

# BOARD OF TRUSTEES MEETING

May 15, 2018

**Stark County District Library Board of Trustees  
Agenda  
May 15, 2018  
Main Library-James M. Conley Board Room  
Canton, Ohio 5:00 p.m.**

- I. Public Comments**
- II. Board President Comments**
- III. Staff Reports**
  - A. Jean Duncan McFarren, Interim Executive Director/CEO**
  - B. Chris Butler, Fiscal Officer**
- IV. Consent Calendar**
  - A. Minutes of April 16, 2018 Meeting 3**
  - B. April Financial Report 8**
  - C. April Gift Report 16**
  - D. Monthly Human Resources Report 17**
  - E. Monthly Training Report 25**
  - F. Oath of Office for Joseph French**
  - G. 2018 Board Committees**
- V. Building and Grounds Committee Report**
- VI. Human Resources Committee Report**
- VII. Finance and Audit Committee Report**
- VIII. Resolution Requesting Additional Tax Levy**
- IX. Adjournment**

**Next Meeting: June 19, 2017**

**Stark County District Library  
Board of Trustees  
Meeting Minutes  
April 16, 2018**

The Board of Trustees of the Stark County District Library met in regular session on Monday, April 16, 2018 at the Main Library. In attendance were Board members Steven Pittman, Susan Rodgers, Sally Efremoff, John Mroczkowski, Edmond Mack, Robert Belden, and Robin Mingo-Miles. Also in attendance were Interim Executive Director/CEO Jean Duncan McFarren and Fiscal Officer Chris Butler.

The meeting was called to order at 5:03 p.m. by Vice President Susan Rodgers. Board members Steven Pittman and Robin Mingo-Miles arrived at 5:06.

**PUBLIC COMMENTS**

- None

**CONSENT CALENDAR**

- Minutes of the March 20, 2018 Board Meeting were presented.
- Financial Report for March 2018 was presented.

**Resolution 2018-23**

**March Gift Report**

**BE IT HEREBY RESOLVED** by the Stark County District Library Board of Trustees to accept the gifts and honorariums to be used as designated by the donors.

Motion by John Mroczkowski to approve the consent calendar, Sally Efremoff seconded the motion; all voting yes.

**INTERIM EXECUTIVE DIRECTOR/CEO REPORT**

- Interim Executive Director/CEO Jean Duncan McFarren reported that we are continuing to gather community input on levy strategy.
- Ms. McFarren thanked the Board for their support of the Library Foundation's fundraiser 'Geeks and Gizmos' that was held on April 6, 2018.
- She said the RFID project has begun and should be completed the end of August this year. This is the first step in overhaul of the library's materials handling process.
- She updated the Board on the status of the Re-Imagine Projects. Internal planning work will continue with a prioritized list of improvements to be completed this June.

## **FISCAL OFFICER'S REPORT**

- Fiscal Officer Chris Butler gave an update on the 2017 Audit. He said the field work has been completed, and a report will be issued in the next few weeks. A post audit meeting will be scheduled with the Finance and Audit Committee to review the audit.
- Mr. Butler reviewed the fraud prevention techniques that the Business Office has in place to prevent bank fraud.

## **COLLECTION DEVELOPMENT DIRECTOR**

- Collection Development Director Greg Burlingame gave a presentation to the Board on the Library's collection strategies. He presented information on digital material circulation, Ohio Digital Library, Hoopla, and Recorded Books Digital Products. He said there has been a large increase from 2010 to 2017 in requests for digital material.

## **BUILDING AND GROUNDS COMMITTEE REPORT**

- Interim Executive Director/CEO Jean Duncan McFarren said she gave a presentation at a meeting in Jackson Township about the new building project.
- Owner's Representative for Capital Projects Derek Gordon updated the Board on the status of the Sandy Valley Branch Lease.

## **HUMAN RESOURCES COMMITTEE REPORT**

- None

## **FINANCE AND AUDIT COMMITTEE REPORT**

- None

## **BOARD PRESIDENT COMMENTS**

- President Steven Pittman said he attended the Library Foundation's fundraiser 'Geeks and Gizmos'. He said the Foundation Committee did an outstanding job, and he thanked Interim Executive Director/CEO Jean Duncan McFarren for her comments at the fundraiser.
- Mr. Pittman also recognized John Mroczkowski, and thanked him for his service on the library board for the last 17 years.

## **NEW BUSINESS**

- Executive Session to discuss real estate and personnel matters
- Resolution to Request Official Tax Valuation from Stark County

**Resolution 2018-24**  
**Executive Session**

Motion by Sally Efremoff to enter into executive session at 5:40 p.m. to discuss real estate and personnel matters, motion seconded by Robin Mingo-Miles; roll call vote as follows:

|                      |                         |                        |
|----------------------|-------------------------|------------------------|
| Susan Rodgers – yes  | Sally Efremoff – yes    | John Mroczkowski – yes |
| Robert Belden – yes  | Robin Mingo-Miles – yes | Edmond Mack – yes      |
| Steven Pittman – yes |                         |                        |

Motion by Robin Mingo-Miles to enter back into regular session at 6:00 p.m., motion seconded by Robert Belden; all voting yes.

**Resolution 2018-25**  
**Requesting Certifying Current Tax Valuation**

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Stark County District Library Board of Trustees requests the Stark County Auditor to certify the total current tax valuation of the library district of the Stark County District Library, Stark County, Ohio and the amount to be generated during the first year of collection of an additional tax for current expenses of the Stark County District Library.

Motion by Sally Efremoff to request the Stark County Auditor to certify the total current tax valuation, and amount to be generated the first year of collection of an additional tax for the benefit of the Library at a rate not exceeding two and two tenths (2.2) mills for each one dollar of valuation, for current expenses of the Library; motion seconded by Robert Belden; roll call vote as follows:

|                      |                         |                        |
|----------------------|-------------------------|------------------------|
| Susan Rodgers – yes  | Sally Efremoff – yes    | John Mroczkowski – yes |
| Robert Belden – yes  | Robin Mingo-Miles – yes | Edmond Mack – yes      |
| Steven Pittman – yes |                         |                        |

**Resolution 2018-26**  
**Wage Increase for Fiscal Officer**

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Stark County District Library Board of Trustees, to increase the Fiscal Officer’s salary to \$75,004.80 (\$36.06/hr) effective retroactive to February 6, 2018, subject to the Board President’s confirmation that there are no significant issues with the Fiscal Year 2017 audit.

Motion by Robert Belden to increase Fiscal Officer Chris Butler's salary to \$75,004.80, subject to the approval of the 2017 audit by the Board President; motion seconded by John Mroczkowski, all voting yes.

**ADJOURNMENT**

Motion by John Mroczkowski to adjourn the meeting at 6:05 p.m., Susan Rodgers seconded the motion; all voting yes.

**NEXT BOARD MEETING**

- The next Board meeting is scheduled for Tuesday, May 15, 2018 at the Main Library.

**BOARD COMMITTEES – 2018**

**BUILDING COMMITTEE**

Robert Belden, Chair  
Sally Efremoff  
Steven Pittman

**HUMAN RESOURCES COMMITTEE**

Susan Rodgers, Chair  
Edmond Mack  
Joseph French

**FINANCE AND AUDIT COMMITTEE**

Steven Pittman, Chair  
Robin Mingo-Miles  
Sally Efremoff

**BYLAWS AND NOMINATING COMMITTEE**

Joseph French  
Steven Pittman





| STARK COUNTY DISTRICT LIBRARY                              |                           |                |                |                |                |        |        |        |        |           |         |          |          | Page 2         |
|--|---------------------------|----------------|----------------|----------------|----------------|--------|--------|--------|--------|-----------|---------|----------|----------|----------------|
| MONTHLY AND YEAR TO DATE REVENUES AND EXPENSES (ALL FUNDS) |                           |                |                |                |                |        |        |        |        |           |         |          |          |                |
| 01/01/18 THRU 12/31/18                                     |                           |                |                |                |                |        |        |        |        |           |         |          |          |                |
| REVENUE  | DESCRIPTION               | JANUARY        | FEBRUARY       | MARCH          | APRIL          | MAY    | JUNE   | JULY   | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | YTD TOTAL      |
| 1000   | Public Library Fund (PLF) | \$565,711.35   | \$704,708.31   | \$489,806.68   | \$445,078.72   |        |        |        |        |           |         |          |          | \$2,205,305.06 |
| 1200   | R. E. Taxes (Levy)        | \$0.00         | \$2,034,090.00 | \$1,528.07     | \$1,668,127.27 |        |        |        |        |           |         |          |          | \$3,703,745.34 |
| 2000   | Grants/E-Rate             | \$0.00         | \$0.00         | \$0.00         | \$0.00         |        |        |        |        |           |         |          |          | \$0.00         |
| 3000   | Patron Fees               | \$20,620.82    | \$22,876.67    | \$29,901.65    | \$28,097.46    |        |        |        |        |           |         |          |          | \$101,496.60   |
| 4000   | Investment Income         | \$3,321.88     | \$3,607.63     | \$4,219.02     | \$3,916.01     |        |        |        |        |           |         |          |          | \$15,064.54    |
| 5000   | Service Fees              | \$0.00         | \$0.00         | \$0.00         | \$0.00         |        |        |        |        |           |         |          |          | \$0.00         |
| 6000   | Donations                 | \$350.00       | \$555.05       | \$1,975.00     | \$1,100.00     |        |        |        |        |           |         |          |          | \$3,980.05     |
| 8100-8700  | Misc. Rev. & Reimb.       | \$9,804.84     | \$3,902.85     | \$1,676.18     | \$4,358.74     |        |        |        |        |           |         |          |          | \$19,742.61    |
| 8900   | Other                     | \$0.00         | \$0.00         | \$0.00         | \$0.00         |        |        |        |        |           |         |          |          | \$0.00         |
| TOTAL  |                           | \$599,808.89   | \$2,769,740.51 | \$529,106.60   | \$2,150,678.20 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00    | \$0.00  | \$0.00   | \$0.00   | \$6,049,334.20 |
| EXPENSES   | DESCRIPTION               | JANUARY        | FEBRUARY       | MARCH          | APRIL          | MAY    | JUNE   | JULY   | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | YTD TOTAL      |
| 1000   | Payroll/Benefits          | \$691,480.51   | \$706,457.52   | \$681,510.31   | \$813,439.44   |        |        |        |        |           |         |          |          | \$2,892,887.78 |
| 2000   | Supplies                  | \$19,183.15    | \$42,283.24    | \$31,572.19    | \$32,197.43    |        |        |        |        |           |         |          |          | \$125,236.01   |
| 3000   | Purch.Services            | \$140,981.21   | \$378,348.98   | \$280,204.77   | \$289,517.25   |        |        |        |        |           |         |          |          | \$1,089,052.21 |
| 4000   | Library Materials         | \$143,408.06   | \$274,906.25   | \$112,494.11   | \$158,250.03   |        |        |        |        |           |         |          |          | \$689,058.45   |
| 5000   | Capital Outlay            | \$21,951.12    | \$3,395.02     | \$124,537.64   | \$43,599.49    |        |        |        |        |           |         |          |          | \$193,483.27   |
| 7-8000   | Other Expenses            | \$4,508.99     | \$445.57       | \$5,873.69     | \$46.94        |        |        |        |        |           |         |          |          | \$10,875.19    |
| TOTAL  |                           | \$1,021,513.04 | \$1,405,836.58 | \$1,236,192.71 | \$1,337,050.58 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00    | \$0.00  | \$0.00   | \$0.00   | \$5,000,592.91 |
| DISTRIBUTED TO THE BOARD OF TRUSTEES ON 5/15/18            |                           |                |                |                |                |        |        |        |        |           |         |          |          |                |









| STARK COUNTY DISTRICT LIBRARY                          |                       |                 |              |                 |               |                 |              | PAGE 7          |
|--|-----------------------|-----------------|--------------|-----------------|---------------|-----------------|--------------|-----------------|
| SUMMARY FINANCIAL STATEMENT OF FISCAL OFFICER          |                       |                 |              |                 |               |                 |              |                 |
| TO BOARD OF LIBRARY TRUSTEES                           |                       |                 |              |                 |               |                 |              |                 |
| AT APRIL 30, 2018                                      |                       |                 |              |                 |               |                 |              |                 |
|  |                       | GENERAL         | SPECIAL      | CAPITAL         | OTHER CAPITAL | CAPITAL         | PERMANENT    | YEAR-TO-DATE    |
|  |                       | FUND            | REVENUE      | PROJECTS        | FUNDS         | CAMPAIGN        | FUNDS        | TOTAL           |
| <b>BALANCE AT JANUARY 1, 2018</b>                      |                       | \$ 2,874,664.46 | \$ 11,856.02 | \$ 3,331,054.51 | \$ 46,992.60  | \$ 1,175,244.62 | \$ 22,592.56 | \$ 7,462,404.77 |
| REVENUE  |                       |                 |              |                 |               |                 |              |                 |
| 1000   | Taxes (PLF)           | \$ 2,205,305.06 |              |                 |               |                 |              | \$ 2,205,305.06 |
| 1200   | Taxes Property (Levy) | \$ 3,703,745.34 |              |                 |               |                 |              | \$ 3,703,745.34 |
| 2000   | Grants/E-Rate         | \$ -            |              |                 |               |                 |              | \$ -            |
| 3000   | Patron Fees           | \$ 101,496.60   |              |                 |               |                 |              | \$ 101,496.60   |
| 4000   | Investment Income     | \$ 9,898.97     |              | \$ 4,512.68     |               |                 | \$ 652.89    | \$ 15,064.54    |
| 5000   | Service Fees          | \$ -            |              |                 |               |                 |              | \$ -            |
| 6000   | Donations             | \$ 3,980.05     |              |                 |               |                 |              | \$ 3,980.05     |
| 8000   | Misc. Rev. & Reimb.   | \$ 19,742.61    |              |                 |               |                 |              | \$ 19,742.61    |
| <b>TOTAL REVENUE Y-T-D</b>                             |                       | \$ 6,044,168.63 | \$ -         | \$ 4,512.68     | \$ -          | \$ -            | \$ 652.89    | \$ 6,049,334.20 |
| EXPENDITURES   |                       |                 |              |                 |               |                 |              |                 |
| 1000   | Payroll/Benefits      | \$ 2,892,887.78 |              |                 |               |                 |              | \$ 2,892,887.78 |
| 2000   | Supplies              | \$ 123,498.25   |              | \$ 1,737.76     |               |                 |              | \$ 125,236.01   |
| 3000   | Purch. Services       | \$ 758,576.57   |              | \$ 148,852.06   |               | \$ 181,623.58   |              | \$ 1,089,052.21 |
| 4000   | Library Materials     | \$ 689,058.45   |              | \$ 115,000.00   |               |                 |              | \$ 804,058.45   |
| 5000   | Capital Outlay        | \$ 78,483.27    |              |                 |               |                 |              | \$ 78,483.27    |
| 7-8000   | Other Expenses        | \$ 10,875.19    |              |                 |               |                 |              | \$ 10,875.19    |
| <b>TOTAL EXPENDITURES Y-T-D</b>                        |                       | \$ 4,553,379.51 | \$ -         | \$ 265,589.82   | \$ -          | \$ 181,623.58   | \$ -         | \$ 5,000,592.91 |
| <b>TRANSFERS (NET)</b>                                 |                       | \$ -            | \$ -         | \$ -            | \$ -          | \$ -            | \$ -         | \$ -            |
| FISCAL OFFICER BALANCE                                 |                       |                 |              |                 |               |                 |              |                 |
| AT APRIL 30, 2018                                      |                       | \$ 4,365,453.58 | \$ 11,856.02 | \$ 3,069,977.37 | \$ 46,992.60  | \$ 993,621.04   | \$ 23,245.45 | \$ 8,511,146.06 |
| OUTSTANDING CHECKS                                     |                       | \$ (256,669.97) |              |                 |               |                 |              | \$ 256,669.97   |
| PAYROLL LIABILITY BALANCES                             |                       | \$ 54,919.43    |              |                 |               |                 |              | \$ 54,919.43    |
| <b>TOTAL ACCOUNTED FOR AT 4/30/2018</b>                |                       | \$ 4,163,703.04 | \$ 11,856.02 | \$ 3,069,977.37 | \$ 46,992.60  | \$ 993,621.04   | \$ 23,245.45 | \$ 8,822,735.46 |
| PETTY CASH AND CHANGE FUNDS                            |                       |                 |              |                 |               |                 |              |                 |
|  |                       |                 |              |                 |               |                 |              | \$ 990.00       |
| HUNTINGTON BANK-CHECKING ACCOUNT (OPERATING)           |                       |                 |              |                 |               |                 |              |                 |
|  |                       |                 |              |                 |               |                 |              | \$ 831,219.40   |
| HUNTINGTON BANK-PUBLIC FUNDS ANALYZED CHECKING ACCOUNT |                       |                 |              |                 |               |                 |              |                 |
|  |                       |                 |              |                 |               |                 |              | \$ 210,653.65   |
| STAR OHIO-INVESTMENT ACCOUNT                           |                       |                 |              |                 |               |                 |              |                 |
|  |                       |                 |              |                 |               |                 |              | \$ 872,190.42   |
| HUNTINGTON BANK-MMAX                                   |                       |                 |              |                 |               |                 |              |                 |
|  |                       |                 |              |                 |               |                 |              | \$ 2,553,652.38 |
| HUNTINGTON BANK-MONEY MARKET ACCOUNT                   |                       |                 |              |                 |               |                 |              |                 |
|  |                       |                 |              |                 |               |                 |              | \$ 4,354,029.61 |
| <b>TOTAL ACCOUNTED FOR AT 4/30/2018</b>                |                       |                 |              |                 |               |                 |              | \$ 8,822,735.46 |

| COUNTY CERTIFIED ESTIMATED FOR 2016 |                      |                   | <u>\$6,985,331.56</u> |                |
|-------------------------------------|----------------------|-------------------|-----------------------|----------------|
| <b>MONTH</b>                        | <b>AMT. RECEIVED</b> | <b>PERCENTAGE</b> | <b>YEAR-TO-DATE</b>   | <b>Y-T-D %</b> |
| 16 January                          | \$595,092.70         | 8.32%             | \$595,092.70          | 8.32%          |
| 16 February                         | \$655,698.48         | 9.17%             | \$1,250,791.18        | 17.50%         |
| 16 March                            | \$452,657.39         | 6.33%             | \$1,703,448.57        | 23.83%         |
| 16 April                            | \$469,270.53         | 6.56%             | \$2,172,719.10        | 30.39%         |
| 16 May                              | \$564,849.12         | 7.90%             | \$2,737,568.22        | 38.29%         |
| 16 June                             | \$595,635.97         | 8.33%             | \$3,333,204.19        | 46.62%         |
| 16 July                             | \$659,545.18         | 9.23%             | \$3,992,749.37        | 55.85%         |
| 16 August                           | \$503,306.77         | 7.04%             | \$4,496,056.14        | 62.89%         |
| 16 September                        | \$603,230.79         | 8.44%             | \$5,099,286.93        | 71.32%         |
| 16 October                          | \$560,056.08         | 7.83%             | \$5,659,343.01        | 79.16%         |
| 16 November                         | \$554,191.93         | 7.75%             | \$6,213,534.94        | 86.91%         |
| 16 December                         | \$586,508.17         | 8.20%             | \$6,800,043.11        | 95.11%         |

| COUNTY CERTIFIED ESTIMATED FOR 2017 |                      |                   | <u>\$7,149,369.65</u> |                |
|-------------------------------------|----------------------|-------------------|-----------------------|----------------|
| <b>MONTH</b>                        | <b>AMT. RECEIVED</b> | <b>PERCENTAGE</b> | <b>YEAR-TO-DATE</b>   | <b>Y-T-D %</b> |
| 17 January                          | \$588,080.45         | 8.56%             | \$588,080.45          | 8.56%          |
| 17 February                         | \$647,141.48         | 9.42%             | \$1,235,221.93        | 17.98%         |
| 17 March                            | \$489,948.23         | 7.13%             | \$1,725,170.16        | 25.11%         |
| 17 April                            | \$449,404.39         | 6.54%             | \$2,174,574.55        | 31.66%         |
| 17 May                              | \$587,218.00         | 8.55%             | \$2,761,792.55        | 40.20%         |
| 17 June                             | \$613,431.86         | 8.93%             | \$3,375,224.41        | 49.13%         |
| 17 July                             | \$679,901.97         | 9.90%             | \$4,055,126.38        | 59.03%         |
| 17 August                           | \$521,174.43         | 7.59%             | \$4,576,300.81        | 66.62%         |
| 17 September                        | \$609,242.61         | 8.87%             | \$5,185,543.42        | 75.49%         |
| 17 October                          | \$529,816.25         | 7.71%             | \$5,715,359.67        | 83.20%         |
| 17 November                         | \$552,509.72         | 8.04%             | \$6,267,869.39        | 91.24%         |
| 17 December                         | \$588,375.33         | 8.56%             | \$6,856,244.72        | 99.81%         |

| COUNTY CERTIFIED ESTIMATED FOR 2018 |                      |                   | <u>\$6,869,566.23</u> |                |
|-------------------------------------|----------------------|-------------------|-----------------------|----------------|
| <b>MONTH</b>                        | <b>AMT. RECEIVED</b> | <b>PERCENTAGE</b> | <b>YEAR-TO-DATE</b>   | <b>Y-T-D %</b> |
| 18 January                          | \$565,711.35         | 8.24%             | \$565,711.35          | 8.24%          |
| 18 February                         | \$704,708.31         | 10.26%            | \$1,270,419.66        | 18.49%         |
| 18 March                            | \$489,806.68         | 7.13%             | \$1,760,226.34        | 25.62%         |
| 18 April                            | \$445,078.72         | 6.48%             | \$2,205,305.06        | 32.10%         |
| 18 May                              |                      | 0.00%             |                       | 0.00%          |
| 18 June                             |                      | 0.00%             |                       | 0.00%          |
| 18 July                             |                      | 0.00%             |                       | 0.00%          |
| 18 August                           |                      | 0.00%             |                       | 0.00%          |
| 18 September                        |                      | 0.00%             |                       | 0.00%          |
| 18 October                          |                      | 0.00%             |                       | 0.00%          |
| 18 November                         |                      | 0.00%             |                       | 0.00%          |
| 18 December                         |                      | 0.00%             |                       | 0.00%          |

**APRIL, 2018 GIFT REPORT  
RESOLUTION 18-**

BE IT HEREBY RESOLVED by the Stark County District Library Board of Trustees to accept the gifts and honorariums to be used as designated by the donors.

| <u>DONOR</u>                     | <u>AMOUNT</u>      | <u>DESIGNATION</u>                             |
|----------------------------------|--------------------|--|
| First United Presbyterian Church | 1,000.00           | Restricted: Sandy Valley Branch Programs       |
| Lucy Downs                       | 100.00             | Restricted: Literacy in memory of Lois Malycke |
|                                  | <hr/> <hr/>        |  |
| <b>TOTAL</b>                     | <b>1,100.00</b>    |  |
| <b>YEAR TO DATE TOTAL</b>        | <b>\$ 3,980.05</b> |  |



**Stark County District Library Monthly H R Report  
Distributed to the Board of Trustees  
May 15, 2018**

**APPOINTMENTS**

- 04/23/18 Kalee Beatty, Substitute, Adult Services – Main, part time, hours as worked.
- 04/23/18 Emily Gaffney, Substitute, Adult Services – Main, part time, hours as worked.
- 04/25/18 Michael McCaffrey, Substitute, Adult Services – Main, part time, hours as worked.
- 04/30/18 Toby Casey, Master with Youth Services emphasis, North Branch, full time, 80 hours biweekly.

**DEPARTMENT/AGENCY/STATUS CHANGES**

- 04/30/18 Kristen Scott, from Bachelor SPARK Parent Partner, Literacy – Main, to Substitute, Adult Services - Main, part time, from 48 biweekly, to hours as worked.

**RESIGNATIONS/RETIREMENTS/TERMINATIONS**

- 04/10/18 Elizabeth Thompson, Shelver, Adult Services – Main, part time, 48 hours biweekly, resignation.

**Stark County District Library Monthly Internal Training Report**  
**Distributed to the Board of Trustees**  
**May 15, 2018**

|                          |
|--------------------------|
| <b>INTERNAL TRAINING</b> |
|--------------------------|

|   |  |  |
|---|--|--|
| March 01, 2018<br>Presenter: Lynda.com (Plain Township Branch)  | Word 2016 Advanced Tips & Tricks               | Cheryl Pandrea   |
| March 30, 2018<br>Presenter: Lynda.com (Plain Township Branch)  | Power Point 2016 Essentials                    | Cheryl Pandrea   |
| March 30, 2018<br>Presenter: Lynda.com (North Branch)           | Mentoring Others                               | Stefani Haas   |
| March 30, 2018<br>Presenter: Lynda.com (North Branch)           | Word 2016 Templates in Depth                   | Stefani Haas   |
| March 30, 2018<br>Presenter: Lynda.com (North Branch)           | Word 2016 Advanced Tips & Tricks               | Stefani Haas   |
| March 31, 2018<br>Presenter: Lynda.com (DeHoff Memorial Branch) | What to Expect in the Remote Job Market        | Kim VanBlaricum  |
| March 31, 2018<br>Presenter: Lynda.com (North Branch)           | Learning to be Approachable                    | Stefani Haas   |
| March 31, 2018<br>Presenter: Lynda.com (North Branch)           | Word 2016 Essential Training                   | Stefani Haas   |
| April 5, 2018<br>Presenter: Lynda.com (Plain Township Branch)   | Word 2016: Templates                           | Cheryl Pandrea   |
| April 13, 2018<br>Presenter: Overdrive (Main Library)           | SYNC Audiobooks for Teens Summer 2018          | Dee Rondinella<br>Kim VanBlaricum  |
| April 17, 2018<br>Presenter: Jesse Peek (Main Library)          | What's Under Your Google Drive?                | Katie Ferrero<br>Valerie Kline<br>Mitchell Mayle<br>Julie Montoya<br>Kim Olexa<br>Chris Wilcox |
| April 19, 2018<br>Presenter: Overdrive (DeHoff Memorial Branch) | Marketing Your Digital Library to Older Adults | Kim VanBlaricum  |
| April 19, 2018<br>Presenter: Jesse Peek (Main Library)          | Computer Training                              | Bob Koch   |

April 19, 2018

Presenter: Dee Rondinella (Main Library)

What's Under Your Google Drive?

Kathy Brand

Mary Frerking

Maynard Hershberger

Marcia Mann

Pam Sams

Marian Sutton

Norma Storms

May

2018 Monthly Training Report

Total \$ 5,475.43

| <u>Staff</u>       | <u>Conf. Dat</u> | <u>Meeting / Conference Name</u>  | <u>Sponsor</u>                                  | <u>Location</u>      | <u>Total</u> |
|--------------------|------------------|---|---|----------------------|--------------|
| Springer, Shanna   | 04/10/18         | Dinner with Ryan Burgess and MLO's  | Metro Libraries                                 | Columbus, OH         | \$ 138.66    |
| Clay, Kathy        | 04/11/18         | OLC Legislative Day   | OLC   | Columbus, OH         | \$ 34.88     |
| Walencik, Jennifer | 04/11/18         | OLC Legislative Day   | OLC   | Columbus, OH         | \$ 34.88     |
| Welsh, Jennifer    | 04/11/18         | OLC Legislative Day   | OLC   | Columbus, OH         | \$ 34.88     |
| Naylor, Cynthia    | 04/11/18         | Ohio Genealogical Society Conference: Blazing New Trails                                    | Ohio Genealogical Society                       | Columbus, OH         | \$ 367.97    |
| Pfendler, Debra    | 04/11/18         | Ohio Genealogical Society Conference: Blazing New Trails                                    | Ohio Genealogical Society                       | Columbus, OH         | \$ 849.92    |
| Hutchison, Brock   | 04/13/18         | Ohio Bookmobile Meeting   | Ohio  | Massillon, OH        | \$ -         |
| Mastroianni, Paula | 04/13/18         | 2018 International Fundraising Conference   | Assoc. Fundraising Professionals                | New Orleans, LA      | \$ 3,463.94  |
| Shaw, Joni         | 04/16/18         | Storytime Shenanigans   | ALA   | Webinar              | \$ 175.00    |
| Wright, Danielle   | 04/17/18         | Social Skills & Autism: Using books in creative ways to reach and teach in early education. | Early Childhood                                 | Webinar              | \$ -         |
| Colangelo, Vickie  | 04/17/18         | Time Management for All   | NEO-RLS   | Webinar              | \$ -         |
| Ferrero, Katherine | 04/17/18         | Time Management for All   | NEO-RLS   | Webinar              | \$ -         |
| Sams, Pamela       | 04/17/18         | Time Management for All   | NEO-RLS   | Webinar              | \$ -         |
| Stickle, Jeri      | 04/17/18         | Time Management for All   | NEO-RLS   | Webinar              | \$ -         |
| Widder, Roseann    | 04/17/18         | Time Management for All   | NEO-RLS   | Webinar              | \$ -         |
| Walencik, Jennifer | 04/18/18         | AultCare Quick Connect Luncheon: Vincent Kehres   | Canton Regional Chamber of Commerce             | Canton, OH           | \$ 14.72     |
| Bowen, Sarah       | 04/20/18         | New Supervisor's Network  | NEO-RLS   | Twinsburg, OH        | \$ 43.05     |
| Burley, Julie      | 04/21/18         | 13th Annual Literacy Celebration  | Malone University                               | Canton, OH           | \$ 60.00     |
| Bell, Alexandra    | 04/23/18         | End Peer Cruelty, Build Empathy: Create Safe, Caring, Inclusive Learning Climates           | edWeb.net                                       | Webinar              | \$ -         |
| Cooper, Deb        | 04/25/18         | Book Buzz   | Penguin, Random House, MacMilan, Baker & Taylor | Cuyahoga Cty Pub Lib | \$ 59.95     |
| Ferrero, Katherine | 04/25/18         | HR Stuff that Every Supervisor Should Know  | NEO-RLS   | Webinar              | \$ -         |
| Pukansky, Ann      | 04/26/18         | Vita Year-End Celebration   | United Way                                      | Canton, OH           | \$ -         |

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| Houck, Stephanie | 04/28/18 | Palatines to America German<br>Genealogy 2018 Spring Seminar | Palatines to<br>America German | Plain City, OH | \$ 197.58 |
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