

**Minerva Public Library  
Board of Trustees**

**November 16, 2023**

**Monthly Regular Meeting  
Packet**

**Time Change to 5:30 pm**

**Minerva Public Library  
Board of Trustees  
October 26, 2023  
Board Meeting Minutes**

**Attendance:**

Trustee: Roger Bartley \_\_\_X\_\_\_  
Trustee: Jennifer Beard \_\_\_X\_\_\_  
Trustee: Casey Milano \_\_\_X\_\_\_  
Trustee: Rebecca Miller \_\_\_X\_\_\_  
Trustee: Sarah Repella \_\_\_X\_\_\_  
Trustee: Diane Ruff \_\_\_X\_\_\_  
Trustee: Richard Rutledge \_\_\_X\_\_\_

Fiscal Officer: Heather Husted \_\_\_X\_\_\_  
Director: Brenda Griffith \_\_\_X\_\_\_

**Call to Order:**

**Adjustments to the Agenda:** there will be several adjustments following the fiscal officer report

**Public Participation:** No one from the public attended

**Minutes:** Approve minutes from the September 28, 2023 Records Commission Board Meeting. **Motion to approve by Sarah Repella, 2<sup>nd</sup> by Rebecca Miller**

**Minutes:** Approve minutes from the September 28, 2023 Regular Board Meeting. **Motion to approve by Sarah Repella, 2<sup>nd</sup> by Rebecca Miller**

**Ongoing Business:**

Dolly Parton Imagination Library of Ohio Update – we are maintaining our 257 registrations.

**Accept:**

Monthly financial reports for September, 2023, and the Fiscal Officer's Monthly Report. **Casey Milano moved to accept the financial reports for September 2023, 2<sup>nd</sup> by Diane Ruff. Motion carried unanimously. Resolution 23-10-01**

Discussion occurred on changing the employee payment for health care coverage to a fixed rate per pay of \$150 for single coverage and \$500 per pay for a family plan. This will be presented at the next board meeting for approval.

Discussion also took place on potential COLA increase beginning in January 2024 for employees. The projected COLA nationally is 3.2%. The Director suggested a 2.5% increase and having performance reviews with a possible individual increase based on performance and where an individual fell on the wage rate schedule when compared to the midpoint. Will be discussed again at the next meeting.

**Current Revenue:**

**PLF Distribution:** The September 2023 PLF distribution is \$76,798.25 which is 5.8% more than the \$72,543.65 received in September 2022. This month's state PLF receipts are 44% above the December, 2022 estimate of \$53,203.

**2023 General Revenue Net Operating Position**

September Revenue	= \$78,726	Total Annual Revenue	= \$ 656,009
September Expenses	= \$56,181	Total Annual Expenses	= \$ 545,190
Difference	\$22,545		\$ 110,819

**General Fund Expenses as Percentage of Appropriation**

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 545,190	59.623%

\*Includes \$100,000 transfer out to Capital

**New Business:**

**Certificate of Appreciation:** Request and present a resolution recognizing past director Mr. Tom Dillie for his dedication and 15 years of service to Minerva Public Library. – **Hold until November 16<sup>th</sup> board meeting.**

**Library Closing:** I am requesting to schedule a Staff Day for training and cleaning the carpets and upholstered chairs on the Wednesday before Thanksgiving, November 22<sup>nd</sup>. The Minerva school is also closed on Wednesday so we will not have any classes coming from the school. We will be closed on Thursday for Thanksgiving as usual. I would also ask for the library to be closed on Friday as a non-paid day to give the carpets time to dry. We will be open on Saturday as usual. The total estimated cost for Wednesday is less than \$500. We will be working on team building as our training focus for this event. **Approve the closing of the Library Wednesday, November 22<sup>nd</sup> and 24<sup>th</sup>, 2023 as requested. Motion to approve by Richard Rutledge, 2<sup>nd</sup> by Jennifer Beard. Motion carried unanimously. Resolution 23-10-02**

**Approve** the employment of three new Library Associate I Substitutes at the rate of \$10.50. The three new hires are Sue Barrick, Coral Abel, and Rhonda Grogg and have all passed the background check and will complete training. **Motion to approve by Sarah Repella, 2<sup>nd</sup> by Rebecca Miller. Motion carried unanimously. Resolution 23-10-02**

**Approve request to update the camera system:** Quote included from 21<sup>st</sup> Century Alarm for \$8,279.00 to replace and update 9 interior cameras and add one exterior camera. (Quote attached) **Motion to approve by Casey Milano, 2<sup>nd</sup> by Diane Ruff. Motion carried unanimously. Resolution 23-10-03**

**Upcoming Holidays:** We will be turning the Fireside Reading Room into a Winter Wonderland between Thanksgiving and New Years with a welcoming room for patrons to sit, read and enjoy the holiday atmosphere. Santa will be visiting the library on Saturday; December 9<sup>th</sup> and the community is welcome to visit Santa as well as take pictures with Santa. We will also have crafts and book readings of holiday stories from 9:00 am to 1:00 pm.

### **Correspondence**

Communicated with Heather Miller, Library Relations & Training Development Manager from SEO and she will be visiting the library on Tuesday, November 21<sup>st</sup> to meet with staff and myself at 9:00 am. You are welcome to attend also.

Past Director Tom Dillie sent a thank you card to the board. (Brenda will share)

### **Director's Report**

Accept the Director's monthly report. (attached)

**September 2023 Library Statistics:** In-house circulation was **15,436, 5.6% above** that of last September. As has been true all year, renewals made up more of the in-house circ than initial checkouts. Total circulation was **22,280, 16.29% above** September 2022. For **September 2023 the door count was 6730, up 54%** from that of last September 2022 which totaled 4371. We now have all classes in the Elementary except for 4<sup>th</sup> grade receiving services from MPL.

### **Acknowledge Gifts—August**

#### **Unrestricted Individual Contributions to the General Fund**

	\$ 0.00
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Total Restricted and Unrestricted	\$ 0.00

**In-kind Gifts**

Anonymous

**84** books; 0 trade paperbacks;  
0 DVDs

**Adjourn**

The next Regular Board Meeting will be held on Thursday, November 16, 2023 at 6:30 pm in the Board Meeting Room. **Dianne Ruff motioned to adjourn, 2<sup>nd</sup> by Casey Milano. Motion carried unanimously**

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Roger Bartley, Board President

Date

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Richard Rutledge Board Vice-President

Date

**Minerva Public Library  
Board of Trustees  
Meeting Agenda  
November 16, 2023  
Library Board Room**

**Attendance:**

Trustee: Roger Bartley\_\_\_\_\_

Trustee: Jennifer Beard\_\_\_\_\_

Trustee: Casey Milano\_\_\_\_\_

Trustee: Rebecca Miller\_\_\_\_\_

Trustee: Sarah Repella\_\_\_\_\_

Trustee: Diane Ruff\_\_\_\_\_

Trustee: Richard Rutledge\_\_\_\_\_

Fiscal Officer: Heather Husted\_\_\_\_\_

Director: Brenda Griffith\_\_\_\_\_

**Call to Order:**

**Adjustments to the Agenda:**

**Public Participation:**

**Minutes:** Approve minutes from the October 26, 2023 Regular Board Meeting.

**Ongoing Business:**

Dolly Parton Imagination Library of Ohio Update – we are down 2 registrations to 255.

**Fiscal Officer's Report:**

**Accept:**

Monthly financial reports for October, 2023, and the Fiscal Officer's Monthly Report.

**Current Revenue:**

**PLF Distribution:** The October 2023 PLF distribution is \$67,423.54 which is 0.98% less than the \$66,585.09 received in October 2022. This month's state PLF receipts are 21% above the December, 2022 estimate of \$53,203.

## 2023 General Revenue Net Operating Position

September Revenue	=	\$71,050	Total Annual Revenue	=	\$ 706,629
September Expenses	=	\$73,015	Total Annual Expenses	=	\$ 610,451
Difference		(\$1,965)			\$ 96,178

## General Fund Expenses as Percentage of Appropriation

2023 Appropriation*	Current 2023 Expenses	As Percentage
\$914,401	\$610,451	66.760%

\*Includes \$100,000 transfer out to Capital

### New Business:

**Certificate of Appreciation:** Present a certification of appreciation recognizing past director Mr. Tom Dillie for his dedication and 15 years of service to Minerva Public Library.

**Approve notice to Cleaning Genie:** to end the general cleaning contract at the end of the current agreement which requires a 60-day notice. The agreement will end February 2024. We will continue with the cleaning of the restrooms with some modifications in how often and which restrooms need cleaned.

**Request the following transfer of funds:** Request the transfer of \$50,000 from Transfers – Out to Capital Projects #1000-910-910-000 and transfer to Capital.

**Request the following transfer of funds:** Move funding from the Contingency fund #1000-930-930-0000 in the following amounts and funds listed below: Transfer from Contingency the amount of \$1,000 and transfer to General Administrative-Office Supplies #1000-230-451-0007. Transfer from Contingency the amount of \$2,000 and transfer to Property Maintenance/Repair Supplies & Parts #1000-210-452-0000.

**Request the approval of the 2024 Budget Revenue-Permanent Appropriation:** The projected 2024 total operations revenue is \$839,568. The total projected 2024 operating revenue with carryover is \$1,114,568. The total projected 2024 Revenue with carryover and capital if \$1,767,231.

**Request the approval of the 2024 Budget-Permanent Appropriations:** The operating expenses for 2024 are proposed at \$894,040. Total Expenditure/Appropriation including Capital Projects total \$994,040.

## Correspondence

Reminder, Heather Miller, Library Relations & Training Development Manager from SEO will be visiting the library on Tuesday, November 21<sup>st</sup> to meet with staff and myself at 9:00 am. You are welcome to attend also.

## Director's Report

Accept the Director's monthly report. (attached)

**October 2023 Library Statistics:** In-house circulation was **16,632, 12.37% above** that of last October 2022. As has been true all year, renewals made up more of the in-house circ than initial checkouts, but this is the first time we have seen an increase in the in-house circulation by half when compared to the renewals resulting in more patrons in the library. Total circulation was **21,379, 10.82% above** October 2022. For **October 2023 the door count was 7995, up 54%** from that of last October 2023 which totaled 5186. We now have all classes in the Elementary except for 4<sup>th</sup> grade receiving services and also provide a program for middle school special classes occasionally.

## Acknowledge Gifts—August

### **Unrestricted Individual Contributions to the General Fund**

	\$ 0.00
<hr/>	
Total Restricted and Unrestricted	\$ 0.00

### **In-kind Gifts**

Anonymous

**42** books; 0 trade paperbacks;  
**2** DVDs

## **Adjourn**

The next Regular Board Meeting will be held on Thursday, December 28, 2023 at 6:30 pm in the Board Meeting Room. The January Regular Board meeting will be held on January 25, 2024.



## Fiscal Officer's Report November 2023

1. Bank Reconciliation
  - a. No significant items to report.
2. Revenue Receipt Register
  - a. \$1,376.45 of interest earned in October
    - i. Plus \$334.47 interest accrued in CDAR (\$1,710.92 total)
3. Appropriation Payment Register
  - a. Payroll was increased due to leave payouts.
  - b. \$944.67 in programming supplies
  - c. \$2,397.08 in new books between both departments
  - d. \$2,354.03 in downloadable content.
  - e. \$2,889.39 was paid to Cleaning Genie
  - f. \$1,855.67 was paid for Property Maintenance/ Repair Supplies & Parts
  - g. \$4,347.46 paid to the state of Ohio for SEO- Quarterly payment
  - h. \$7,754.74 paid to Naturescapes for landscape improvements.
4. Revenue Status
  - a. PLF is close to estimate for year
    - i. Slightly ahead for Stark and slightly behind for Carroll and Columbiana counties
  - b. Interest is at 211% of budget
5. Appropriation Status
  - a. YTD is high for Downloadable Content, Property Maintenance/ Repair Supplies & Parts, and Office Supplies
  - b. Overall Appropriation Status is 67% (budgeted \$100,000.00 transfer to capital has not happened yet.)

# **Minerva Public Library**

## **October 2023 Financial Reports**

### **Submitted for the November 2023 Board Meeting**

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

**Bank Reconciliation**

Reconciled Date 10/31/2023

Posted 11/9/2023 3:21:03 PM

Prior UAN Balance:		\$1,007,169.40
Receipts:	+	\$71,436.00
Payments:	-	\$73,405.59
Adjustments:	+	\$3.80
Current UAN Balance as of 10/31/2023:		\$1,005,203.61
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 10/31/2023:		<u>\$1,005,203.61</u>
Entered Bank Balances as of 10/31/2023:		\$1,013,403.73
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$8,200.12
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 10/31/2023:		<u>\$1,005,203.61</u>

Balances Reconciled

Governing Board Signatures

\_\_\_\_\_

\_\_\_\_\_

There are no outstanding receipts as of 10/31/2023.

There are no outstanding adjustments as of 10/31/2023.

**Bank Balances**

Reconciled Date 10/31/2023

Posted 11/9/2023 3:21:03 PM

<u>Type</u>	<u>Name</u>	<u>Number</u>	<u>Prior Bank Balance</u>	<u>Calculated Bank Balance</u>	<u>Entered Bank Balance</u>	<u>Difference</u>
Primary	PRIMARY		\$240,659.11	\$243,180.61	\$243,180.61	\$0.00
Secondary	CHANGE AMT		\$191.00	\$117.50	\$117.50	\$0.00
Secondary	PETTYCASH2		\$62.20	\$70.00	\$70.00	\$0.00
Investment	CD042517		\$21,778.97	\$21,787.92	\$21,787.92	\$0.00
Investment	CD072716		\$21,894.21	\$21,966.67	\$21,966.67	\$0.00
Investment	CD082817		\$22,140.49	\$22,213.76	\$22,213.76	\$0.00
Investment	CDAR-HUNT		\$75,013.46	\$75,013.46	\$75,013.46	\$0.00
Investment	Hunt. MM		\$162,451.24	\$162,860.15	\$162,860.15	\$0.00
Investment	Money Mark		\$465,385.80	\$466,193.66	\$466,193.66	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$1,009,576.48</u>	<u>\$1,013,403.73</u>	<u>\$1,013,403.73</u>	<u>\$0.00</u>

**Outstanding Payments**

Reconciled Date 10/31/2023

Posted 11/9/2023 3:21:03 PM

<b>Account</b>	<b>Type</b>	<b>Payment #</b>	<b>Post Date</b>	<b>Vendor / Payee</b>	<b>Amount</b>
PRIMARY	Electronic	582-2023	10/02/2023	Laken Underwood	\$17.69
PRIMARY	Electronic	623-2023	10/16/2023	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$300.00
PRIMARY	Electronic	626-2023	10/19/2023	BRENDA GRIFFITH	\$23.07
PRIMARY	Electronic	637-2023	10/23/2023	House Cleaning Genie	\$690.52
PRIMARY	Electronic	638-2023	10/23/2023	TREASURER, STATE OF OHIO	\$4,347.46
PRIMARY	Electronic	640-2023	10/23/2023	AMAZON	\$186.84
PRIMARY	Electronic	641-2023	10/23/2023	AMAZON	\$129.14
PRIMARY	Electronic	642-2023	10/23/2023	AMAZON	\$20.94
PRIMARY	Electronic	643-2023	10/26/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	644-2023	10/26/2023	AMAZON	\$55.96
PRIMARY	Electronic	647-2023	10/27/2023	PC CoPilot	\$725.00
PRIMARY	Electronic	648-2023	10/27/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	649-2023	10/27/2023	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	650-2023	10/27/2023	AMAZON	\$110.99
PRIMARY	Electronic	651-2023	10/27/2023	AMAZON	\$202.88
PRIMARY	Electronic	652-2023	10/27/2023	AMAZON	\$131.32
PRIMARY	Electronic	653-2023	10/27/2023	AMAZON	\$125.00
PRIMARY	Electronic	654-2023	10/27/2023	AMAZON	\$29.37
PRIMARY	Warrant	7004	10/26/2023	Stark County District Library	\$768.00
					\$8,200.12

**Cleared Payments**

Reconciled Date 10/31/2023

Posted 11/9/2023 3:21:03 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	498-2023	09/14/2023	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	522-2023	09/18/2023	Anna Minor	\$72.05
PRIMARY	Electronic	526-2023	09/21/2023	MINERVA HIGH SCHOOL	\$65.00
PRIMARY	Electronic	536-2023	09/22/2023	House Cleaning Genie	\$739.02
PRIMARY	Electronic	537-2023	09/22/2023	AMAZON	\$57.18
PRIMARY	Electronic	540-2023	09/25/2023	PC CoPilot	\$946.00
PRIMARY	Electronic	541-2023	09/25/2023	KISHMAN'S IGA	\$12.34
PRIMARY	Electronic	543-2023	10/05/2023	Kathryn Heller	\$1,399.71
PRIMARY	Electronic	545-2023	10/05/2023	Kathryn Heller	\$3,287.57
PRIMARY	Electronic	547-2023	10/05/2023	Thomas Dillie	\$3,505.42
PRIMARY	Electronic	549-2023	10/05/2023	Thomas Dillie	\$3,689.36
PRIMARY	Electronic	551-2023	10/05/2023	Thomas Dillie	\$150.91
PRIMARY	Electronic	554-2023	09/29/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$130.94
PRIMARY	Electronic	556-2023	09/29/2023	Ohio Department of Taxation	\$2.26
PRIMARY	Electronic	557-2023	09/28/2023	Solid Waste And Recycling	\$120.00
PRIMARY	Electronic	558-2023	09/28/2023	AMAZON	\$41.95
PRIMARY	Electronic	559-2023	09/28/2023	DEMCO, INC.	\$62.19
PRIMARY	Electronic	560-2023	10/05/2023	Jennifer Baker	\$363.91
PRIMARY	Electronic	561-2023	10/05/2023	Paige Barkan	\$14.47
PRIMARY	Electronic	562-2023	10/05/2023	Jennifer Bates	\$1,383.13
PRIMARY	Electronic	563-2023	10/05/2023	Cheryl Davis	\$39.11
PRIMARY	Electronic	564-2023	10/05/2023	Dianne Ferrell	\$424.31
PRIMARY	Electronic	565-2023	10/05/2023	Brenda A Griffith	\$2,007.06
PRIMARY	Electronic	566-2023	10/05/2023	Heather Husted	\$908.24
PRIMARY	Electronic	567-2023	10/05/2023	Donna Kohler	\$420.58
PRIMARY	Electronic	568-2023	10/05/2023	Lisa Lutes	\$458.64
PRIMARY	Electronic	569-2023	10/05/2023	Anna Minor	\$782.53
PRIMARY	Electronic	570-2023	10/05/2023	Jersey Moss	\$113.34
PRIMARY	Electronic	571-2023	10/05/2023	Tabatha R Peterson	\$336.76
PRIMARY	Electronic	572-2023	10/05/2023	Kendra Selby	\$619.12
PRIMARY	Electronic	573-2023	10/05/2023	Anne Tokos	\$69.65
PRIMARY	Electronic	574-2023	10/05/2023	Laken Underwood	\$888.49
PRIMARY	Electronic	575-2023	10/05/2023	Nicole Weber	\$1,222.82
PRIMARY	Electronic	577-2023	10/02/2023	NATURESCAPES	\$7,754.74
PRIMARY	Electronic	578-2023	10/02/2023	House Cleaning Genie	\$732.95

**Cleared Payments**

Reconciled Date 10/31/2023

Posted 11/9/2023 3:21:03 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	579-2023	10/02/2023	CENTER POINT LARGE PRINT	\$51.94
PRIMARY	Electronic	580-2023	10/02/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	581-2023	10/02/2023	AMAZON	\$739.45
PRIMARY	Electronic	588-2023	10/06/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	589-2023	10/16/2023	AMERICAN ELECTRIC POWER	\$2,408.27
PRIMARY	Electronic	590-2023	10/13/2023	COLUMBIA GAS OF OHIO	\$519.24
PRIMARY	Electronic	591-2023	10/05/2023	INDEPENDENT ELEVATOR CO., INC.	\$220.00
PRIMARY	Electronic	592-2023	10/05/2023	MIDWEST TAPE	\$2,308.13
PRIMARY	Electronic	593-2023	10/05/2023	House Cleaning Genie	\$739.02
PRIMARY	Electronic	594-2023	10/05/2023	SAND ROCK MINERAL WATER CO.	\$48.50
PRIMARY	Electronic	595-2023	10/05/2023	KISHMAN'S IGA	\$107.11
PRIMARY	Electronic	596-2023	10/05/2023	Carrol County Messenger	\$30.00
PRIMARY	Electronic	597-2023	10/05/2023	copeco	\$467.95
PRIMARY	Electronic	598-2023	10/05/2023	STANDARD PLUMBING AND HEATING CO	\$1,707.50
PRIMARY	Electronic	599-2023	10/05/2023	Kanopy Inc.	\$45.90
PRIMARY	Electronic	600-2023	10/12/2023	QUILL CORPORATION	\$109.47
PRIMARY	Electronic	601-2023	10/12/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$88.65
PRIMARY	Electronic	602-2023	10/12/2023	AMAZON	\$72.21
PRIMARY	Electronic	603-2023	10/12/2023	FIRST COMMUNICATIONS	\$706.85
PRIMARY	Electronic	604-2023	10/19/2023	Jennifer Baker	\$363.91
PRIMARY	Electronic	605-2023	10/19/2023	Jennifer Bates	\$1,130.98
PRIMARY	Electronic	606-2023	10/19/2023	Cheryl Davis	\$94.07
PRIMARY	Electronic	607-2023	10/19/2023	Dianne Ferrell	\$253.51
PRIMARY	Electronic	608-2023	10/19/2023	Brenda A Griffith	\$1,792.42
PRIMARY	Electronic	609-2023	10/19/2023	Heather Husted	\$656.68
PRIMARY	Electronic	610-2023	10/19/2023	Donna Kohler	\$397.65
PRIMARY	Electronic	611-2023	10/19/2023	Lisa Lutes	\$458.64
PRIMARY	Electronic	612-2023	10/19/2023	Anna Minor	\$782.53
PRIMARY	Electronic	613-2023	10/19/2023	Jersey Moss	\$122.40
PRIMARY	Electronic	614-2023	10/19/2023	Tabatha R Peterson	\$457.33
PRIMARY	Electronic	615-2023	10/19/2023	Kendra Selby	\$619.12
PRIMARY	Electronic	616-2023	10/19/2023	Anne Tokos	\$74.99
PRIMARY	Electronic	617-2023	10/19/2023	Laken Underwood	\$888.49
PRIMARY	Electronic	618-2023	10/19/2023	Nicole Weber	\$976.68

**Cleared Payments**

Reconciled Date 10/31/2023

Posted 11/9/2023 3:21:03 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	620-2023	10/16/2023	AMAZON	\$227.59
PRIMARY	Electronic	621-2023	10/16/2023	AMAZON	\$98.37
PRIMARY	Electronic	622-2023	10/16/2023	AMAZON	\$450.90
PRIMARY	Electronic	624-2023	10/16/2023	RENTWEAR, INC.	\$63.69
PRIMARY	Electronic	625-2023	10/16/2023	House Cleaning Genie	\$726.90
PRIMARY	Electronic	627-2023	10/19/2023	AMAZON	\$41.85
PRIMARY	Electronic	628-2023	10/19/2023	BAKER & TAYLOR BOOKS	\$1,416.04
PRIMARY	Electronic	629-2023	10/20/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$40.00
PRIMARY	Electronic	630-2023	10/20/2023	City of Canton	\$47.37
PRIMARY	Electronic	631-2023	10/20/2023	City of Louisville	\$66.43
PRIMARY	Electronic	632-2023	10/20/2023	RITA	\$601.47
PRIMARY	Electronic	633-2023	10/20/2023	Ohio Department of Taxation	\$1,004.11
PRIMARY	Electronic	634-2023	10/20/2023	EFTPS	\$5,020.25
PRIMARY	Electronic	635-2023	10/19/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$255.00
PRIMARY	Electronic	636-2023	10/20/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$2,940.88
PRIMARY	Electronic	639-2023	10/23/2023	CENTER POINT LARGE PRINT	\$103.88
PRIMARY	Electronic	645-2023	10/26/2023	CHASE CARD SERVICES	\$1,080.51
PRIMARY	Electronic	646-2023	10/12/2023	AMAZON	\$438.52
PRIMARY	Electronic	680-2023	10/01/2023	CONSUMERS NATIONAL BANK	\$8.00
PRIMARY	Electronic	681-2023	10/31/2023	CONSUMERS NATIONAL BANK	\$20.00
PRIMARY	Electronic	682-2023	10/31/2023	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Electronic	691-2023	10/16/2023	HUNTINGTON	\$5.00
PRIMARY	Warrant	7002	09/07/2023	Carrie Suntheimer	\$20.99
PRIMARY	Warrant	7003	09/28/2023	Kathryn Heller	\$17.16
PRIMARY	Chk Transfer		10/09/2023	Transfer-PRIMARY to PETTYCASH2	\$7.80
PRIMARY	Chk Transfer		10/12/2023	Transfer-PRIMARY to PETTYCASH2	\$150.00
CHANGE AMT	Chk Transfer		10/19/2023	Transfer-CHANGE AMT to PRIMARY	\$73.50
PETTYCASH2	Chk Transfer		10/23/2023	Transfer-PETTYCASH2 to PRIMARY	\$150.00
Hunt. MM	Inv Transfer		10/16/2023	Transfer From Investment Hunt. MM	\$5.00
					\$67,612.55



**Cleared Receipts**

Reconciled Date 10/31/2023

Posted 11/9/2023 3:21:03 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		184-2023	10/02/2023	Daily Receipts-CNB Registers	\$46.70
PRIMARY	Standard		193-2023	10/05/2023	Daily Receipts-CNB Registers	\$13.45
PRIMARY	Standard		194-2023	10/09/2023	Daily Receipts-CNB Registers	\$7.80
PRIMARY	Standard		197-2023	10/10/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$13,822.48
PRIMARY	Standard		198-2023	10/10/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,634.66
PRIMARY	Standard		196-2023	10/11/2023	STARK COUNTY AUDITOR'S OFFICE	\$51,966.40
PRIMARY	Standard		195-2023	10/12/2023	Daily Receipts-CNB Registers	\$166.96
PRIMARY	Standard		199-2023	10/16/2023	Daily Receipts-CNB Registers	\$609.35
PRIMARY	Standard		200-2023	10/19/2023	Daily Receipts-CNB Registers	\$733.85
PRIMARY	Standard		201-2023	10/23/2023	Daily Receipts-CNB Registers	\$507.00
PRIMARY	Standard		202-2023	10/26/2023	Daily Receipts-CNB Registers	\$13.05
PRIMARY	Standard		203-2023	10/26/2023	daily	\$7.05
PRIMARY	Standard		204-2023	10/26/2023	daily	\$72.90
PRIMARY	Standard		205-2023	10/30/2023	Daily Receipts-CNB Registers	\$71.60
PRIMARY	Inv Transfer			10/16/2023	Transfer From Investment Hunt. MM	\$5.00
PRIMARY	Chk Transfer			10/19/2023	Transfer-CHANGE AMT to PRIMARY	\$73.50
PRIMARY	Chk Transfer			10/23/2023	Transfer-PETTYCASH2 to PRIMARY	\$150.00
PETTYCASH2	Chk Transfer			10/09/2023	Transfer-PRIMARY to PETTYCASH2	\$7.80
PETTYCASH2	Chk Transfer			10/12/2023	Transfer-PRIMARY to PETTYCASH2	\$150.00
CD042517	Interest		207-2023	10/25/2023	CD042517	\$8.95
CD072716	Interest		206-2023	10/27/2023	CD072716	\$72.46
CD082817	Interest		208-2023	10/27/2023	CD082817	\$73.27
Hunt. MM	Interest		212-2023	10/31/2023	Hunt. MM	\$413.91
Money Mark	Interest		209-2023	10/31/2023	Money Mark	\$807.86
						\$71,436.00

**Cleared Adjustments**

Reconciled Date 10/31/2023

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<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Payment Adj	559-2023	10/31/2023	DEMCO, INC.	\$3.80
					<u>\$3.80</u>

**Appropriation Payment Register**

October 2023

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
Account Code: 1000-110-110-0001 Salaries{ADMINISTRATIVE SALARIES}						
547-2023	EP	10/05/2023	09/25/2023	Thomas Dillie	\$3,505.42	C
549-2023	EP	10/05/2023	09/25/2023	Thomas Dillie	3,689.36	C
551-2023	EP	10/05/2023	09/25/2023	Thomas Dillie	150.91	C
565-2023	EP	10/05/2023	10/02/2023	Brenda A Griffith	2,007.06	C
566-2023	EP	10/05/2023	10/02/2023	Heather Husted	908.24	C
608-2023	EP	10/19/2023	10/16/2023	Brenda A Griffith	1,792.42	C
609-2023	EP	10/19/2023	10/16/2023	Heather Husted	656.68	C
630-2023	EW	10/20/2023	10/19/2023	City of Canton	47.37	C
632-2023	EW	10/20/2023	10/19/2023	RITA	255.42	C
633-2023	EW	10/20/2023	10/19/2023	Ohio Department of Taxation	583.65	C
634-2023	EW	10/20/2023	10/19/2023	EFTPS	2,717.40	C
Account Total:					<u>\$16,313.93</u>	
Account Code: 1000-110-110-0002 Salaries{MANAGERS}						
543-2023	EP	10/05/2023	09/25/2023	Kathryn Heller	\$1,399.71	C
545-2023	EP	10/05/2023	09/25/2023	Kathryn Heller	3,287.57	C
635-2023	EW	10/19/2023	10/19/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	25.00	C
631-2023	EW	10/20/2023	10/19/2023	City of Louisville	66.43	C
632-2023	EW	10/20/2023	10/19/2023	RITA	90.59	C
633-2023	EW	10/20/2023	10/19/2023	Ohio Department of Taxation	167.68	C
634-2023	EW	10/20/2023	10/19/2023	EFTPS	842.97	C
Account Total:					<u>\$5,879.95</u>	
Account Code: 1000-110-110-0003 Salaries{NON-PROFESSIONALS}						
560-2023	EP	10/05/2023	10/02/2023	Jennifer Baker	\$363.91	C
561-2023	EP	10/05/2023	10/02/2023	Paige Barkan	14.47	C
562-2023	EP	10/05/2023	10/02/2023	Jennifer Bates	1,383.13	C
564-2023	EP	10/05/2023	10/02/2023	Dianne Ferrell	424.31	C
567-2023	EP	10/05/2023	10/02/2023	Donna Kohler	420.58	C
568-2023	EP	10/05/2023	10/02/2023	Lisa Lutes	458.64	C
569-2023	EP	10/05/2023	10/02/2023	Anna Minor	782.53	C
571-2023	EP	10/05/2023	10/02/2023	Tabatha R Peterson	336.76	C
572-2023	EP	10/05/2023	10/02/2023	Kendra Selby	619.12	C
574-2023	EP	10/05/2023	10/02/2023	Laken Underwood	888.49	C
575-2023	EP	10/05/2023	10/02/2023	Nicole Weber	1,222.82	C
588-2023	EW	10/06/2023	10/05/2023	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
604-2023	EP	10/19/2023	10/16/2023	Jennifer Baker	363.91	C
605-2023	EP	10/19/2023	10/16/2023	Jennifer Bates	1,130.98	C
607-2023	EP	10/19/2023	10/16/2023	Dianne Ferrell	253.51	C
610-2023	EP	10/19/2023	10/16/2023	Donna Kohler	397.65	C

**Appropriation Payment Register**

October 2023

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
611-2023	EP	10/19/2023	10/16/2023	Lisa Lutes	458.64	C
612-2023	EP	10/19/2023	10/16/2023	Anna Minor	782.53	C
614-2023	EP	10/19/2023	10/16/2023	Tabatha R Peterson	457.33	C
615-2023	EP	10/19/2023	10/16/2023	Kendra Selby	619.12	C
617-2023	EP	10/19/2023	10/16/2023	Laken Underwood	888.49	C
618-2023	EP	10/19/2023	10/16/2023	Nicole Weber	976.68	C
635-2023	EW	10/19/2023	10/19/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	230.00	C
629-2023	EW	10/20/2023	10/19/2023	OHIO PUBLIC EMPLOYEES DEFERRED	40.00	C
632-2023	EW	10/20/2023	10/19/2023	RITA	246.58	C
633-2023	EW	10/20/2023	10/19/2023	Ohio Department of Taxation	250.81	C
634-2023	EW	10/20/2023	10/19/2023	EFTPS	869.91	C
636-2023	CH	10/20/2023	10/20/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	1,040.16	C
643-2023	EW	10/26/2023	10/26/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	130.94	O
Account Total:					<u>\$16,092.00</u>	
Account Code: 1000-110-110-0004 Salaries{SUBSTITUTES}						
563-2023	EP	10/05/2023	10/02/2023	Cheryl Davis	\$39.11	C
570-2023	EP	10/05/2023	10/02/2023	Jersey Moss	113.34	C
573-2023	EP	10/05/2023	10/02/2023	Anne Tokos	69.65	C
606-2023	EP	10/19/2023	10/16/2023	Cheryl Davis	94.07	C
613-2023	EP	10/19/2023	10/16/2023	Jersey Moss	122.40	C
616-2023	EP	10/19/2023	10/16/2023	Anne Tokos	74.99	C
632-2023	EW	10/20/2023	10/19/2023	RITA	8.88	C
633-2023	EW	10/20/2023	10/19/2023	Ohio Department of Taxation	1.97	C
634-2023	EW	10/20/2023	10/19/2023	EFTPS	8.58	C
Account Total:					<u>\$532.99</u>	
Account Code: 1000-110-213-0000 Medicare						
634-2023	EW	10/20/2023	10/19/2023	EFTPS	\$581.39	C
Account Total:					<u>\$581.39</u>	
Account Code: 1000-110-221-0000 Medical / Hospitalization Insurance						
636-2023	CH	10/20/2023	10/20/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$1,856.97	C
Account Total:					<u>\$1,856.97</u>	
Account Code: 1000-110-222-0000 Life Insurance						
636-2023	CH	10/20/2023	10/20/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERN	\$43.75	C
Account Total:					<u>\$43.75</u>	
Account Code: 1000-110-450-0015 Supplies{PROGRAMING SUPPLIES}						
595-2023	CH	10/05/2023	10/05/2023	KISHMAN'S IGA	\$107.11	C
602-2023	CH	10/12/2023	10/12/2023	AMAZON	72.21	C
626-2023	CH	10/19/2023	10/19/2023	BRENDA GRIFFITH	23.07	O

**Appropriation Payment Register**

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
641-2023	CH	10/23/2023	10/23/2023	AMAZON	129.14	O
644-2023	CH	10/26/2023	10/26/2023	AMAZON	55.96	O
645-2023	CH	10/26/2023	10/26/2023	CHASE CARD SERVICES	557.18	C
Account Total:					<u>\$944.67</u>	
Account Code: 1000-120-411-1000 Books and Pamphlets{ADULT DEPT. BOOKS}						
579-2023	CH	10/02/2023	10/02/2023	CENTER POINT LARGE PRINT	\$51.94	C
628-2023	CH	10/19/2023	10/19/2023	BAKER & TAYLOR BOOKS	1,322.05	C
639-2023	CH	10/23/2023	10/23/2023	CENTER POINT LARGE PRINT	103.88	C
Account Total:					<u>\$1,477.87</u>	
Account Code: 1000-120-411-2000 Books and Pamphlets{YOUTH DEPT. BOOKS}						
620-2023	CH	10/16/2023	10/16/2023	AMAZON	\$227.59	C
621-2023	CH	10/16/2023	10/16/2023	AMAZON	98.37	C
622-2023	CH	10/16/2023	10/16/2023	AMAZON	450.90	C
628-2023	CH	10/19/2023	10/19/2023	BAKER & TAYLOR BOOKS	93.99	C
645-2023	CH	10/26/2023	10/26/2023	CHASE CARD SERVICES	18.99	C
654-2023	CH	10/27/2023	10/27/2023	AMAZON	29.37	O
Account Total:					<u>\$919.21</u>	
Account Code: 1000-120-412-0000 Periodicals						
596-2023	CH	10/05/2023	10/05/2023	Carrol County Messenger	\$30.00	C
Account Total:					<u>\$30.00</u>	
Account Code: 1000-120-413-1006 Audiovisual Materials{Audiovisual Materials ADULT}						
640-2023	CH	10/23/2023	10/23/2023	AMAZON	\$97.38	O
Account Total:					<u>\$97.38</u>	
Account Code: 1000-120-413-1007 Audiovisual Materials{DOWNLOADABLE CONTENT}						
592-2023	CH	10/05/2023	10/05/2023	MIDWEST TAPE	\$2,308.13	C
599-2023	CH	10/05/2023	10/05/2023	Kanopy Inc.	45.90	C
Account Total:					<u>\$2,354.03</u>	
Account Code: 1000-120-413-2006 Audiovisual Materials{Audiovisual Materials YOUTH}						
640-2023	CH	10/23/2023	10/23/2023	AMAZON	\$89.46	O
Account Total:					<u>\$89.46</u>	
Account Code: 1000-120-419-0000 Other - Library Materials and Information						
645-2023	CH	10/26/2023	10/26/2023	CHASE CARD SERVICES	\$470.23	C
Account Total:					<u>\$470.23</u>	
Account Code: 1000-120-459-0008 Other - Supplies{CATALOGING & PROCESSING SUPPL.}						
559-2023	CH	10/31/2023	11/02/2023	DEMCO, INC.	-\$3.80	C
Account Total:					<u>-\$3.80</u>	
Account Code: 1000-210-321-0000 Telephone						

**Appropriation Payment Register**

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
603-2023	CH	10/12/2023	10/12/2023	FIRST COMMUNICATIONS	\$706.85	C
Account Total:					\$706.85	
Account Code: 1000-210-332-0000 Maintenance and Repair on Equipment						
591-2023	CH	10/05/2023	10/05/2023	INDEPENDENT ELEVATOR CO., INC.	\$220.00	C
598-2023	CH	10/05/2023	10/05/2023	STANDARD PLUMBING AND HEATING CO	1,707.50	C
647-2023	CH	10/27/2023	10/27/2023	PC CoPilot	725.00	O
Account Total:					\$2,652.50	
Account Code: 1000-210-334-0000 Trash Removal						
649-2023	CH	10/27/2023	10/27/2023	Solid Waste And Recycling	\$120.00	O
Account Total:					\$120.00	
Account Code: 1000-210-339-0000 Other - Property Maint. Repair & Security Svc						
578-2023	CH	10/02/2023	10/02/2023	House Cleaning Genie	\$732.95	C
593-2023	CH	10/05/2023	10/05/2023	House Cleaning Genie	739.02	C
623-2023	CH	10/16/2023	10/16/2023	DOWN TO EARTH LAWN & LANDSCAPING LLC	300.00	O
624-2023	CH	10/16/2023	10/16/2023	RENTWEAR, INC.	63.69	C
625-2023	CH	10/16/2023	10/16/2023	House Cleaning Genie	726.90	C
637-2023	CH	10/23/2023	10/23/2023	House Cleaning Genie	690.52	O
Account Total:					\$3,253.08	
Account Code: 1000-210-361-0000 Electricity						
589-2023	CH	10/16/2023	10/05/2023	AMERICAN ELECTRIC POWER	\$2,408.27	C
Account Total:					\$2,408.27	
Account Code: 1000-210-363-0000 Natural Gas						
590-2023	CH	10/13/2023	10/05/2023	COLUMBIA GAS OF OHIO	\$519.24	C
Account Total:					\$519.24	
Account Code: 1000-210-452-0000 Property Maintenance/Repair Supplies & Parts						
580-2023	CH	10/02/2023	10/02/2023	CLEAN - N - GREEN	\$85.00	C
581-2023	CH	10/02/2023	10/02/2023	AMAZON	739.45	C
594-2023	CH	10/05/2023	10/05/2023	SAND ROCK MINERAL WATER CO.	48.50	C
646-2023	CH	10/12/2023	10/27/2023	AMAZON	438.52	C
648-2023	CH	10/27/2023	10/27/2023	CLEAN - N - GREEN	85.00	O
651-2023	CH	10/27/2023	10/27/2023	AMAZON	202.88	O
652-2023	CH	10/27/2023	10/27/2023	AMAZON	131.32	O
653-2023	CH	10/27/2023	10/27/2023	AMAZON	125.00	O
Account Total:					\$1,855.67	
Account Code: 1000-230-312-0000 Travel and Meeting Expense						
582-2023	CH	10/02/2023	10/02/2023	Laken Underwood	\$17.69	O
Account Total:					\$17.69	
Account Code: 1000-230-322-0000 Postage						

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Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Vendor / Payee	Amount	Status
645-2023	CH	10/26/2023	10/26/2023	CHASE CARD SERVICES	\$4.43	C
					Account Total:	\$4.43
Account Code: 1000-230-329-0000 Other - Communications,Printing and Publicity						
645-2023	CH	10/26/2023	10/26/2023	CHASE CARD SERVICES	\$10.10	C
					Account Total:	\$10.10
Account Code: 1000-230-351-0000 Rents and Leases						
597-2023	CH	10/05/2023	10/05/2023	copeco	\$467.95	C
					Account Total:	\$467.95
Account Code: 1000-230-390-0000 Other - Purchased and Contracted Services						
601-2023	CH	10/12/2023	10/12/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$88.65	C
7004	AW	10/26/2023	10/26/2023	Stark County District Library	768.00	O
					Account Total:	\$856.65
Account Code: 1000-230-451-0007 General Administrative Supplies(OFFICE SUPPLIES)						
583-2023	CH	10/01/2023	10/02/2023	CONSUMERS NATIONAL BANK	\$13.60	V
680-2023	CH	10/01/2023	11/02/2023	CONSUMERS NATIONAL BANK	8.00	C
583-2023	CH	10/02/2023	10/02/2023	CONSUMERS NATIONAL BANK	-13.60	V
600-2023	CH	10/12/2023	10/12/2023	QUILL CORPORATION	109.47	C
691-2023	CH	10/16/2023	11/09/2023	HUNTINGTON	5.00	C
627-2023	CH	10/19/2023	10/19/2023	AMAZON	41.85	C
642-2023	CH	10/23/2023	10/23/2023	AMAZON	20.94	O
650-2023	CH	10/27/2023	10/27/2023	AMAZON	110.99	O
681-2023	CH	10/31/2023	11/02/2023	CONSUMERS NATIONAL BANK	20.00	C
682-2023	CH	10/31/2023	11/02/2023	CONSUMERS NATIONAL BANK	25.00	C
					Account Total:	\$341.25
Account Code: 1000-230-510-0000 Dues and Memberships						
638-2023	CH	10/23/2023	10/23/2023	TREASURER, STATE OF OHIO	\$4,347.46	O
					Account Total:	\$4,347.46
Account Code: 1000-230-590-0511 Other - Other(Information Technology)						
645-2023	CH	10/26/2023	10/26/2023	CHASE CARD SERVICES	\$19.58	C
					Account Total:	\$19.58
Account Code: 4001-760-720-0000 Land Improvement						
577-2023	CH	10/02/2023	10/02/2023	NATURESCAPES	\$7,754.74	C
					Account Total:	\$7,754.74
					Report Total:	\$73,015.49

**Appropriation Payment Register**

October 2023

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