

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday October 17, 2022**

**CALL TO ORDER**

The meeting was called to order at 6:30 pm by President Shubert.

**PRESENT**

David Renninger, Secretary; Tom Shubert, President; Emily Hegner, Rich Bedell, Craig Mancuso, Vice President; Angela Daniel

**ABSENT**

Carla Wyckoff

**OTHERS PRESENT**

Gale Koritansky, Director; Jenn Hale, Fiscal Officer

**PUBLIC**

Lyndsey Brennan, Marketing and Public Relations Coordinator  
Katie Allen, Human Resources Specialist

**MINUTES**

**MOTION NO. 221017-1 APPROVE SEPTEMBER 19, 2022 MINUTES**

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of September 19, 2022 regular meeting be accepted and approved.

The roll being called on its adoption, the vote resulted as follows:

AYES: Daniel, Hegner, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 221017-2 APPROVE SEPTEMBER TREASURER’S REPORT**

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for September 2022.

**MTD Bank Report for Year 2022 Month 09 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	516,293.07	890,711.13	233,709.30	0.00	140,870.15	1,032,424.75
0002	PAYROLL CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
0004	BUILDING PROJECT CHECKING ACCT	0.00	0.00	0.00	0.00	0.00	0.00
0009	IMPREST FUNDS	300.00	0.00	0.00	0.00	0.00	300.00
0020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
0021	STAR OHIO - INVESTMENTS	2,470,546.49	5,148.75	0.00	0.00	0.00	2,475,695.24
0024	STAR OHIO BLDG - INVESTMENTS	80,826.47	168.45	0.00	0.00	0.00	80,994.92
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0206	AKRON COMM. FOUNDATION - FROBE	187,500.00	0.00	0.00	140,870.15	0.00	328,370.15
<b>9 Banks</b>		<b>3,255,466.03</b>	<b>896,028.33</b>	<b>233,709.30</b>	<b>140,870.15</b>	<b>140,870.15</b>	<b>3,917,785.06</b>

The roll being called on its adoption, the vote resulted as follows:

AYES: Hegner, Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 221017-3 ADVANCES OF LOCAL TAXES**

Renninger moved, Hegner seconded:

RESOLVED: Now, therefore be it resolved by the Board of Trustees of the Stow-Munroe Falls Public Library:

Section I. That the Auditor of Summit County be, and she is hereby, requested to issue an order to the Treasurer of Summit County to pay the Fiscal Officer of this Library Board such funds as may be available for distribution by said County Treasurer.

Section II. That the Fiscal Officer be, and she is hereby, authorized to sign the necessary documents to secure such advances and also the secondary documents to secure the semi-annual settlement with the County Treasurer during the calendar year 2023.

Section III. That the authorization herein conferred shall extend to any advances that may be requested during the calendar year 2023.

Section IV. That the Fiscal Officer of the Library Board be, and she is hereby, authorized and directed to certify and send a copy of this resolution to the County Auditor as may be necessary to make this resolution effective.

The roll being called on its adoption, the vote resulted as follows:

AYES: Mancuso, Renninger, Bedell, Daniel, Hegner, Shubert

NAYS:

Motion carried.

**MOTION NO. 221017-4 ACCEPT SUMMIT COUNTY BUDGET COMMISSION  
CERTIFICATION**

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Hegner moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the amounts and rates as determined by the Budget Commission, as shown on the tax levy certificate. Please see attached copy.

The roll being called on its adoption, the vote resulted as follows:

AYES: Renninger, Bedell, Daniel, Hegner, Mancuso, Shubert

NAYS:

Motion carried.

**MOTION NO. 221017-5 APPROVE ALLOCATED 2023 PLF MONIES**

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Hegner moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the 6.08519% of estimated PLF (Public Library Funds) monies for Summit County allocated to Stow-Munroe Falls Public Library for 2023 as agreed and voted on by the Library Trustees Council of Summit County on October 13, 2022.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**PROGRAM**

DIRECTOR'S REPORT

**MOTION NO. 221017-6 ACCEPT THE DIRECTOR'S REPORT**

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Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of September 2022.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**DISCUSSION ITEMS**

There were no discussion items.

**BOARD COMMITTEES**

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the committee met at 6pm and reviewed the reports. Adjourned at 6:20pm everything is in order.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Daniel stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the committee is waiting for the completed Strategic Plan.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated the Records Commission Committee met prior to the Board meeting.

Mr. Shubert stated the Records Commission Committee recommends:

**MOTION NO. 221017-7 ACKNOWLEDGES RC-3 FORM**

RESOLVED: That the Board of Trustees acknowledges and reviews the RC-3 Form - Schedule of Records Retention and Disposition. Please see attached copy attached.

The Fiscal Officer will submit the RC-3 form to the Ohio Historical Society.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**NEW BUSINESS**

Mr. Shubert appointed, Angela Daniel, Chair, and Emily Hegner as members of the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2023.

**MOTION NO. 221017-8 APPROVE LIBRARY CLOSING**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library approves closing the Stow-Munroe Falls Public Library on Monday December 26, 2022 to observe Christmas Day.

The roll being called on its adoption, the vote resulted as follows:

AYES: Hegner, Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 221017-9 MOTION TO ADJOURN**

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Renninger moved, Bedell seconded to adjourn the meeting at 7:04pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale  
Fiscal Officer

**SUMMIT COUNTY BUDGET COMMISSION CERTIFICATION OF TAX LEVY**  
(ORC Sections 5705.34 & 5705.35)

POLITICAL ENTITY: **STOW-MUNROE FALLS LIBRARY (Summit & Portage Counties)**  
ESTIMATE

Tax Year 2022/Collection Year 2023

THE VALUATIONS AND TAX RATES REFLECT TAX YEAR 2021/COLLECTION YEAR 2022

LEVIES INSIDE AND OUTSIDE 10 MILL LIMITATION, INCLUSIVE OF DEBT LEVIES

Date: September 1, 2022

1. RESI/AG REAL VALUE	SUMMIT	PORTAGE	TOTAL
	888,549,630	4,522,830	893,072,460
2. OTHER REAL VALUE		27,920	236,132,140
3. TOTAL RESI/AG & OTHER REAL VALUE	1,124,653,850	4,550,750	1,129,204,600
4. PUBLIC UTILITY PERSONAL VALUE	17,436,710	70,370	17,507,080
5. TOTAL REAL & PUBLIC UTILITY VALUE	1,142,090,560	4,621,120	1,146,711,680

**THIS ESTIMATE REFLECTS LESS THE PENDING EXEMPTION ASSESSED VALUATION**  
RESI/AG REAL PENDING EXEMPTION 86,410  
OTHER REAL PENDING EXEMPTION 3,350,690

FUND TYPE CLT FUND #	PURPOSE	Authorized by the Voters on Ballot MO/DA/YR	Number of Years Levy to Run	Tax Year Begins/Ends	Collection Year Begins/Ends	Maximum Rate Authorized to be Levied	REDUCTION FACTOR		EFFECTIVE RATE TO BE LEVIED	RESI/AG OTHER	OTHER	PUBLIC UTILITY	TOTAL	ROLL BACK
							RESI/AG	OTHER						
GENERAL 01 00	Current Expense	Replace/Inc. 05/04/10	Cont.	10/NA	11/NA	2.00	0.194268 0.074174	1.611464 1.851652	\$1,439,015	\$431,030		\$35,014	\$1,905,059	Y
TOTALS						2.00		1.611464 1.851652	\$1,439,015	\$431,030		\$35,014	\$1,905,059	
<b>TOTAL REAL &amp; PUBLIC UTILITY VALUE</b>													<b>1,143,274,590</b>	

NOTE: The ROLLBACK column added to this certificate represents the recently passed state budget, beginning with tax year 2013 the ten and two and one-half percent rollbacks will no longer apply to new levies that are enacted after the August 2013 election. These non-qualifying levies include additional levies, the increase portion of renewal levies, and the full effective millage of replacement levies. Levies that will continue to qualify for application of the rollbacks are levies approved at or before the August 2013 election, inside and charter millage as they appear on the 2013 tax list, renewals of qualified levies, and the substitute of qualified school district emergency levies under Revised Code section 5705.199. In this column the Y indicates the levy qualifies for the 10% and 2 1/2% rollback. The N indicates the levy does not qualify for the 10% and 2 1/2% rollback.

Stow-Munroe Falls Public Library	Business Office	Jennifer Hale	330-688-3295 ext 1010	Stow-Munroe Falls Public Library
Name of Political Subdivision	Unit	Contact Person	Telephone	Location of Records
3512 Darrow Rd	Stow, OH	44224 Summit		
Address	City	Zip Code	County	Email
				<a href="mailto:jhale@smfpl.org">jhale@smfpl.org</a>

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be sorted according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records in electronic format.

Signature of Responsible Official \_\_\_\_\_ Fiscal Officer \_\_\_\_\_ Telephone Number 330-688-3295 ext 1010

**PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM**

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date			From	To		
Contracts - Leases - Bids (unsuccessful)	NON-9	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/27/2023	
Contracts - Leases - Insurance Policies/Bonds	NON-12	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/27/2023	
Contracts - Leases - equipment	NON-13	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/27/2023	
Employee Files-Employment applications (not hired)	NON-16	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/27/2023	
Financial - Accounts payable ledger	NON-17	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Appropriation ledger	NON-18	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Bank deposit receipts	NON-19	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Bank statements (general)	NON-20	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Bank statements (payroll)	NON-21	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Cancelled checks	NON-22	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Cash journal	NON-23	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Check registers	NON-24	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Inventories	NON-26	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Invoices (vouchers)	NON-28	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Purchase orders/requisitions	NON-29	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Receipt journals	NON-30	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Financial - Tax Budgets (County)	NON-31	12/17/2007	Paper	N/A	1/1/2011	12/31/2011	1/27/2023	
Financial - Time sheets	NON-32	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Miscellaneous - Consultant reports	NON-36	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2023	
Miscellaneous - Correspondence (informative)	NON-37	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/27/2023	
Miscellaneous - Grant files	NON-39	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/27/2023	
Miscellaneous - Meeting Room applications	NON-41	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/27/2023	
Miscellaneous - Survey reports	NON-42	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2023	
Miscellaneous - Unusual Occurrence reports	NON-45	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/27/2023	