

Guernsey County District Public Library
Board of Trustees
Regular board meeting
Agenda

March 7, 2018

Call to order.

Attendees: Ms. Ellenberger X, Mrs. Fair X, Ms. Groh X, Mr. Jackson X,
Ms. Laube X, Mr. Motes _____, Mr. Woods _____.

Motion by Ms. Ellenberger and seconded by Ms. Laube to excuse Mr. Motes and Mr. Woods from the March 7, 2018, meeting.

Review and approval of minutes:

Moved by Ms. Ellenberger and seconded by Ms. Groh to approve the minutes of February 7, 2018, regular board meeting as presented.

Moved by Ms. Ellenberger and seconded by Ms. Groh to approve the minutes of February 17, 2018, special board meeting as presented.

Public participation: (Limit each individual to 5 minutes as per policy.) None

Financial report:

The permanent appropriations are in place and the chart of accounts has been condensed to 2 pages.

Moved by Mr. Jackson and seconded by Ms. Ellenberger to accept the following gifts: 2 copies of The Fate of My Father by Dr. Warrick Barrett given by the author, \$50.00 given by Ohio Homemakers and community education, and \$50.00 given by Eric Templeton to the Finley Room.

Moved by Mr. Jackson and seconded by Ms. Ellenberger to approve financial report presented March 7, 2018.

Moved by Mr. Jackson and seconded by Ms. Ellenberger to approve expenditures for March 7, 2018.

There was discussion regarding a question from Mr. Limer about when his insurance would begin. Typically there is a 30 day waiting period for new hires, but this would leave him without insurance for a period. Moved by Ms. Groh and seconded by Mr. Jackson to change our policy so that insurance will be effective for all employees immediately upon hire and Mr. Limer's insurance will begin on April 1. Ms. Holt will write the letter confirming this. Ms. Holt will also check with the insurance company for their recommendation on how to handle the payments and whether they can be made before taxes.

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There was also discussion about whether ORC Section 9.44 “Prior public service counted in computing vacation leave” applies to calculating Mr. Limer’s years of employment for vacation time, and the board agreed that it does apply in this instance.

Administrative staff reports and committee reports:

Interim Director—Melissa Essex

The Coupon Monthly is no longer being printed, so there is no fine free coupon option anymore. Re-examining our fines and forgiveness structure may be a consideration for the future.

A letter from Safety Committee Member Evelyn Barton was discussed with the recommendation to purchase cordless phones for the Main and Crossroads Branches to address circumstances such as fire alarms where staff need to use the phone outside the building. Staff present advised that cordless phones would likely not enable staff to use the phones outside the building due to the buildings’ layouts and masonry. Further research is needed into a potential solution.

Children’s Librarian—Donna

Ms. King reiterated that staff members Mary Rhodes and Michelle DeVore should be acknowledged for their excellent job running the Children’s Department in her absence.

Tech—Matt Kinsey

The Byesville Police Department has requested that the Byesville Branch wi-fi be turned off at night. The potential to introduce circulating hotspots in the future could help address any gaps in service this creates. This topic can be discussed further in the staff meeting once Mr. Limer starts and bring a recommendation to the board.

Old business:

Moved by Mr. Jackson and seconded by Ms. Ellenberger to hire Doug Frame to repair metal strips on steps at Main.

Moved by Ms. Laube and seconded by Mr. Jackson to accept the computer refresh plan for 2018 at an estimated cost of \$16,043.

New business:

Moved by Ms. Ellenberger and seconded by Ms. Groh to authorize Interim Director to work with Friends of the Library to find a solution to store books for book sale. Other future storage needs for the library should be considered while working on this issue.

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There was discussion regarding an offer by Mr. Gombeda from the CDC to install an electric car recharger in the parking area at the Byesville branch library, which would be responsible for cost of electricity used which will be minimal. Discussion focused around whether Mr. Gombeda would cover the cost of installation, how we would address ongoing maintenance needs, what monthly costs would be, whether it would need to be placed at the Byesville branch which has limited parking, what public perception would be. The board would be willing to consider this proposal again with more information.

Moved by Ms. Laube and seconded by Mr. Jackson to authorize Ms. Essex to work with Friends of the Library to host reception for new director during the month of April 2018; and for library to provide up to \$1,000 toward budget.

Ms. Holt shared information about the phone plans on a 3-year contract signed October 2016. Ms. Holt will pursue further information. Ms. Holt also shared information that we are under contract with Integrity Energy until January 2019. Our current rate is .599, whereas AEP's current rate is .569, so it may make more sense to deal directly with AEP in the future. We will not make a decision until the current contract is closer to expiration.

Adjournment:

Moved by Mr. Jackson and seconded by Ms. Ellenberger that the meeting be adjourned at 5:20 pm.

The next Board meeting will be April 4, 2018, at 4:00 pm at Crossroads.

MTD Fund Report for Year 2018 Month 02 - Guernsey County Library

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
101	GENERAL FUND	953,228.40	129,801.53	145,205.62	937,824.31	22,547.43	915,276.88
401	BUILDING & REPAIR FUND	1,190,000.00	0.00	0.00	1,190,000.00	0.00	1,190,000.00
402	MOTOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
403	AUTOMATION FUND	100,236.40	0.00	0.00	100,236.40	0.00	100,236.40
4 Funds		2,243,464.80	129,801.53	145,205.62	2,228,060.71	22,547.43	2,205,513.28

MTD/YTD Revenue Report by Fund for Year 2018 Month 02 - Guernsey County Library

Account	Description	Est Rev	MTD Rec	YTD Rec	Unc Bal	%Remain	%Collected
101.00.41110	PLF	1,236,348.06	126,829.63	228,643.33	1,007,704.73	81.51%	18.49%
101.00.41120	LEVY	670,577.00	0.00	0.00	670,577.00	100.00%	0.00%
101.00.41130	INTERGOVERNMENT	68,000.00	0.00	0.00	68,000.00	100.00%	0.00%
101.00.43110	PATRON FINES & LOST ITEMS	13,000.00	1,010.54	1,895.26	11,104.74	85.42%	14.58%
101.00.43120	PATRON RENTAL & USAGE INCOME	20,000.00	1,172.05	2,503.80	17,496.20	87.48%	12.52%
101.00.44100	INTEREST ON INVESTMENTS	3,200.00	538.12	550.62	2,649.38	82.79%	17.21%
101.00.44400	RENTAL OF INVESTMENT PROPERTY	0.00	0.00	0.00	0.00	0.00%	0.00%
101.00.46100	GIFTS - RESTRICTED	2,500.00	50.00	55.00	2,445.00	97.80%	2.20%
101.00.46500	GIFTS - UNRESTRICTED	2,000.00	1.00	1.00	1,999.00	99.95%	0.05%
101.00.48100	SURPLUS PROPERTY	2,000.00	178.15	354.69	1,645.31	82.27%	17.73%
101.00.48300	RENTAL OF REAL PROPERTY	3,660.00	0.00	600.00	3,060.00	83.61%	16.39%
101.00.48700	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00%	0.00%
101.00.48900	MISCELLANEOUS	500.00	22.04	49.06	450.94	90.19%	9.81%
101.00.49900	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00%	0.00%
Fund: 101	GENERAL FUND	2,021,785.06	129,801.53	234,652.76	1,787,132.30	88.39%	11.61%

MTD/YTD Total Expense Report by Fund for Year 2018 Month 02 - Guernsey County Library

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
101.00.51120	PROFESSIONAL SALARIES	275,000.00	8,879.21	25,191.49	249,808.51	0.00	0.00	249,808.51
101.00.51190	RETIREMENT SEVERANCE	25,000.00	0.00	0.00	25,000.00	0.00	0.00	25,000.00
101.00.51400	RETIREMENT BENEFITS	40,500.00	1,904.91	4,762.27	35,737.73	0.00	0.00	35,737.73
101.00.51600	INSURANCE BENEFITS	100,000.00	3,905.81	(5,460.83)	105,460.83	0.00	0.00	105,460.83
101.00.51900	OTHER EMPLOYEE BENEFITS	200.00	0.00	15.00	185.00	0.00	0.00	185.00
101.00.52110	OFFICE & PROGRAM SUPPLIES	11,540.57	619.21	1,409.18	10,131.39	1,950.60	0.00	8,180.79
101.00.52130	CATALOGING & PROCESSING SUPPLI	10,385.61	137.48	277.48	10,108.13	248.13	0.00	9,860.00
101.00.52140	LIBRARY SERVICE SUPPLIES	14,911.15	1,307.68	1,756.24	13,154.91	1,154.11	0.00	12,000.80
101.00.52200	PROPERTY SUPPLIES	21,096.00	424.29	1,619.49	19,476.51	834.42	0.00	18,642.09
101.00.52300	MOTOR VEHICLE SUPPLIES	5,000.00	0.00	34.88	4,965.12	165.12	0.00	4,800.00
101.00.53100	TRAVEL/MEETING EXPENSES	3,000.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00
101.00.53210	TELEPHONE SERVICES	6,444.31	772.00	1,750.41	4,693.90	693.90	0.00	4,000.00
101.00.53240	POSTAGE CHARGES	2,061.20	0.00	2.97	2,058.23	61.20	0.00	1,997.03
101.00.53250	INTERGOVERNMENT FEES	13,000.00	0.00	0.00	13,000.00	0.00	0.00	13,000.00
101.00.53270	LEGAL ADS & PUBLICATIONS	1,080.00	0.00	30.00	1,050.00	50.00	0.00	1,000.00
101.00.53290	PRINTING FEES	500.00	0.00	0.00	500.00	0.00	0.00	500.00
101.00.53299	COMMUNICATIONS - OTHER	500.00	0.00	0.00	500.00	0.00	0.00	500.00
101.00.53330	MOTOR VEHICLE REPAIRS	2,000.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
101.00.53400	INSURANCE	18,000.00	0.00	0.00	18,000.00	0.00	0.00	18,000.00
101.00.53700	PROFESSIONAL SERVICES	178,960.00	8,471.00	55,644.37	123,315.63	3,800.00	0.00	119,515.63
101.00.53800	CATALOGING	100.00	0.00	0.00	100.00	0.00	0.00	100.00
101.00.53900	OTHER CONTRACTS	65,000.00	8,848.73	8,878.73	56,121.27	0.00	0.00	56,121.27
101.00.54500	COMPUTER SERVICES	50,000.00	2,224.19	4,256.21	45,743.79	0.00	0.00	45,743.79
101.00.54600	INTERLIBRARY LOAN FEES	250.00	0.00	0.00	250.00	0.00	0.00	250.00
101.00.54700	LIBRARY MATERIAL REPAIR	100.00	0.00	0.00	100.00	0.00	0.00	100.00
101.00.57100	DUES & MEMBERSHIPS	6,000.00	0.00	1,988.00	4,012.00	0.00	0.00	4,012.00
101.00.57500	REFUNDS & REIMBURSEMENTS	1,000.00	46.98	46.98	953.02	0.00	0.00	953.02
101.00.58900	CONTINGENCIES	128,000.00	0.00	0.00	128,000.00	0.00	0.00	128,000.00
101.00.59900	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101.10.51140	CLERICAL SALARIES	510,000.00	42,754.83	100,805.25	409,194.75	0.00	0.00	409,194.75
101.10.51160	SERVICE WORKERS SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101.10.51190	RETIREMENT SEVERANCE	15,000.00	0.00	0.00	15,000.00	0.00	0.00	15,000.00
101.10.51400	RETIREMENT BENEFITS	89,500.00	5,067.41	12,607.21	76,892.79	0.00	0.00	76,892.79
101.10.51600	INSURANCE BENEFITS	140,000.00	11,188.14	6,456.68	133,543.32	0.00	0.00	133,543.32
101.10.51900	OTHER EMPLOYEE BENEFITS	1,300.00	0.00	1,245.00	55.00	0.00	0.00	55.00
101.10.53100	TRAVEL/MEETING EXPENSES	3,000.00	11.17	11.17	2,988.83	0.00	0.00	2,988.83
101.10.53210	TELEPHONE SERVICES	14,878.48	1,768.41	3,774.77	11,103.71	1,179.71	5.74	9,918.26
101.10.53310	BUILDING & SITE REPAIRS	30,727.78	4,267.08	5,145.06	25,582.72	76.84	0.00	25,505.88
101.10.53320	EQUIP/FURNITURE REPAIRS	10,335.93	96.36	634.43	9,701.50	701.50	166.63	8,833.37

MTD/YTD Total Expense Report by Fund for Year 2018 Month 02 - Guernsey County Library

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
101.10.53370	SECURITY SERVICES	12,500.00	0.00	0.00	12,500.00	0.00	0.00	12,500.00
101.10.53399	OTHER PROPERTY SERVICES	20,744.06	4,389.48	6,471.46	14,272.60	600.10	202.00	13,470.50
101.10.53500	RENTS & LEASES	10,478.20	285.73	2,576.11	7,902.09	322.09	214.70	7,365.30
101.10.53600	UTILITIES	82,198.60	11,834.06	21,303.19	60,895.41	5,895.41	184.20	54,815.80
101.10.54100	BOOKS	185,482.64	7,500.40	13,467.33	172,015.31	1,238.45	522.50	170,254.36
101.10.54200	PERIODICALS	20,000.00	11,104.32	11,912.32	8,087.68	160.00	0.00	7,927.68
101.10.54300	AUDIOVISUAL MATERIALS	68,091.57	5,313.74	8,321.31	59,770.26	3,415.85	985.44	55,368.97
101.10.54900	LIBRARY MATERIALS-OTHER	400.00	0.00	0.00	400.00	0.00	0.00	400.00
101.10.55200	LAND IMPORVEMENTS	200,000.00	0.00	0.00	200,000.00	0.00	0.00	200,000.00
101.10.55400	BUILDING IMPROVEMENTS	330,000.00	1,465.00	1,465.00	328,535.00	0.00	0.00	328,535.00
101.10.55500	FURNITURE & EQUIPMENT	300,000.00	600.00	4,190.00	295,810.00	0.00	0.00	295,810.00
101.30.57200	ASSESSMENTS	5,000.00	18.00	3,717.20	1,282.80	0.00	0.00	1,282.80
Fund: 101	GENERAL FUND	3,029,266.10	145,205.62	306,306.36	2,722,959.74	22,547.43	2,281.21	2,698,131.10
401.00.55100	LAND	9,000.00	0.00	0.00	9,000.00	0.00	0.00	9,000.00
401.00.55200	LAND IMPROVEMENTS	200,000.00	0.00	0.00	200,000.00	0.00	0.00	200,000.00
401.00.55300	BUILDINGS	280,000.00	0.00	0.00	280,000.00	0.00	0.00	280,000.00
401.00.55400	BUILDING IMPROVEMENTS	400,000.00	0.00	0.00	400,000.00	0.00	0.00	400,000.00
401.00.55500	FURNITURE & EQUIPMENT	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
401.00.55900	OTHER CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Fund: 401	BUILDING & REPAIR FUND	1,190,000.00	0.00	0.00	1,190,000.00	0.00	0.00	1,190,000.00
402.00.55700	MOTOR VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 402	MOTOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403.00.55500	AUTOMATION EQUIPMENT	100,236.00	0.00	0.00	100,236.00	0.00	0.00	100,236.00
Fund: 403	AUTOMATION FUND	100,236.00	0.00	0.00	100,236.00	0.00	0.00	100,236.00
59 Accts		4,319,502.10	145,205.62	306,306.36	4,013,195.74	22,547.43	2,281.21	3,988,367.10

MTD Bank Report for Year 2018 Month 02 - Guernsey County Library

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0005	PEOPLES OPERATING ACCOUNT	66,295.52	129,408.99	145,429.61	139.58	0.00	50,414.48
0006	PEOPLES PAYROLL ACCOUNT	1.22	0.84	0.00	0.00	1.22	0.84
0007	PEOPLES PAYPAL ACCOUNT	76.03	87.33	0.00	0.00	138.36	25.00
0008	PEOPLES BANK	2,176,927.03	528.36	0.00	0.00	0.00	2,177,455.39
0009	CHANGE FUND	165.00	0.00	0.00	0.00	0.00	165.00
0010	STAR OHIO	0.00	0.00	0.00	0.00	0.00	0.00
0020	US BANK	0.00	0.00	0.00	0.00	0.00	0.00
7 Banks		2,243,464.80	130,025.52	145,429.61	139.58	139.58	2,228,060.71

In Investments

Interest Bearing Business Investment Checking, fixed rate for two years .25%
opened July 16, 2009. (Revised on September 1, 2011)

Peoples Bank

General Fund: \$887,218.49
Building Fund: \$1,190,000.00

Motor Fund: \$ 0.00

Automation Fund: \$100,236.40
\$2,177,454.89

RESOLVED, that the Board of Trustees accept the following gifts: 2 copies of The Fate of My Father, by Dr. Warrick Barrett given by the author, \$50.00 given by Ohio Homemakers and community education, and \$50.00 given by Eric Templeton to the Finley Room.

MTD/YTD Current & Previous Year Fund Report - Guernsey County Library
for Year 2018 Month 02

Year	Balance Jan 1	MTD Receipts	MTD Expenses	YTD Receipts	YTD Expenses	Balance	Encumbrance	Available Cash
101	GENERAL FUND							
2018	1,009,477.91	129,801.53	145,205.62	234,652.76	306,306.36	937,824.31	22,547.43	915,276.88
2017	601,730.89	120,047.25	133,179.57	229,208.94	303,543.50	527,396.33	34,641.51	492,754.82
401	BUILDING & REPAIR FUND							
2018	1,190,000.00	0.00	0.00	0.00	0.00	1,190,000.00	0.00	1,190,000.00
2017	1,190,000.00	0.00	0.00	0.00	0.00	1,190,000.00	0.00	1,190,000.00
402	MOTOR EQUIPMENT							
2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403	AUTOMATION FUND							
2018	100,236.40	0.00	0.00	0.00	0.00	100,236.40	0.00	100,236.40
2017	100,236.40	0.00	0.00	0.00	0.00	100,236.40	0.00	100,236.40
2018	2,299,714.31	129,801.53	145,205.62	234,652.76	306,306.36	2,228,060.71	22,547.43	2,205,513.28
2017	1,891,967.29	120,047.25	133,179.57	229,208.94	303,543.50	1,817,632.73	34,641.51	1,782,991.22

Current Cash Position - Guernsey County Library

Fund	Description	Beginning Balance	Total Revenues	Total Expenses	Invoiced Amount	Ending Balance	Un-Invoiced Encumbrance	Unenc Balance
101	GENERAL FUND	1,009,477.91	234,652.76	306,306.36	0.00	937,824.31	22,847.43	914,976.88
401	BUILDING & REPAIR FUND	1,190,000.00	0.00	0.00	0.00	1,190,000.00	0.00	1,190,000.00
402	MOTOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403	AUTOMATION FUND	100,236.40	0.00	0.00	0.00	100,236.40	0.00	100,236.40
4 Funds		2,299,714.31	234,652.76	306,306.36	0.00	2,228,060.71	22,847.43	2,205,213.28

Complete Check Report - Guernsey County Library
Bank - 0005 PEOPLES OPERATING ACCOUNT

Check	Dup#	Type	Vendor	Vendor Name	Date	Amount
00004G		M	00785	PEOPLES BANK	02/14/2018	312.43
00005G		M	00785	PEOPLES BANK	02/28/2018	312.34
000214		M	00072	PAYROLL ACCOUNT	02/14/2018	26,620.35
000228		M	00072	PAYROLL ACCOUNT	02/28/2018	25,013.69
023565		A	00203	ABLES ELECTRIC & HVAC, INC	02/22/2018	3,200.00
023566		A	00892	ALL CLEAN CLEANING INC.	02/22/2018	2,800.00
023567		A	00967	ALPHALINK	02/22/2018	500.00
023568		A	00029	AMERICAN ELECTRIC POWER	02/22/2018	7,825.00
023569		A	09010	ANTHONY ROTH	02/22/2018	6.99
023570		A	00238	APPLE BOOKS	02/22/2018	43.65
023571		A	00002	BAKER & TAYLOR	02/22/2018	5,113.47
023572		A	00674	BAYSCAN TECHNOLOGIES	02/22/2018	108.00
023573		A	00221	BENNETT PAPER & SUPPLY	02/22/2018	576.92
023574		A	00171	BLACKSTONE PUBLISHING	02/22/2018	678.71
023575		A	00602	CDW GOVERNMENT INC	02/22/2018	1,069.72
023576		A	00048	CENGAGE LEARNING	02/22/2018	887.22
023577		A	00245	CENTER POINT PUBLISHING	02/22/2018	1,329.54
023578		A	00798	CINTAS CORPORATION #530	02/22/2018	285.73
023579		A	00051	CITY OF CAMBRIDGE	02/22/2018	95.37
023580		A	00024	CMI	02/22/2018	60.00
023581		A	00291	COLUMBIA GAS A	02/22/2018	3,141.24
023582		A	00030	COLUMBIA GAS OF OHIO, INC	02/22/2018	772.45
023583		A	00939	CURTIS BRANIGER	02/22/2018	540.00
023584		A	00010	DEMCO	02/22/2018	779.32
023585		A	00816	EBSCO	02/22/2018	10,513.92
023586		A	00917	ELITE SUPPLIES	02/22/2018	433.00
023587		A	00980	FREE LIBRARY OF PHILADELPHIA	02/22/2018	25.00
023588		A	00803	FRONTIER	02/22/2018	949.94
023589		A	00640	GUERNSEY COUNTY TREASURER	02/22/2018	18.00
023590		A	00974	HOOPLA	02/22/2018	991.85
023591		A	00625	J'S SERVICE LIGHTING	02/22/2018	991.61
023592		A	00946	JEFFREY ECHBAUGH	02/22/2018	465.00
023593		A	00372	KIMBLE RECYCLING & DISPOSAL	02/22/2018	169.98
023594		A	00981	MATTHEW TERRELL	02/22/2018	90.00
023595		A	09010	MICHAELA DEVORE	02/22/2018	16.41
023596		A	00380	MIDWEST TAPE	02/22/2018	2,903.90
023597		A	00609	MOORE-ALBAUGH PEST CONTROL	02/22/2018	137.00
023598		A	00117	POPULAR SUBSCRIPTION SERVICE	02/22/2018	507.40

Complete Check Report - Guernsey County Library
Bank - 0005 PEOPLES OPERATING ACCOUNT

Check	Dup#	Type	Vendor	Vendor Name	Date	Amount
023599		A	00035	PROFESSIONAL SERVICE TECHNIQUE	02/22/2018	96.36
023600		A	09010	REBECCA HOSTA	02/22/2018	74.05
023601		A	00076	RECORDED BOOKS, LLC	02/22/2018	507.60
023602		A	00935	ROBERT MIZER	02/22/2018	825.00
023603		A	00937	RONALD PATTERSON	02/22/2018	90.00
023604		A	00705	SCHOLASTIC,BOOK FAIR	02/22/2018	152.10
023605		A	00943	SCOTT CUNNINGHAM	02/22/2018	75.00
023606		A	09010	SUSAN HAENISCH	02/22/2018	39.99
023607		A	00850	TEI	02/22/2018	231.68
023608		A	00787	THE CHARLES RITTER CO.	02/22/2018	803.48
023609		A	00165	THE PLAIN DEALER	02/22/2018	43.00
023610		A	00106	THE STATE LIBRARY OF OHIO	02/22/2018	8,848.73
023611		A	00913	TIME WARNER CABLE	02/22/2018	772.00
023612		A	00390	TIMES RECORDER	02/22/2018	40.00
023613		A	00261	TKE CORP	02/22/2018	75.47
023614		A	00775	TOM LEHOTAY	02/22/2018	4,082.50
023615		A	00707	ULINE SHIPPING SUPPLIES	02/22/2018	128.80
023616		A	00022	ULVERSCROFT LARGE PRINT USA	02/22/2018	94.44
023617		A	00830	UNUM LIFE INSURANCE	02/22/2018	97.42
023618		A	00788	VERIZON WIRELESS	02/22/2018	318.47
023619		A	00975	VORYS,SATER,SEYMOUR & PEASE	02/22/2018	3,526.00
023620		A	00925	WAGEWORKS	02/22/2018	64.12
023621		A	00580	WALMART BUSINESS/GECE	02/22/2018	180.61
023622		A	00982	TODD D. WARDEN	02/28/2018	1,465.00
0MAR18		M	00784	ANTHEM	02/22/2018	14,307.64
PEJAN1		M	00036	OHIO PUBLIC EMPLOYEES	02/22/2018	6,972.32
VISA02		M	00790	PEOPLES VISA	02/22/2018	1,232.68
65 Checks						145,429.61