at the bottom of the page, or send an email to fcc504@fcc.gov.

Last Reviewed: 12/30/19



Internet Safety Policy For Minerva Public Library

Introduction

It is the policy of Minerva Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

The Minerva Public Library has installed filtering software on our computers with internet access through its network, to protect against access to obscene visual depictions, child pornography, and/or other material harmful to minors, as required by law.

The filter may unintentionally block sites that have legitimate research value and fail to block objectionable content. Users should be aware that Internet filtering software installed for CIPA compliance should not substitute for individual judgment and/or parental involvement and oversight.

As the law requires, the library will disable filtered Internet access to persons 18 or older who request it for bona fide research or any other lawful purposes. Minerva Public Library staff may request technology protection measure/filtering software to be disabled if necessary to perform their work duties. Procedures for disabling

the measures shall be the responsibility of the Library Director or designated representatives.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Minerva Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

The library affirms and acknowledges the rights and responsibilities of parents and caregivers to monitor and determine their children's access to Library materials and resources, including those available through the Internet.

Parents or caregivers are responsible for the Internet information selected and/or accessed by their children. Children, defined as individuals under 18 years of age, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and teens and to monitor their children/teen's use of the Internet.

Public Access

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Internet access in the library is available on computers that are located in open public areas and are subject to supervision. Staff is available to assist patrons who need help finding information on the Internet. The library reserves the right to engage in monitoring activities, both electronic and non-electronic, at its sole discretion and without further notice unless otherwise restricted by law. Such practices may include, but are not limited to, those for the purpose of monitoring the nature and quality of our services, and the security and the conduct of people on our premises.

Adoption

This Internet Safety Policy was adopted by the Board of Minerva Public Library at a public meeting, following normal public notice, on November 21, 2024.



Sales Order Agreement

Date 11/5/2024 **Sales Rep** Lisa Vogley

Ship To			Bill To		
CUSTOMER NAME Minerva Public Library			CUSTOMER NAME Minerva Public Library		
SHIP TO ADDRESS 677 Lynnwood Dr			BILL TO ADDRESS 677 Lynnwood Dr		
CITY MINERVA	STATE OH	ZIP 44657	CITY MINERVA	STATE OH	ZIP 44657
Contact: Jennifer Bates			Billing Contact: Tom Dillie		
Phone/Email: 330-868-4101 minervalibraryit@gmail.com			Phone/Email: 330-868-4101 minervadirector@gmail.com		

DEALERSHIP WILL TRANSFER AND DELIVER TO BUYER AND BUYER WILL ACCEPT AND PAY FOR THE FOLLOWING MERCHANDISE.

Quantity	Product #	Description	Unit Price	Total Price
1	KYTAMA4500ci	Kyocera TASKalfa MA4500ci Color MFP A4 47ppm 4 in 1 Copy/Print/Scan/Fax (Incl Set		

Comments/Special Instructions	Subtotal \$3,685.00 TOTAL AMOUNT \$3,685.00 Less Payment (Check #:) AMOUNT DUE \$3,685.00 Plus applicable taxes
--------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

Terms: The Dealership equipment indicated above is purchased under standard terms which are 1) The Seller retains title to all equipment and supplies subject to this agreement until purchase price is paid in full. 2) In the event Buyer defaults in payment, the Buyer will be liable for the payment of any legal fees or other costs incurred in any action to collect this debt. General terms and conditions of maintenance agreement are furnished separately. This is a BINDING ORDER not subject to cancellation. This order cannot be changed except in writing by a Company Officer. There is a 1.75% monthly fee on all past due balances. Delinquent accounts sent to an outside collection agency will be assessed 35% if the balance is over \$200.00 and 50% if the balance is under \$200.00. There is a \$35.00 fee for all returned checks.

Customer Acceptance

Authorized Signature	Print Name	Title	Date



Maintenance Agreement

Equipment

CUSTOMER (hereinafter referred to as "You" or "Your") DATE: 11/5/2024

FULL LEGAL NAME

Minerva Public Library

INSTALL ADDRESS

City, State and Zip

County

677 Lynnwood Dr

MINERVA

OH

44657

Stark

METER COLLECTION SOFTWARE CONTACT

EMAIL ADDRESS

PHONE NUMBER

BILL TO ADDRESS (if different from above)

City, State and Zip

County

677 Lynnwood Dr

MINERVA

OH

44657

Stark

Agreement Summary:

See Appendix B

NO

Sales Rep:

Lisa Vogley

Device Make/Model#	Monthly Service Base Amount	Install Location *if different from above	Monthly Image Allowance		Contract Usage Per Image Charge	
			MONO	COLOR	MONO	COLOR
Kyocera KYTAMA4500ci		PEASE ADD TO CURRENT CONTRACT # BDL27406-01	6000	1500	\$0.0069	\$0.0450
Total Consolidated Monthly Image Allowance Base			6,000	1,500		

Agreement Options

Base Billing Frequency

Monthly

Usage Billing Frequency

Quarterly

Mono & Color will bill usage in the same Frequency

Contract Term

Lease

Monitoring Software

Yes/\$0

Electronic Invoicing

Yes

Included: All Travel, Parts and Labor (including drums, PM kits, toner and developer), Access to the Smart Center.

Not Included: Paper, Staples, Exterior Plastic, and Glass

**Installation of meter collection software is required for all print devices as specified in the full terms and conditions. Failure to provide access to monitoring software, will result in a \$20 monthly admin fee per device for manual meter collection. ~~DCA option declined~~-please understand that all service, supplies and meter reads will be a manual process requiring input from you the customer.

**Base Charges are billed in Advance and Overage are billed in Arrears.

**Billing payment period is monthly unless otherwise indicated.

Special Provisions:

THIS AGREEMENT IS SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THIS PAGE, THE REVERSE SIDE, ATTACHED EQUIPMENT LIST, ANY APPLICABLE ADDENDUMS, ALL OF WHICH PERTAIN TO THIS AGREEMENT AND WHICH YOU ACKNOWLEDGE HAVING READ. THIS AGREEMENT IS NOT BINDING UNTIL ACCEPTED BY US. YOU CERTIFY ALL ACTIONS REQUIRED TO AUTHORIZE EXECUTION OF THIS AGREEMENT, INCLUDING YOUR AUTHORITY, HAVE BEEN FULFILLED.

CUSTOMER: (As Stated Above)

By: **X**

Authorized Signature

Print Name

Title:

Date:

Maintenance Terms & Conditions

GENERAL TERMS

- Definitions.** The words "you" and "your" mean the legal entity identified in "Customer Information" fields above, and "we," "us" and "our" mean Visual Edge IT. "Device(s)" means the items identified in "Equipment" above and in any attached Equipment Schedules, or future Addendums. "Base" rates refer to static monthly charges for service. "Allowance" means the number of copies included in the Base charge. "Usage Per Image Charge" means the applicable prints or copies made in excess of any stated allowance.
- Payments and Late Payments.** You agree to pay us the full amount due for all Base charges, Usage charges, and billable service supply freight fees or supply charges by the due date listed on the invoice. If any amount payable to us is not paid when due, you will be subject to interruption of covered services and a late charge up to three (3) percent of the overdue balance. Billing disputes must be submitted to us no later than the due date listed on the invoice to avoid late charges or service interruption. ACH or Credit Card draft payment method may be required for certain coverage plans or contract terms.
- Renewal.** We may annually increase both the Base rate and Overage rates by amounts determined at our discretion, but not to exceed 15% of the then current payment and/or rate in each year.
- Term.** The term of this agreement will be based on the length selected above or based on the length of active lease agreements, whichever is longer. Minimum term requirements may vary based on equipment lease agreements and selected coverage plans. Commencement date and coverage will begin on the date of new equipment installation or ten (business days) from the date of confirmed monitored status, whichever is later.
- Covered Equipment.** Services selected above will be provided to those devices listed under Equipment.
- Cancellation Notice.** We maintain responsibility covered under customer selected services for the full term of this agreement until either party provides written notice of cancellation with 60-days' notice. If your agreement term is based on an active equipment lease agreement, all lease terms and conditions must be met before cancellation requests are accepted. If we elect to cancel this agreement, written notice will be sent to the contact and address listed above.
- Liability.** The parties agree that we will not be liable for any consequential damages of any nature caused to the business or property of Owner of Equipment ("Company") by any failure, defect, or malfunction of equipment to be maintained by us.
- WARRANTY.** NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, WE WARRANT (A) THAT ALL PERSONNEL PERFORMING SERVICES HEREUNDER BY OR ON BEHALF OF US WILL HAVE APPROPRIATE TRAINING AND EXPERIENCE AND (B) ALL EQUIPMENT IS IN ACCORDANCE WITH INDUSTRY STANDARDS, AND ALL SUPPLIES AND MATERIALS ARE OF GOOD QUALITY. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING (AND WITHOUT LIMITING ANY OBLIGATION OF US TO MAKE REPAIRS UNDER THIS AGREEMENT), YOU EXPRESSLY AGREE AND ACKNOWLEDGE THAT IN NO EVENT SHALL ANY MANUFACTURER'S WARRANTY, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE, BE DEEMED GIVEN BY OR OTHERWISE TRANSFERRED OR APPLIED TO US.
- EQUIPMENT WARRANTY DISCLAIMER.** WE HAVE MADE NO AFFIRMATION OF FACT OR PROMISE RELATING TO THE GOODS AND SERVICES BEING PROVIDED THAT HAS BECOME ANY BASIS OF THIS BARGAIN. FURTHER, WE HAVE MADE NO AFFIRMATION OF FACT OR PROMISE RELATING TO THE GOODS OR SERVICES BEING PROVIDED THAT HAS CREATED OR AMOUNTED TO AN EXPRESS WARRANTY THAT THE GOODS WOULD CONFORM TO ANY SUCH AFFIRMATION OR PROMISE. WE DISCLAIM ANY WARRANTY OF MERCHANTABILITY WITH RESPECT TO THE GOODS OR SERVICES PROVIDED BY THIS AGREEMENT. WE DISCLAIM ANY WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSES WHATSOEVER WITH RESPECT TO THE GOODS OR SERVICES BEING PROVIDED UNDER THIS AGREEMENT. COMPANY AGREES THAT WE SHALL NOT BE LIABLE FOR DAMAGES RESULTING FROM AN ALLEGED BREACH OF THIS AGREEMENT BEYOND THE COST OF ONE YEARS SERVICE AND MAINTENANCE UNDER THIS AGREEMENT.
- GOVERNING LAW, CONSENT TO JURISDICTION AND VENUE OF LITIGATION.** THIS AGREEMENT AND EACH SCHEDULE SHALL BE GOVERNED BY THE LAWS OF THE STATE OF OHIO. YOU AGREE THAT ANY DISPUTE ARISING UNDER OR RELATED TO THIS AGREEMENT WILL BE ADJUDICATED IN THE FEDERAL OR STATE COURT LOCATED IN STARK COUNTY OHIO. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN THAT COURT AND WAIVE ANY RIGHT TO TRANSFER VENUE. EACH PARTY WAIVES ANY RIGHT TO A TRIAL BY JURY.

BREAK/FIX SERVICE TERMS

- We agree to maintain all equipment listed, in a normal operating condition. All costs for Labor, Parts, Travel and Service will be borne by us, subject to the terms of this agreement and based on specific plan options selected. Non-covered charges for labor, parts, or travel will be billed at the then current rates.
- All necessary parts will be replaced, at no additional cost, provided the cost of those parts does not exceed the total value of the equipment. If the cost of necessary parts exceeds the total value of the equipment, we will notify you with suggested replacement options. Replacement cost is your responsibility. If the replacement is purchased from us, a trade-in credit may be offered toward the cost of a new device.
- We will not be responsible for maintenance in the event of: Damage caused by Accident, Misuse, Act of God, Line Voltage Problems, Neglect or Failure To Follow Factory Operating Instructions, or if maintenance or repairs are performed by anyone other than our personnel. It also ceases if competitive supplies are used, or if the damage occurs as a result of your abuse or improper handling of the device or supplies.
- All equipment will be serviced upon your request, during our normal business hours (8 a.m. to 5 p.m. local time, except weekends and VETIT holidays). Request for service outside our normal business hours will be provided on a best effort basis and, if available, will be billed at overtime rates plus travel.
- We, at our discretion, may authorize our approved maintenance subcontractors or approved service providers to perform maintenance and repairs to the Devices. Devices located outside our local service areas will require subcontractor coverage for any onsite service needed.

TONER AND SUPPLY TERMS

- Toner and Ink consumables, will be borne by us for all devices covered by this agreement and actively reporting through the Monitoring Software. We agree to supply you with all toner and Ink consumables required to operate the Devices. We agree to provide auto supply replenishment for those devices using Monitoring Software. You must purchase staples and paper separately.
- All toner and Ink consumables provided as a part of this agreement in the standard course of business or as Safety Stock shall at all times remain our property. You may use the toner and Ink consumables pursuant to the terms of this Agreement, but you shall not have any ownership rights in or to the toner or Ink consumables. You shall promptly return to us all unused items supplied by us under this agreement. You shall not be charged for any toner or Ink consumables in use upon the expiration or termination of this Agreement. Any items not returned shall be billed by us to you at the then current cartridge retail purchase price.
- Auto supply replenishment is scheduled based on individual device performance, coverage, and usage, and may vary. Waste Toner Containers are not available for auto shipment. Other certain items may not be eligible for auto shipment based on device model and supply item type. Covered items not eligible for auto shipment will be provided at no additional cost, but must be requested by you as needed to allow for standard shipping time. Additional requests for toner and Ink consumables will be subject to approval based on current usage and shipment history. Any customer request for additional items will be considered Safety Stock unless otherwise approved. Flat rate overnight shipping amounts can be quoted at the time of order.
- Cost-per-image and cartridge pricing is based on an industry-standard 5% page coverage model. Toner and Ink consumables ordered or requested based on excessive page coverage may be subject to a mid-term cost-per-image escalation or billing for additional cartridges.
- Any defective toner or Ink consumable items provided to you by us must be reported and returned to us within 30 days of receiving a replacement item. If defective item is not returned, the replacement item may be billed at then current retail price. Standard shipping for defective items and replacements will be covered by us.

METER READING REQUIREMENTS

Monthly meter readings are required for each covered device.

- Meter collection.** Those devices reporting through Monitoring Software will be collected by us. Devices not reporting for any reason will require your submission until monitoring is restored.
- Estimated Meters.** Estimated meters are based on historical volume usage. If historical volume usage is unavailable, a minimum estimation of 50 mono Impressions will be applied. If estimated meters are issued for three (3) consecutive billing cycles, you may become subject to invoicing monthly data collection fees and prevailing hourly billable rate for labor and travel to collect accurate meter readings.
- Meter Adjustments.** Any billing issued based on estimated meters are not eligible for billing adjustments, but will not be responsible for additional overage charges until current meters exceed billed meters. Additional estimations will cease until such time that the current meters exceed previously billed estimates, as long as accurate meters are being submitted monthly.

MONITORING SOFTWARE. Monitoring Software is involved, You grant Permission to install and Maintain.

- Customer Refusal or Non-Response.** Customers refusing these Monitoring Software terms or not-responding to our requests for installations or updates may disqualify printing devices from certain coverage, delay existing services, or become subject to invoicing monthly data collection fees and prevailing hourly billable rate for labor to collect meter readings.
- Device Changes.** You agree to notify us in writing of any contact person or location changes regarding covered devices. You assume responsibility for estimated meter readings, delayed service and supply fulfillment in the case of device changes not reported.

ANALYST CONSULTING & SMART CENTER ANALYST SERVICES

- If Analyst Consulting services are included in the purchase of a printing device from us, our trained and certified employees will work with your IT personnel (if applicable) to setup all covered equipment and software, according to machine configuration, following equipment delivery for the first ninety (90) days following installation. Following the completion of those 90 days or in the case that Analyst services were not included in the Purchase Agreement, you will be responsible to complete the work yourselves or agree to pay us to provide the work at standard billable rates.
- Smart Center Analyst Services are considered separate and apart from Break/Fix technical services

By: X

Authorized Initials

Date:

**Budget
MINERVA PUBLIC LIBRARY**

Revenue	Operations	2023 Actual	2024	2025
Account Code	Account Name			
1000-190-0000	Other - Local Taxes	\$8.18	\$ 25.00	\$ 25.00
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$ -	
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$ -	
1000-240-0011	Public Library Fund - State{STARK CO.}	\$656,938.07	\$ 633,240.00	\$ 636,811.00
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$174,738.13	\$ 168,434.00	\$ 169,385.00
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$20,664.69	\$ 19,919.00	\$ 20,299.00
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$460.90	\$ 350.00	\$ 350.00
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$228.25	\$ 200.00	\$ -
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$1.00	\$ -	
1000-340-0000	Patron Copier Income	\$2,752.58	\$ 1,750.00	\$ 1,750.00
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$ -	
1000-399-0000	Other - Patron Fines and Fees	\$48.68	\$ -	
1000-399-0397	Other - Patron Fines and Fees{patron printing}	\$1,488.50	\$ 1,500.00	\$ 1,500.00
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$451.92	\$ 500.00	\$ 500.00
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$ -	
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$ -	
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$2,175.00	\$ 1,500.00	\$ 1,500.00
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$ -	
1000-651-0000	Unrestricted Contributions - Individuals	\$7,326.39	\$ 4,000.00	\$ 3,000.00
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$ -	
1000-701-0000	Interest or Dividends on Investments	\$6,189.96	\$ 6,000.00	\$ 5,000.00
1000-820-0000	Sale of Supplies for Resale	\$118.82	\$ 100.00	\$ 100.00
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$125.08	\$ 50.00	\$ -
1000-871-0000	Refunds for Overpayment	\$83.38	\$ 1,500.00	\$ -
1000-872-0000	Insurance Reimbursements	\$0.00	\$ 500.00	\$ -
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$ -	
	Total Current Year Income	\$873,799.53	\$ 839,568.00	\$ 840,220.00
	General Revenue Fund Carryover as of January 1	\$343,608.00	\$ 442,759.40	\$ 346,092.23
	Total Current Year Operating Revenue(Income + Carryover)	\$1,217,407.53	\$ 1,282,327.40	\$ 1,186,312.23
4001-701-0000	Interest or Dividends on Investments	\$ 2,770.37	\$ -	\$ -
4001-931-0000	Transfers - In	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
	Total Current Year Income- Capital	\$ 52,770.37	\$ 50,000.00	\$ 50,000.00
	Capital Projects Fund as of January 1 unrestricted	\$589,571.00	\$ 579,930.57	\$ 429,077.53
	Total Cash on Hand January 1 (Carryover + Capital)	\$642,341.37	\$ 629,930.57	\$ 479,077.53
	Total Revenue (Annual Revenue + Carryover + Capital)	\$1,516,140.90	\$ 1,912,257.97	\$ 1,665,389.76

APPROPRIATION				
Account Code	Account Name	2023 Actual	2024	2025
	Total Wage and Leave	\$383,946.05	\$410,400.00	\$ 450,000.00
1000-110-110-0001	Salaries{ADMINISTRATIVE SALARIES}	\$104,529.46	\$92,000.00	\$ 105,000.00
	service award	\$ -	\$ -	
	retirement payout sick leave + 2 weeks vacation	\$ -	\$ -	
	Cash-in-lieu of insurance (12 x 300 x 2)	\$ -	\$ 7,200.00	\$ -
1000-110-110-0002	Salaries{MANAGERS}	\$42,183.95	\$ -	\$ -
	service award	\$ -	\$ -	
1000-110-110-0003	Salaries{NON-PROFESSIONALS}	\$217,169.34	\$ 285,000.00	\$ 300,000.00
	retirement max payout sick leave + estimated payout vacation	\$ -	\$ 6,000.00	\$ -
	Cash-in-lieu of insurance (12 x 300 x 2); service award ; skills stipend	\$ -	\$ 7,200.00	\$ -
1000-110-110-0004	Salaries{SUBSTITUTES}	\$7,425.81	\$ 5,000.00	\$ 35,000.00
1000-110-110-0005	Salaries{SERVICE WORKERS}	\$12,637.49	\$ 8,000.00	\$ 10,000.00
	service award	\$ -	\$ -	
	Total Indirect Benefit	\$93,238.16	\$ 119,370.00	\$ 142,525.00
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$49,906.82	\$ 55,000.00	\$ 63,000.00
1000-110-213-0000	Medicare (1.45% gross wages)	\$5,222.14	\$ 6,000.00	\$ 6,525.00
1000-110-221-0000	Medical / Hospitalization Insurance	\$37,271.77	\$ 50,000.00	\$ 65,000.00
1000-110-222-0000	Life Insurance	\$453.43	\$ 1,000.00	\$ 500.00
1000-110-223-0000	Dental Insurance	\$0.00	\$ -	\$ -
1000-110-224-0000	Vision Insurance	\$0.00	\$ -	\$ -
1000-110-225-0000	Workers' Compensation	\$384.00	\$ 1,370.00	\$ 1,500.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$ 6,000.00	\$ 6,000.00
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$ 1,000.00	\$ 1,500.00
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$0.00	\$ -	\$ -
1000-110-380-0000	Library Material Control Services	\$ -	\$ -	\$ -
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$74.97	\$ 200.00	\$ -
	Grunder Fund	\$ -	\$ 2,165.00	\$ 2,165.00
	Powell Fund	\$472.00	\$ 2,301.00	\$ 2,011.00
1000-110-450-0015	Supplies{PROGRAMING SUPPLIES}	\$6,964.40	\$ 8,000.00	\$ 8,000.00
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$ -	\$ -
	Library Materials	\$68,848.55	\$ 90,200.00	\$ 92,700.00
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$17,601.58	\$ 24,000.00	\$ 24,000.00
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$14,316.75	\$ 20,000.00	\$ 22,500.00
1000-120-412-0000	Periodicals	\$5,678.96	\$ 7,000.00	\$ 7,000.00
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$1,590.21	\$ 5,000.00	\$ 2,500.00
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$26,769.31	\$ 28,000.00	\$ 30,500.00
	2023--Overdrive \$5,000; Hoopla \$24,000; Beanstack \$1,500			

1000-120-413-2004	Audiovisual Materials(YOUTH CDs)		\$ 200.00	\$ 200.00
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$1,787.07	\$ 5,000.00	\$ 5,000.00
1000-120-414-0000	Computer Services and Information		\$ -	\$ -
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$ -	\$ -
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$361.95	\$ -	\$ -
1000-120-419-0000	Other - Library Materials and Information	\$742.72	\$ 1,000.00	\$ 1,000.00
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$1,292.37	\$ 3,500.00	\$ 3,500.00
1000-210-321-0000	Telephone	\$9,071.69	\$ 9,000.00	\$ 9,000.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$20,831.73	\$ 46,250.00	\$ 46,250.00
	Elevator Maintenance and Repair (309 x 12 +300)		\$ 3,500.00	\$ 3,500.00
	Fire Alarm and Supression (Johnson Controls) annual +3000		\$ 10,000.00	\$ 10,000.00
	HVAC (1707.50 x 4) + 3000 (Standard Plumbing & Heating)		\$ 10,000.00	\$ 10,000.00
	General Plumbing work		\$ 1,250.00	\$ 1,250.00
	General electrical work		\$ 1,250.00	\$ 1,250.00
	Front Door Maintenance Trinity Door)		\$ 2,250.00	\$ 2,250.00
	PC Copilot IT Maintenance		\$ 10,000.00	\$ 10,000.00
	miscellaneous maintenance and repair		\$ 8,000.00	\$ 8,000.00
1000-210-334-0000	Trash Removal	\$1,376.00	\$ 1,650.00	\$ 1,650.00
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$29,823.22	\$ 35,950.00	\$ 21,800.00
	Snow Removal		\$ 2,750.00	\$ 2,800.00
	Mowing and Landscape Maintenance		\$ 5,750.00	\$ 10,000.00
	Pest Control (4 x 120)		\$ 500.00	\$ 500.00
	Cleaning Service (377x52)		\$ 20,000.00	\$ -
	Walk-Off Rug Service		\$ 750.00	\$ 1,300.00
	Window Washing		\$ 1,200.00	\$ 1,200.00
	Carpet Cleaning		\$ 2,250.00	\$ 3,000.00
	Security Services		\$ 500.00	\$ 500.00
	Miscellaneous maintenance services		\$ 2,250.00	\$ 2,500.00
1000-210-361-0000	Electricity	\$25,841.23	\$ 25,000.00	\$ 26,000.00
1000-210-362-0000	Water and Sewage	\$577.12	\$ 700.00	\$ 700.00
1000-210-363-0000	Natural Gas	\$10,160.85	\$ 13,000.00	\$ 13,000.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$ -	\$ -
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$5,047.54	\$ 5,000.00	\$ 8,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits(professional memberships)	\$60.00	\$ 500.00	\$ 500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$120.00	\$ 120.00	\$ 150.00
1000-230-312-0000	Travel and Meeting Expense	\$1,387.47	\$ 1,200.00	\$ 2,500.00
1000-230-322-0000	Postage	\$206.47	\$ 300.00	\$ 200.00
1000-230-324-0000	Printing	\$0.00	\$ -	\$ -
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$50.82	\$ 50.00	\$ 50.00
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$1,453.65	\$ 200.00	\$ 200.00
1000-230-329-0000	Other - Communications,Printing and Publicity (Roxy+promotions)	\$437.04	\$ 800.00	\$ 800.00
1000-230-341-0000	Property Insurance Premiums	\$9,704.12	\$ 11,000.00	\$ 11,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$ 275.00	\$ 275.00
1000-230-351-0000	Rents and Leases	\$5,801.90	\$ 6,100.00	\$ 7,100.00
	Copier Lease and Maintenance (465 x 12)		\$ 6,000.00	\$ 7,000.00
	Microfilm Storage		\$ 100.00	\$ 100.00
1000-230-371-0000	Auditing Services	\$0.00	\$ 3,000.00	\$ 3,000.00
1000-230-372-0000	Uniform Accounting Network Fees (762 x 4)	\$3,048.00	\$ 3,100.00	\$ 3,100.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$17,079.00	\$ 14,900.00	\$ 15,000.00
	Statewide Delivery Contract		\$ 14,000.00	\$ 14,000.00
	Debt Collection Services (Unique Management)		\$ 900.00	\$ 1,000.00
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)		\$ -	\$ -
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$4,151.65	\$ 4,000.00	\$ 5,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$141.32	\$ 700.00	\$ 500.00
1000-230-510-0000	Institutional Dues and Memberships	\$20,460.95	\$ 22,375.00	\$ 26,000.00
	SEO Consortium membership + cataloging + notice service		\$ 18,000.00	\$ 18,500.00
	NEO-Regional Library System memberhip		\$ 1,750.00	\$ 4,200.00
	OLC Institutional membership		\$ 2,500.00	\$ 3,100.00
	Chamber of Commerce		\$ 125.00	\$ 200.00
1000-230-520-0000	Taxes and Assessments	\$6.00	\$ 150.00	\$ 150.00
1000-230-550-0000	Refunds and Reimbursements	\$20.99	\$ 250.00	\$ 250.00
1000-230-590-0511	Information Technology (new account for miscellaneous IT expense)	\$3,077.48	\$ 4,000.00	\$ 5,000.00
1000-760-750-0000	Furniture and Equipment	\$0.00	\$ -	\$ -
1000-930-930-0000	Contingency Fund	\$0.00	\$ 20,000.00	\$ 20,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$ 50,000.00	\$ 50,000.00
1000-990-990-2020	2020 CARES Act funds	\$0.00	\$ -	\$ -
	Operating Expenses Total	\$774,772.74	\$916,706.00	\$979,576.00
	Current Year Income	\$873,799.53	\$ 839,568.00	\$ 840,220.00
	Difference Current Year Income v. Expenses	\$99,026.79	\$ (77,138.00)	\$ (139,356.00)
	Capital Projects			
4001-760-331-0000	Maintenance and Repair on Facilities	\$17,702.02	\$ 120,000.00	\$ 20,000.00
4001-760-720-0000	Land Improvement	\$7,754.74	\$ 5,000.00	\$ 100,000.00
	McConnell Fund--Land Improvement			
4001-760-750-0000	Furniture and Equipment	\$36,530.00	\$ 30,000.00	\$ 30,000.00
	McConnell Fund--Furniture and Equipment			
	Capital Projects Total	\$61,986.76	\$ 155,000.00	\$ 150,000.00
	Current Year Income-Capital	\$52,770.37	\$ 50,000.00	\$ 50,000.00
	Difference Current Year Income v. Expenses-Capital	\$ (9,216.39)	\$ (105,000.00)	\$ (100,000.00)

Total Expenditure/Appropriation

\$836,759.50

\$1,071,706.00

\$1,129,576.00

Minerva Public Library
Director's Report – October 2024

Building & Grounds

- The preventative maintenance contract for the HVAC system with Standard Plumbing & Heating has ended.
 - The last appointment was on 10/29/24 to replace the air handler filters.
 - The technician removed the leaking pump for rebuilding, which was reinstalled on 11/12/2024. The rough estimate for the work is \$1500.
 - A decision will need to be made concerning how to proceed with HVAC maintenance in the near future.
 - Buckeye Mechanical has returned a quote of \$6,300 for annual maintenance. The previous Standard contract was \$6,830.
- The electrical/data outlet was repaired by Ray Electric on 10/28/24 for \$200.
- We are in the process of gathering quotes for carpet & upholstery cleaning.
 - On the Spot – \$6,280
 - Yorkshire Cleaning – \$4,100
 - Brad's Carpet Cleaning – \$0.20 per sq ft | \$25 per chair (>\$5700)
- We re-arranged the microfilm/microfiche reader, puzzle space, and tables in the non-fiction reading space.

Personnel & HR

- I met with most of the staff one-on-one throughout the month for at least half an hour to ask them about their time at MPL, their experience, and their thoughts for the future,
- I am holding brief weekly meetings before opening to chat with the staff and communicate current information.

Patron Services

- We have posted policy guidelines in the Youth Department and the Non-Fiction reading area directed toward the teen and tween patrons who use the library after school. Setting boundaries and directing behavior will be an ongoing project.

Adult Services

- The Adult Craft Program on November 12 had 17 people in attendance.
- The OSU Extension will present on Monday, December 9, on *Healthy Living for Your Brain and Body*.

Youth Services

- During October, the Youth Services department had 74 class visits serving 1206 students, 10 storytimes with 231 attendees, and 539 visitors to the Sensory Spot. 195 patrons came for the afternoon gaming program.
- The Halloween & Election storytimes and class visits presented by the YS department were enthusiastically received. In a dramatic landslide, Clifford the Big Red Dog beat the Hungry, Hungry Caterpillar to be the official YS mascot.

Technology

- I met with PC Co-Pilot and received an overview of our network and their proposal for network upgrades in the coming year.
- I have also explored and planned email migration to Google Workspace over the next two months.
- The SEO is exploring options regarding alternative ILS systems, and has begun a series of vendor presentations exploring a variety of products.

Collection Development

- We have begun a collection care project, which will involve weeding (adult fiction and youth non-fiction to start) and having each staff member assigned different sections as their individual responsibilities.
- New materials for October 2024 included:
 - Adult Books: 87
 - Large Print: 7
 - Youth Books: 147
 - Teen Books: 23
 - Movies: 26
 - Spark Backpacks: 19

Community Outreach

- Minerva Mission's Thanksgiving food drive was successful. 272 non-perishable food items were collected, and, in addition, a \$1000 donation from the Minerva VFW was dropped off at the library for the drive.
- The library will be participating in both Small Business Saturday & the Winter Wonderland event this coming month.

Miscellaneous

- Meetings & Events Attended
 - Buckeye Book Fair on Saturday, November 2, in Wooster, OH
 - DOLLARS Meeting on Friday, November 15, at the North Canton Library
 - NEO-RLS Open House on Tuesday, November 19, in Twinsburg, OH
 - Minerva Chamber of Commerce on Wednesday, November 20
- I toured Elementary School with Becky Miller.
- Heather Miller of the SEO visited today, Thursday, November 12.
- I have also contacted Evan Stubel of the State Library of Ohio. MPL is currently second on the list for Strategic Planning. He indicated that it should take place at the beginning of the year.

Buckeye MECHANICAL & CONTROLS INC.

901 IKE STREET
MINERVA OHIO 44657
PHONE 330-771-4430 E-Mail Buckeyemechanical@hotmail.com

Proposal

November 12, 2024

Minerva Public Library
677 Lynnwood Drive
Minerva, Ohio 44657

THANK YOU for choosing Buckeye Mechanical and Controls to submit the following proposal.

Our business core is dedication, honest pricing and quality work and service.

Please consider this when choosing a HVAC contractor for your needs:

"The bitterness of poor quality remains long after the sweetness of lower price is forgotten"
We may not be the most inexpensive provider; however, we take enormous pride in every aspect of what we do and the equipment we have choose for your purchase. We do not want to disappoint anyone who is prepared to put their trust and faith in our company and technicians.

We will perform preventive maintenance and inspections quarterly on your buildings HVAC equipment. We will provide labor, all tools, testing equipment and materials to include:

- Air filters are replaced twice a year spring and fall.
- Coil cleaning and belt replacement once a year in spring. Air conditioning tune up getting ready for cooling season.
- All greasing and oiling of motors, pumps and bearings at least once and then as needed.
- Burner and boiler cleaning once a year in fall. Boiler tune up get ready for heating season.
- In between services will check for proper operation of equipment, check for any abnormal noises, vibrations and leaks of any kind that may have developed since the last visit.

Billing will be quarterly after completion of each service. Starting February 2025.

February	\$1,575.00
May.....	\$1,575.00
August	\$1,575.00
November	\$1,575.00

Sincerely,
Service Manager: Ryan Smith
Cell: 330-771-4430

Please call with any concerns or questions. Thank You!

Acceptance of proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____



MAINTENANCE AGREEMENT FOR ENVIRONMENTAL SYSTEMS

Company
Standard Plumbing and Heating Co.
220 Seventh St. SB
Canton, OH 44702

Proposal Date: 4/1/2023
Proposal Number: 2022-S549
Agreement Number:

Ph: 330-453-5150 Fax: 330-580-3201

Table with 2 columns: Bill To Identity, Agreement Location. Rows include Minerva Public Library address and Attn: fields.

Standard Plumbing and Heating Co. will provide the services described in the maintenance program indicated below.

MAINTENANCE PROGRAM: PM SCHEDULES: *Equipment Schedule

Agreement coverage will commence on 4/1/2023.

The Agreement price is \$6,830.00 per year, payable in advanced installments of \$1,707.50 per Quarter beginning on the effective date of 04/01/2023 through 3/31/2026.

Includes quarterly inspections that will be completed four times a year. This Agreement includes Filters (2) times per year and belts (1) time per year.

This Agreement is the property of Standard Plumbing and Heating Co. and is provided for Customer's use only. Standard Plumbing and Heating Co. guarantees the price stated in this Agreement for thirty (30) days from proposal date above.

Company Signature
Accepted for C y by: Signature
Name d
Date / Phone Fax

Customer Signature (Authorized Representative)
Name (Print)
Title
Date



PM Program

This agreement is designed to provide the Customer with an ongoing maintenance agreement. This agreement will be initiated, scheduled, administered, monitored and updated by the Service Provider. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Service Provider's own experience. The Customer is informed of the agreement's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

WE WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: On-Site labor, travel labor and travel and living expenses required to visually *INSPECT* and *TEST* equipment to determine its operating condition and efficiency. Typical activities include:

***TESTING** for excessive vibration, motor winding resistance, refrigerant charge, fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc.

***INSPECTING** for worn, failed or doubtful parts; mountings, drive couplings, oil level, rotation; soot; flame composition and shape, pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: On-Site labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

***CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.

***ALIGNING** belt drives; drive couplings; coil fins, etc.

***CALIBRATING** safety controls, temperature and pressure controls, etc.

***TIGHTENING** electrical connections, mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.

***ADJUSTING** belt tension; refrigerant charge, super heat, fan RPM; water chemical feed and

feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits, compressor cylinder unloaders, damper close-off, sump floats, etc.

***LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.