

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday August 21, 2023**

CALL TO ORDER

The meeting was called to order at 6:32 pm by Tom Shubert, President

PRESENT

Tom Shubert, President; David Renninger, Secretary; Craig Mancuso, Vice President; Emily Hegner, Carla Wyckoff, Angela Daniel

ABSENT

Richard Bedell

OTHERS PRESENT

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer; Katie Allen, HR Specialist

PUBLIC

Kristin Casale, Head of Collection Development

Kristin Casale gave a brief overview of what she has been working on since taking on this new position. She also passed around handouts of the top authors and books for the adult, teen and children's collections (see attached).

MINUTES

MOTION NO. 230821-1 APPROVE JUNE 19, 2023 MINUTES

Renninger moved, Wyckoff seconded:

RESOLVED: That the Board Minutes of June 19, 2023 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 230821-2 APPROVE JUNE AND JULY TREASURER’S REPORTS

Renninger moved, Hegner seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for June and July 2023.

MTD Bank Report for Year 2023 Month 06 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	603,101.86	145,715.73	224,203.49	0.00	698.70	523,915.40
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	2,369,823.06	10,247.06	0.00	0.00	0.00	2,380,070.12
0024	STAR OHIO BLDG - INVESTMENTS	83,406.26	360.45	0.00	0.00	0.00	83,766.71
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	673,515.29	3,329.64	0.00	0.00	0.00	676,844.93
0206	US BANK - FROEBE ENDOWMENT	493,477.49	2,443.04	0.00	698.70	0.00	496,619.23
10 Banks		4,223,623.96	162,095.92	224,203.49	698.70	698.70	4,161,516.39

MTD Bank Report for Year 2023 Month 07 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	523,915.40	328,287.69	219,459.40	0.00	0.00	632,743.69
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	2,380,070.12	10,723.69	0.00	0.00	0.00	2,390,793.81
0024	STAR OHIO BLDG - INVESTMENTS	83,766.71	377.42	0.00	0.00	0.00	84,144.13
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	676,844.93	2,315.65	0.00	0.00	0.00	679,160.58
0206	US BANK - FROEBE ENDOWMENT	496,619.23	1,699.05	0.00	0.00	0.00	498,318.28
10 Banks		4,161,516.39	343,403.50	219,459.40	0.00	0.00	4,285,460.49

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

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

NAYS:

Motion carried.

**MOTION NO. 230821-3 ACKNOWLEDGE OFFICIAL CERTIFICATE OF
ESTIMATED RESOURCES**

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees acknowledges a decrease of \$62,196.30 in 2023 public library funds per Official Certificate of Estimated Resources dated August 7, 2023. (See copy attached)

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

AYES: Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert
NAYS:

Motion carried.

MOTION NO. 230821-4 ADVANCES OF LOCAL TAXES

Hegner moved, Mancuso 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 2024.

Section III. That the authorization herein conferred shall extend to any advances that may be requested during the calendar year 2024.

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: Daniel, Wyckoff, Renninger, Mancuso, Hegner, Shubert
NAYS:

Motion carried.

**MOTION NO. 230821-5 ACCEPT SUMMIT COUNTY BUDGET COMMISSION
CERTIFICATION**

Renninger moved, Hegner 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: Daniel, Mancuso, Wyckoff, Hegner, Renninger, Shubert
NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 230821-6 ACCEPT THE DIRECTOR'S REPORT

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of June and July 2023.

The Director stated that our Summer Reading participants this year were 1,772 Children, 698 Adults, and 248 Teens. These numbers were all much higher than our 3% increase goal for the year.

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

AYES: Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert
NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated the Building and Grounds Committee recommends:

**MOTION NO. 230821-7 APPROVE HIRING BOULEVARD STUDIOS LLC FOR
LANDSCAPE DESIGN SERVICES FOR PAVILLION**

RESOLVED: That the Board of Trustees approves hiring Boulevard Studios LLC for landscape design services to design our new pavilion area (see proposal attached).

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

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

NAYS:

Motion carried.

FINANCE

Mr. Renninger stated the Finance Committee met at 6pm and we are in good shape financially.

HUMAN RESOURCES

Mr. Mancuso stated that the Human Resources Committee will be scheduling a meeting in October.

LEGISLATION/RULES

Ms. Daniel stated the Legislation/Rules Committee recommends the following:

**MOTION NO. 230821-8 AMEND EMPLOYEE POLICY: TIME AND METHOD OF
SALARY PAYMENT TIME SHEETS**

RESOLVED: That the Board of Trustees amends the Employee Policy: Time and Method of Salary Payment Time Sheets as follows:

All employees are paid by bi-weekly, every other Thursday. Payroll deductions include Federal Income Tax, State Income Tax, City Income Tax, Medicare, Ohio Public Employees Retirement System (OPERS), and any court-ordered deduction.

All Stow-Munroe Falls Public Library employees receiving a payroll check must have the paycheck (after deductions) electronically deposited to a checking or savings account up to two (2) accounts.

The normal workweek shall consist of seven (7) days, beginning on Sunday and ending on Saturday. Each employee is required to maintain an accurate record of all time worked and all benefit time taken. Electronic time sheets must be completed and signed off by the end of ~~his/her~~ **their** last workday of that pay period.

The employee's failure to complete a time sheet may result in a delay of pay. Supervisors must sign off on the electronic time sheets. The Finance Office must receive the benefit request forms on the Monday morning following the end of the pay period.

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

AYES: Hegner, Mancuso, Renninger, Wyckoff, Daniel, Shubert
NAYS:

Motion carried.

**MOTION NO. 230821-9 AMEND EMPLOYEE POLICY: TRAVEL,
PROFESSIONAL MEETINGS, WORKSHOPS**

RESOLVED: That the Board of Trustees amend the Employee Policy: Travel, Professional Meetings, Workshops as follows:

The Board of Trustees is committed to the professional growth and development of all library staff and trustees. ~~In this regard,~~ **The** Board supports and encourages membership in professional associations and attendance by all staff and trustees at ~~appropriate~~ workshops and conferences.

A concerted effort should be made to provide opportunities on a rotating basis for all management personnel to attend major professional conferences such as those of the American Library Association ~~and,~~ the Public Library Association, **and the Ohio Library Council.**

The Board of Trustees also recognizes the importance of active participation in professional associations and organizations for the staff member and the Library as a whole. Since such participation may require considerable time or travel, a staff member must have written approval of ~~his or her~~ **their** immediate supervisor and the Director, before such financial commitments are made.

TIME ALLOWANCE

Any request for travel by an employee must be submitted on the appropriate form to the Director. (Please see attached Travel Request and Reimbursement Procedures.)

Time may be allowed for a staff member to attend relevant professional meetings or workshops related to their library work upon approval of ~~his/her~~ *their* supervisor. Time allotted for such attendance shall not exceed eight (8) hours per day. No overtime is paid for conference attendance. (Note: with prior approval, circumstance may require attendance hours and travel time be combined into one (1) day in order to alleviate the need for overnight stay.) Time off should be taken within the pay period to balance these hours.

Travel time of up to one day (eight hours) each way may be allowed. The amount allotted in each instance will be determined and authorized by the Director and is in addition to time allotted for attendance at the workshop or meeting. Travel time shall not be used to extend the 40 hour work week. If travel time falls on the weekend or a holiday, equivalent time shall be taken off within the pay period for travel.

REIMBURSEMENT OF EXPENSES

It is the policy of the Board of Trustees that the employees and trustees will be reimbursed for travel and related expenses, both within and outside Summit County. These must directly pertain to improving Library programs and services and for staff development.

Any staff member or Board member engaging in such professional travel shall be reimbursed for expenses incurred solely by that staff or Board member. Employees and Board members should submit receipts for expenses on the appropriate form to the Fiscal Officer.

The Board member should notify the Board President and Director of ~~his or her~~ *their* intent to attend reimbursable conferences or meetings. A Board member must notify the Fiscal Officer so that funds can be encumbered and the registration made.

The following are reimbursable upon submission of appropriate documentation:

1. Conference or meeting registration or attendance fees
2. Transportation to and from the conference or meeting

Employees traveling by air may not accrue Frequent Flyer Miles for their benefit. If Frequent Flyer Miles are accrued the miles are to be remitted to the library.

3. Transportation expenses incurred at the conference or meeting such as taxi fares or car rentals
4. Parking, not to exceed \$20.00 per day
5. Lodging will be reimbursed at actual cost, provided such cost is reasonable and customary.
6. Meals will be reimbursed up to IRS guidelines per diem:

- a.) for the city training is taking place in
- b.) for overnight travel only
- c.) for actual expenses incurred.

No monies will be reimbursed for alcoholic beverages. (The reimbursement includes tips and gratuities, not to exceed 20% of services provided.)

7. Mileage will be reimbursed, for use of personal car, according to IRS guidelines.

Attendance at out-of-state conferences and meetings shall require prior Board approval; or if time constraints dictate, prior approval from the President of the Board of Trustees, or another officer in ~~his/her~~ *their* absence.

A staff member traveling on official Library business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated they did not meet and all the projects have been turned over to Building/Grounds Committee.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated they will be meeting in October.

NEW BUSINESS

MOTION NO. 230821-10 APPROVE UNPAID LEAVE OF ABSENCE

Renninger moved, Mancuso seconded:

RESOLVED: That the Library Board of Trustees approves unpaid leave for the following employee:

Chloe Stricharczuk Unpaid Leave ten (10) days to begin September 15 – September 25, 2023

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

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

NAYS:

Motion carried.

MOTION NO. 230821-11 ADJOURNMENT

Wyckoff moved, Renninger seconded to adjourn the meeting at 7:13 pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer

Top 50 Adult Book Authors at the library as of July 15

July 15 is the date of our last processed dataset from CollectionHQ.

The circulation numbers represent the number of times books by that author checked out since July 15.

Position	Author	Circulation
1	Patterson, James	145
2	Steel, Danielle	90
3	Woods, Stuart	59
4	Roberts, Nora	57
5	Baldacci, David	56
6	Hilderbrand, Elin	56
7	Macomber, Debbie	54
8	Evanovich, Janet	48
9	Hoover, Colleen	48
10	Box, C. J.	43
11	Grisham, John	40
12	Jance, Judith A.	40
13	Mallery, Susan	40
14	Picoult, Jodi	37
15	Child, Lee	35
16	Sparks, Nicholas	35
17	Brunstetter, Wanda E.	32
18	Carr, Robyn	32
19	Robb, J. D.	31
20	Shalvis, Jill	31
21	Michaels, Fern	29
22	Deveraux, Jude	26
23	Lewis, Beverly	26
24	Connelly, Michael	25
25	Atkins, Ace	24
26	Bowen, Rhys	24
27	Colgan, Jenny	23
28	Wiggs, Susan	23
29	Christie, Agatha	22
30	Foster, Lori	22
31	Sandford, John	22
32	Gray, Shelley Shepard	21
33	Guggenheim, Marc	21
34	Brown, Sandra	20
35	Hannah, Kristin	20
36	Harper, Karen	20
37	Benedict, Marie	19
38	Flower, Amanda	19
39	Rosenfelt, David	19
40	Scottoline, Lisa	19
41	Castillo, Linda	18
42	Coulter, Catherine	18
43	Koontz, Dean R.	18
44	Tolkien, J. R. R.	18
45	Eason, Lynette	17
46	Jewell, Lisa	17
47	Novak, Brenda	17
48	Evans, Richard Paul	16
49	Foley, Lucy	16
50	Gardner, Lisa	16

Top 50 Children's Book Authors at the library as of July 15

July 15 is the date of our last processed dataset from CollectionHQ.

The circulation numbers represent the number of times books by that author checked out since July 15.

Position	Author	Circulation
1	Willems, Mo	281
2	Pilkey, Dav	191
3	Osborne, Mary Pope	174
4	Peirce, Lincoln	102
5	Dean, James	97
6	Kinney, Jeff	96
7	Carle, Eric	90
8	Blabey, Aaron	83
9	Seuss	76
10	Dean, Kim	74
11	Warner, Gertrude Chandler	73
12	West, Tracey	71
13	Riordan, Rick	68
14	Hunter, Erin	67
15	Parish, Herman	67
16	Patterson, James	67
17	Park, Barbara	65
18	Arnold, Tedd	62
19	Stilton, Geronimo	62
20	Capucilli, Alyssa Satin	61
21	Thomas, Jan	59
22	Kann, Victoria	56
23	Dewdney, Anna	55
24	Berenstain, Mike	51
25	Boynton, Sandra	47
26	Russell, Rachel Renée	47
27	Meadows, Daisy	46
28	Simpson, Dana	46
29	Sutherland, Tui	46
30	Berenstain, Stan	45
31	Hale, Shannon	45
32	O'Connor, Jane	44
33	Webster, Christy	44
34	Miles, Ellen	43
35	Tobin, Paul	43
36	Elliott, Rebecca	42
37	Holm, Jennifer L.	42
38	Holub, Joan	42
39	Milgrim, David	40
40	Quinn, Jordan	40
41	Rylant, Cynthia	40
42	Stine, R. L.	40
43	Barnett, Mac	39
44	Rowling, J. K.	39
45	Mayer, Mercer	38
46	McDonald, Megan	37
47	Telgemeier, Raina	37
48	Dadey, Debbie	36
49	Cousins, Lucy	35
50	Fisch, Sholly	35

Top 25 Teen Book Authors at the library as of July 15

July 15 is the date of our last processed dataset from CollectionHQ.

The circulation numbers represent the number of times books by that author checked out since July 15.

Position	Author	Circulation
1	Isayama, Hajime	44
2	Henry, April	27
3	Cawthon, Scott	17
4	Katō, Kazue	17
5	Shusterman, Neal	16
6	Furudate, Haruichi	15
7	Bardugo, Leigh	14
8	Collins, Suzanne	14
9	Lee, NaRae	13
10	Cass, Kiera	12
11	Meyer, Marissa	12
12	Maas, Sarah J.	11
13	McManus, Karen M.	11
14	Blake, Kendare	10
15	Furuhashi, Hideyuki	10
16	Horikoshi, Kōhei	10
17	Nakayama, Miyuki	10
18	Ness, Patrick	10
19	Barnes, Jennifer Lynn	9
20	Condie, Allyson Braithwaite	9
21	Dashner, James	9
22	Kubo, Mitsurō	9
23	Lu, Marie	9
24	Mafi, Tahereh	9
25	ONE	9

Top 50 Adult Book Titles at the library as of July 15

July 15 is the date of our last processed dataset from CollectionHQ.

The circulation numbers represent the number of times books by that author checked out since July 15.

Position	Author	Title	Circulation
1	Garmus, Bonnie	Lessons in chemistry	13
2	Evanovich, Janet	Going rogue : rise and shine twenty-nine	11
3	Patterson, James	The ninth month	11
4	Baldacci, David	Simply lies	10
5	Bentley, Don	Tom Clancy flash point	10
6	Connelly, Michael	Desert star	10
7	Box, C. J.	Treasure state : a Cassie Dewell novel	9
8	Child, Lee	No plan B	9
9	Deaver, Jeffery	Hunting time	9
10	Foley, Lucy	The Paris apartment : a novel	9
11	Jewell, Lisa	The family remains : a novel	9
12	Macomber, Debbie	The best is yet to come : a novel	9
13	Mallery, Susan	The sister effect	9
14	Patterson, James	Countdown	9
15	Patterson, James	Triple Cross	9
16	Scottoline, Lisa	Loyalty	9
17	Deveraux, Jude	Thief of fate	8
18	Hannah, Kristin	The four winds	8
19	Patterson, James	Blowback	8
20	Penner, Sarah	The London Séance Society	8
21	Steel, Danielle	Without a trace : a novel	8
22	Benedict, Marie	The Mitford affair : a novel	7
23	Box, C. J.	Storm watch	7
24	Cook, Robin	Night shift : a novel	7
25	Deveraux, Jude	My heart will find you	7
26	Hazelwood, Ali	Loathe to love you	7
27	Henry, Emily	Happy place	7
28	Hilderbrand, Elin	Summer of '69	7
29	Hoover, Colleen	Heart bones : a novel	7
30	Hoover, Colleen	Reminders of him : a novel	7
31	Owens, Delia	Where the crowdads sing	7
32	Patterson, James	3 days to live	7
33	Patterson, James	The 23rd midnight	7
34	Picoult, Jodi	Mad honey : a novel	7
35	Sparks, Nicholas	The wish	7
36	Steel, Danielle	The challenge : a novel	7
37	Steel, Danielle	Worthy opponents : a novel	7
38	Allende, Isabel	The wind knows my name : a novel	6
39	Backman, Fredrik	The winners : a novel	6
40	Baldacci, David	The 6:20 man	6
41	Coben, Harlan	I will find you	6
42	Cornwell, Patricia Daniels	Livid	6
43	Foley, Lucy	The guest list : a novel	6
44	Hannah, Sophie	The couple at the table : a novel	6
45	Hilderbrand, Elin	The five-star weekend	6
46	Jance, Judith A.	Collateral damage	6
47	Kellerman, Faye	The hunt	6
48	Kubica, Mary	Just the nicest couple	6
49	Lupica, Mike	Robert B. Parker's fallout : a Jesse Stone novel	6
50	Macomber, Debbie	Jingle all the way : a novel	6

Top 50 Children's Book Titles at the library as of July 15

July 15 is the date of our last processed dataset from CollectionHQ.

The circulation numbers represent the number of times books by that author checked out since July 15.

Position	Author	Title	Circulation
1	Willems, Mo	Can I play, too?	12
2	Osborne, Mary Pope	Dinosaurs before dark	11
3	Willems, Mo	Waiting is not easy!	11
4	Dean, James	Pete the cat's groovy bake sale	10
5	Pilkey, Dav	Captain Underpants and the sensational saga of Sir Stinks-a-Lot	10
6	Pilkey, Dav	Dog man. Twenty thousand fleas under the sea	10
7	Santat, Dan	Harold & Hog pretend for real!	10
8	Thomas, Jan	A birthday for Cow!	10
9	Willems, Mo	Don't let the pigeon stay up late!	10
10	Willems, Mo	Elephants cannot dance!	10
11	Willems, Mo	The pigeon finds a hot dog!	10
12	Chau, Chan	Jessi's secret language : a graphic novel	9
13	Kinney, Jeff	Diary of a wimpy kid : double down	9
14	Kinney, Jeff	The ugly truth	9
15	Osborne, Mary Pope	Balto of the Blue Dawn	9
16	Pilkey, Dav	Dog Man. [10], Mothering heights	9
17	Pilkey, Dav	Fetch-22	9
18	Willems, Mo	A big guy took my ball!	9
19	Willems, Mo	I will surprise my friend!	9
20	Willems, Mo	Listen to my trumpet!	9
21	Willems, Mo	My friend is sad	9
22	Willems, Mo	The pigeon needs a bath!	9
23	Willems, Mo	Watch me throw the ball!	9
24	Blabey, Aaron	The Bad Guys	8
25	Dean, James	Pete the cat and the lost tooth	8
26	Kinney, Jeff	Diary of a wimpy kid : the deep end	8
27	Kinney, Jeff	Diary of a wimpy kid : wrecking ball	8
28	Kinney, Jeff	The long haul	8
29	Loehr, Mallory	I'm a unicorn	8
30	Palacio, R. J.	Wonder	8
31	Pilkey, Dav	Captain Underpants and the big, bad battle of the Bionic Booger Boy, part 2	8
32	Pilkey, Dav	Captain Underpants and the terrifying return of Tippy Tinkletrousers	8
33	Pilkey, Dav	Cat Kid Comic Club. [#2], Perspectives	8
34	Pilkey, Dav	Dog Man unleashed	8
35	Rowling, J. K.	Harry Potter and the prisoner of Azkaban	8
36	Sutherland, Tui	The dark secret	8
37	Telgemeier, Raina	Smile	8
38	Thomas, Jan	What is chasing Duck?	8
39	Willems, Mo	Happy Pig Day!	8
40	Willems, Mo	I am going!	8
41	Willems, Mo	I broke my trunk!	8
42	Willems, Mo	I'm a frog!	8
43	Willems, Mo	There is a bird on your head!	8
44	Willems, Mo	Today I will fly!	8
45	Calmenson, Stephanie	Stomp!	7
46	Dean, Kim	Pete the Cat : too cool for school	7
47	Epstein, Gabriela	Claudia and the new girl	7
48	Galligan, Gale	Dawn and the impossible three : a graphic novel	7
49	Gallo, Tina	Olivia plays soccer	7
50	Mack, Luz M.	Family is everything	7

Top 25 Teen Book Titles at the library as of July 15

July 15 is the date of our last processed dataset from CollectionHQ.

The circulation numbers represent the number of times books by that author checked out since July 15.

Position	Author	Title	Circulation
1	Collins, Suzanne	The ballad of songbirds and snakes	5
2	Collins, Suzanne	The Hunger Games	5
3	Henry, April	The girl I used to be	5
4	Henry, April	The girl who was supposed to die	5
5	Bardugo, Leigh	Six of crows	4
6	Collins, Suzanne	Mockingjay	4
7	Dashner, James	The maze runner	4
8	Howard, Amalie	Queen bee : an anti-historical Regency romp	4
9	Lee, Harper	To kill a mockingbird	4
10	Lu, Marie	Warcross	4
11	Shusterman, Neal	Scythe	4
12	Aceves, Fred	The new David Espinoza	3
13	Alvarez, Jennifer Lynn	Friends like these	3
14	Black, Holly	The wicked king	3
15	Caine, Rachel	Paper and fire : the Great Library	3
16	Cawthon, Scott	1:35 A.M.	3
17	Cawthon, Scott	Bunny call	3
18	Cawthon, Scott	Fazbear frights. #2, Fetch	3
19	Cawthon, Scott	Into the pit	3
20	Condie, Allyson Braithwaite	Crossed	3
21	Condie, Allyson Braithwaite	Matched	3
22	Condie, Allyson Braithwaite	Reached	3
23	Donne, Alexa	The Ivies	3
24	Doughty, Kate	The follower	3
25	Garber, Stephanie	Caraval	3

Amendment 4
Amended: LG Estimate

Akron, Ohio
August 7, 2023

AMENDED
"OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES"
Revised Code, Section 5705.35

STOW MUNROE FALLS PUBLIC LIBRARY

The Budget Commission of Summit County, Ohio, hereby makes
this Certificate for the Fiscal Year beginning January 1, 2023,
which shall govern the total of appropriations by fund.

FUND TYPE Fund Class Fund Name	ACTUAL UNENCUMBERED BALANCE January 1, 2023	PT=Property Tax: real estate, personal property, homestead and rollback. LG=Library Local Government (Public Library Fund). TR=Transfer-in	O=Other revenue	TOTAL ESTIMATED AVAILABLE RESOURCES
GOVERNMENTAL TYPE				
101 General	3,040,095.35	1,935,989.00 1,417,278.72	PT LG	70,500.00 O 6,463,863.07
SPECIAL REVENUE				
Target	82.51			82.51
COVID-19 Relief Fund	0.00			0.00
Walmart	0.00			0.00
Accumulated Benefits	64,000.00			64,000.00
Froebe Endowment Fund	328,370.15			164,560.91 O 492,931.06
TOTAL SPECIAL REVENUE	392,452.66	0.00	0.00	0.00 164,560.91 557,013.57
CAPITAL PROJECT				
401 Building	50,523.23			0.00 O 50,523.23
				0.00
TOTAL CAPITAL PROJECT	50,523.23	0.00	0.00	0.00 0.00 50,523.23
FIDUCIARY TRUST and AGENCY				
	0.00			0.00
	0.00			0.00
TOTAL TRUST and AGENCY	0.00	0.00	0.00	0.00 0.00 0.00
ALL FUNDS	3,483,071.24	3,353,267.72	70,500.00	0.00 164,560.91 7,071,399.87

The Budget Commission further certifies that its action on the foregoing budget and Tax Equalization estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of Schedule B, and the total amount approved for each fund must govern the amount of appropriation from such fund.

This Certificate has been Approved
by the Summit County Fiscal Office

August 7, 2023
Date



Joshua A. Brickner
Joshua A. Brickner
Secretary of Budget Commission

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 2023/Collection Year 2024

THE VALUATIONS AND TAX RATES REFLECT TAX YEAR 2023/COLLECTION YEAR 2023

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

Date: August 7, 2023

	RES/AG REAL VALUE	SUMMIT	PORTAGE	TOTAL
1. RES/AG REAL VALUE		894,234,320	6,252,500	900,486,820
2. OTHER REAL VALUE		244,382,690	27,250	244,409,940
3. TOTAL RES/AG & OTHER REAL VALUE		1,138,617,010	6,279,750	1,144,896,760
4. PUBLIC UTILITY PERSONAL VALUE		18,478,050	123,350	18,601,400
5. TOTAL REAL & PUBLIC UTILITY VALUE		1,157,095,060	6,403,100	1,163,498,160

THIS ESTIMATE REFLECTS LESS THE PENDING EXEMPTION ASSESSED VALUATION
RES/AG REAL PENDING EXEMPTION 892,240
OTHER REAL PENDING EXEMPTION 380,600

FUND TYPE CLT FUND #	PURPOSE	Authorized by the Voters on Ballot NOVEMBER	Number of Years Levy to Run	Tax Year Begin/Ends	Collection Year Begin/Ends	Maximum Rate Authorized to be Levied	REDUCTION FACTOR		EFFECTIVE RATE TO BE LEVIED		RES/AG OTHER	RES/AG OTHER	PUBLIC UTILITY	TOTAL	ROLL BACK
							RES/AG	OTHER	RES/AG	OTHER					
GENERAL 01 00	Current Expense	Referenced 05/04/10	Cont.	10/NA	11/NA	2.00	0.197304	1.805392	1.862826	\$1,444,202	\$454,584	\$37,203	\$1,935,989	Y	
TOTALS						2.00		1.805392	1.862826	\$1,444,202	\$454,584	\$37,203	\$1,935,989		
TOTAL REAL & PUBLIC UTILITY VALUE											1,162,225,320				

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 with increase levies, and the full effective millage of replacement levies. Levies that will continue to qualify for replacement 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.



BOULEVARD STUDIOS LLC

PROPOSAL OF SERVICES

For:

**The Stow / Munroe Falls Public Library
Pavilion Project**

Submitted: July 25th, 2023



Thank you for the opportunity to propose landscape architecture services for a new pavilion at the Stow-Munroe Falls Library. It was a pleasure to meet with you and to see the pretty site that the library slated for its development. In the days since, we have built a consultant team for the scope and would therefore like to introduce you to those firms as well:

 I.A. Lewin & Assoc., structural engineering:
www.lewinandassociates.com

 Riverstone Survey, surveying and civil engineering:
www.riverstonesurvey.com

 Algebra AEC, lighting and electrical engineering:
<https://algebra.engineering/>

Boulevard Studios has also done entitlements research on the site in order to formulate a proposal that will be relatively accurate in fee, timeline, and scope. We did, however, make some preliminary design assumptions as to the nature of the pavilion structure and will propose accordingly, knowing that adjustments may have to be made should the library wish to go in another direction.

Below is a simple site plan we developed as a tool to communicate the scope with our consultants. An initial code review revealed that accessory buildings in the RB (Residential Business district) are limited to five-hundred square feet. Fortunately, this size is adequate for the programming you described during your meeting.



A structure of roughly 20' x 25' as depicted on the plan could seat up to fifty people at tables and chairs—or picnic tables—and could open to a lawn area for even larger events.

Another topic to explore is how the structure would be built, whether from a kit or from scratch. From our experience working on similar projects, we know that the costs are surprisingly similar and therefore, for the purpose of this proposal, we are suggesting that a kit product would best fit the project timeline. As we know, post-Covid disruptions in the supply chain have affected lead times on acquiring building materials, as well as their cost, and thus a kit might make for a quicker and less complicated bid and construction process. Below is an example of one such kit. There are plenty on the market that not only have a nice aesthetic on their own, but could be selected to complement that of the library and surrounding neighborhood:



All of this, of course, is up for discussion should we be awarded the project. Our approach will be phased, with some programming and conceptual design to kick off the process. We will be diligent in ensuring that the library's input and vision for the project are what ultimately drive the final product. And, knowing that the project schedule is tight—with anticipated out-to-bid to occur at the end of this year—we are proposing a fairly aggressive schedule to meet this timeline, illustrated below.

Project Timeline

July		August					September		
31	1	7	14	21	28	4	11	18	25
	w1	w2	w3	w4	w5	w6	w7	w8	w9
Contract		Schematic Design			Design Development				
	project kickoff	consults. on board	design workbook	site survey		Stow P&D meeting 12-Aug	Library Board mtg 18-Sep	Stow City Council 28-Sep	
October		November			December				
7	14	21	28	4	11	18	25	2	9
w10	w11	w12	w13	w14	w15	w16	w17	w18	w19
Construction Documents					QA/QC	Permitting and Bid		Construction Begins	
	Issue 50% 14-Oct				Issue 100% 11-Nov	Out to Bid 22-Nov	(Thanks- Bid Award giving)		

Schematic Design – Following contract execution, we will meet at once with the library to begin the design process in earnest. We will come equipped with imagery of pavilions and paving types, landscape materials, and a site concept to review and collaborate on. At this time, we will review with you any existing information about the site that the library has on hand that can be passed on to us, to help set our consultants on a path for starting their work. Riverstone will conduct their site survey at this time, as well, and we will reach out to Thorson Baker to set a path for coordinating their work with ours.

Design Development – Once we have a design direction set, we will prepare a preliminary set of plans for review with the library. This piece will be presented as a “design workbook,” although initial hard-lined drawings will be included to show the proposed site plan, pavilion elevations, and some typical details. Feedback gathered during this review will inform revisions to the plan set prior to submitting to the City of Stow for their Planning and Development review meeting. Any additional changes suggested during this meeting will be applied to the plans before going before the library’s board the following week, and before the project must seek approval from City Council the week after that.

Each consultant will develop its respective drawings, details, and technical specifications, though we will work in a communicative fashion to ensure that the drawings are coordinated among the disciplines and to eliminate potential conflicts.

Construction Documents – At this stage, the design will be set and work with our consultants can focus on preparing a “biddable” set of documents. We intend, however, to prepare a 50%-complete set for review by the library before ultimately finishing the plans and issuing for bid and permit.

Bidding and Construction Administration - Our team will serve as a partner to the library through this phase, assisting in the preparation of the documents for distribution to potential bidders and development of contracts and agreements between the library and contractors. We will help lead the pre-bid period at which we will explain project parameters, answer bidder questions, and assist in preparing any addenda that result from such. Following the bidding period, we will meet with the City for tabulation and analysis of the bids in an effort to select the “lowest and best” contractor for the proposed work.

During construction, we will meet regularly on site with the contractor to ensure quality of work and to address questions as they arise. We will serve as an intermediary between the library and the contractors in order to communicate work progress, coordinate site circulation and service, schedule inspections, etc.

FEES FOR SERVICE

Our fee represents an approximate number of hours estimated for each phase of work at staff rates for each firm, detailed in this proposal. Should a scope expansion be required, we will apply necessary staff at their hourly rate to a pre-established, not-to-exceed, additional services fee.

Boulevard Studios (Project Management, Design, Production)

Schematic Design	\$2,000.00
Design Development	\$4,000.00
Construction Documents	\$3,000.00
Construction Administration	\$2,000.00

I.A. Lewin & Assoc.

Pavilion foundation, specifications, and structural reviews	\$1,250.00
---	------------

Riverstone Survey

Topographic survey	\$1,750.00
Civil engineering and sitework	\$6,750.00

Algebra AEC

Electrical and lighting design	\$2,500.00
--------------------------------	------------

TOTAL FEE:	\$23,250.00
-------------------	--------------------

BOULEVARD STUDIOS' REIMBURSABLE RATES

In-house printing cost for Black and White copies, 8-1/2"x11" in size:	\$0.15 per each
In-house printing cost for Black and White copies, 11"x17" in size:	\$0.30 per each
In-house printing cost for Color copies, 8-1/2"x11" in size:	\$1.00 per each
In-house printing cost for Color copies, 11"x17" in size:	\$2.00 per each
Cost for large format Black and White prints/plots:	\$0.20 per sq. ft.
Cost for large format Color prints/plots:	\$2.00 per sq. ft.
Travel:	\$0.555 per mile

Additional Services:

Should the project require more hours and cost due to additional services, modifications to the services as outlined in this proposal, or expenses related to the project, the Landscape Architect shall be compensated for their time and/or expenses as an additional service, at the hourly rate stated above. Additional services shall be requested and authorized in writing in advance by the Client.

Terms:

The Landscape Architect shall perform its services consistent with the professional skill and care ordinarily provided by professionals practicing in the same or similar locality under the same or similar circumstances. The Landscape Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

The Landscape Architect shall maintain the following insurance for the duration of this Agreement: Professional Liability: \$100,000.00/claim, \$200,000/aggregate

Client agrees, to the fullest extent permitted by law, to limit the liability of the Landscape Architect and its officers, staff, and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and its officers, staff, and subconsultants shall not exceed \$23,250.00, or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

The Landscape Architect shall indemnify and hold the Client and its officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, but only to the extent they are caused by the negligent acts or omissions of the Landscape Architect, its employees and its consultants in providing professional services under this Agreement.

The Client shall indemnify and hold the Landscape Architect and its officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, but only to the extent they are caused by the negligent acts or omissions of the Client, its employees and its other consultants in the performance of professional services under this Agreement.

If the claim, dispute or other matter in question arising out of or related to this Agreement is unrelated to a dispute between the Owner and Client, or if the Landscape Architect is legally precluded from being a party to the dispute resolution procedures set forth in the Prime Agreement, then claims, disputes or other matters in question shall be resolved in accordance with this paragraph. Any such claim, dispute or matter in question shall be subject to mediation as a condition precedent to binding dispute resolution.

This Agreement may be terminated by either party upon not less than seven day's written notice. In the event of termination, the Consultant shall be compensated for the actual cost of services based on the Consultant's accounting records performed prior to termination, together with Reimbursable Expenses then due.

This Agreement shall be governed by the laws of the State of Ohio.

I am sure you are eager to get started. When you are ready, please confirm your understanding and agreement to these terms by signing below. Thank you so much for this opportunity to work with the Stow-Munroe Falls Library.



Sincerely,
BOULEVARD STUDIOS LLC

Christine A. Meske, PLA, LEED AP
Owner / Principal Landscape Architect

CC: BSLLC file