

**STOW-MUNROE FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Monday April 16, 2012**

**CALL TO ORDER**

The meeting was called to order at 7:00 pm by Tom Shubert, Vice President.

**PRESENT**

Rick Archer, Tom Shubert, Vice President; Craig Mancuso, Secretary; Ron Antal, Christina Gary, Ken Gessford

**ABSENT**

David Renninger, President

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

No public present.

**MINUTES**

**MOTION NO. 120416-1 APPROVE MARCH 19, 2012 MINUTES**

Archer moved, Gessford seconded:

RESOLVED: That the Board Minutes of March 19, 2012 regular meeting be accepted and approved.

All were in favor.

Motion carried.

**FINANCE**

**MOTION NO. 120416-2 APPROVE MARCH TREASURER’S REPORT**

Archer moved, Gary seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for March 2012.

MTD BANK REPORT FOR MONTH 03-STOW-MUNROE FALLS PUB LIB

| BANK | DESCRIPTION                    | Begin Mo Bal      | MTD Deposit       | MTD Withdrawal    | MTD Tran In | MTD Tran Out | Balance             |
|------|--------------------------------|-------------------|-------------------|-------------------|-------------|--------------|---------------------|
| 1    | MAIN CHECKING ACCOUNT          | 229,333.33        | 450,439.68        | 201,244.00        | 0           | 0.00         | 478,529.01          |
| 2    | PAYROLL CHECKING ACCOUNT       | 0                 | 0                 | 0                 | 0           | 0            | 0.00                |
| 4    | BUILDING PROJECT CHECKING ACCT | 0                 | 0                 | 0                 | 0           | 0            | 0.00                |
| 9    | IMPREST FUNDS                  | 300               | 0                 | 0                 | 0           | 0            | 300.00              |
| 20   | CERTIFICATES OF DEPOSIT        | 0                 | 0                 | 0                 | 0           | 0            | 0.00                |
| 21   | STAR OHIO - INVESTMENTS        | 348,576.06        | 17.41             | 0                 | 0.00        | 0            | 348,593.47          |
| 24   | STAR OHIO BLDG - INVESTMENTS   | 274,829.67        | 13.73             | 0                 | 0           | 0            | 274,843.40          |
|      |                                | <b>853,039.06</b> | <b>450,470.82</b> | <b>201,244.00</b> | <b>0.00</b> | <b>0.00</b>  | <b>1,102,265.88</b> |

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

AYES: Gary, Gessford, Mancuso, Antal, Archer, Shubert

NAYS:

Motion carried.

**MOTION NO. 120416-3 ACKNOWLEDGE 2012 LOCAL TAXES: REAL/PERSONAL AND STATE SOURCES: HOMESTEAD ROLLBACK**

Antal moved, Mancuso seconded:

RESOLVED: That the Board of Trustees acknowledges a decrease of \$1,988.00 in 2012 Local Taxes: Real and State Sources (-\$1754.00): Homestead Rollback (-\$234.00) per Summit County Budget Commission Certification of Tax Levy – revised estimate dated March 2, 2012 from the Summit County Fiscal Office stating:

|                     |                                  |
|---------------------|----------------------------------|
| Local Taxes:        |                                  |
| Real                | \$1,622,990                      |
| State Sources:      |                                  |
| Homestead, Rollback | <u>\$ 198,118</u>                |
| Total               | \$1,821,108 (See copy attached.) |

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

AYES: Gessford, Mancuso, Antal, Archer, Gary, Shubert

NAYS:

Motion carried.

## **PROGRAM**

### **DIRECTOR'S REPORT**

#### **MOTION NO. 120416-4 ACCEPT THE DIRECTOR'S REPORT**

Mancuso moved, Archer seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of March 2012.

Mr. Dotterer stated the Reference Department completed its 1000<sup>th</sup> passport application in April.

Mr. Dotterer stated he was working on different options to fix the flooding issues concerning Bert's Garden.

Mr. Dotterer stated the library had an individual viewing potential pornography. The police were alerted, and apprehended the individual and hard drive. Until the investigation is complete, Mr. Dotterer stated the individual is not welcome in the library.

All were in favor.

Motion carried.

## **DISCUSSION ITEMS**

Mrs. Gary inquired if the Library discussed the issue of having a Fine Free or Amnesty Day so patrons may return long overdue library materials without paying fines. Mr. Dotterer stated the library is reviewing this issue.

## **BOARD COMMITTEES**

### **BUILDING & GROUNDS**

Mr. Gessford stated he met with Mr. Dotterer to discuss the flooding garden. Mr. Gessford stated he would call a Building & Grounds Committee in the near future.

FINANCE

Mr. Archer stated the Finance Committee met prior to the Library Board Meeting. Mr. Archer stated the Finance Committee recommends:

**MOTION NO. 120416-5 APPROVE 2013 ASKING BUDGET**

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RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2013 Asking Budget.

| REVENUE                         | ACT 2010           | ACT 2011           | ASK 2012           | 2012 BUDGET        | ASK 2013           |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| PROPERTY TAXES                  | \$897,455          | \$1,966,888        | \$1,977,617        | \$1,821,108        | \$1,821,108        |
| PLF (PUBLIC LIBRARY FUNDS)      | \$982,282          | \$1,021,607        | \$1,010,000        | \$974,300          | \$1,010,000        |
| PATRON FINES/FEES               | \$80,173           | \$80,785           | \$77,000           | \$71,000           | \$77,000           |
| EARNINGS ON INVESTMENTS         | \$620              | \$339              | \$1,000            | \$1,000            | \$1,500            |
| GIFTS/DONATIONS                 | \$9,089            | \$1,326            | \$5,000            | \$500              | \$5,000            |
| MISCELLANEOUS                   | \$10,066           | \$28,825           |                    | \$2,500            | \$2,500            |
| PASSPORTS                       |                    |                    |                    | \$20,000           | \$25,000           |
| TRANSFER-INS                    |                    | \$240,000          |                    |                    |                    |
| <b>TOTAL REVENUE</b>            | <b>\$1,979,685</b> | <b>\$3,339,770</b> | <b>\$3,070,617</b> | <b>\$2,890,408</b> | <b>\$2,942,108</b> |
| <b>DISBURSEMENTS</b>            | <b>ACT 2010</b>    | <b>ACT 2011</b>    | <b>ASK 2012</b>    | <b>2012 BUDGET</b> | <b>ASK 2013</b>    |
| <i>SALARIES/BENEFITS</i>        |                    |                    |                    |                    |                    |
| Total salaries/benefits         | \$1,486,883        | \$1,630,336        | \$1,815,302        | \$1,856,544        | \$1,826,550        |
| <i>SUPPLIES</i>                 |                    |                    |                    |                    |                    |
| Total supplies                  | \$28,401           | \$50,569           | \$70,000           | \$57,500           | \$70,000           |
| <i>PURCHASED/CONTRACTED SER</i> |                    |                    |                    |                    |                    |
| Total purchased/contracted ser  | \$266,103          | \$365,288          | \$370,749          | \$399,622          | \$400,000          |
| <i>MATERIALS</i>                |                    |                    |                    |                    |                    |
| Total materials                 | \$249,681          | \$366,387          | \$455,000          | \$375,000          | \$475,000          |
| <i>CAPITAL OUTLAY</i>           |                    |                    |                    |                    |                    |
| Total capital outlay            | \$8,256            | \$102,197          | \$45,000           | \$92,000           | \$57,000           |
| <i>DEBT SERVICE</i>             |                    |                    |                    |                    |                    |
| Total debt service              | \$0                | \$0                | \$0                | \$0                |                    |
| <i>OTHER OBJECTS</i>            |                    |                    |                    |                    |                    |

|                                  |                    |                    |                    |                    |                    |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Total other objects              | \$7,211            | \$9,945            | \$15,000           | \$12,550           | \$15,000           |
|                                  |                    |                    |                    |                    |                    |
| <i>CONTINGENCY</i>               |                    |                    | \$92,200           | \$70,570           | \$88,263           |
|                                  |                    |                    |                    |                    |                    |
| <i>TRANSFER OUT</i>              |                    | \$0                | \$0                | \$64,000           |                    |
|                                  |                    |                    |                    |                    |                    |
| <i>TRANSFER TO BUILDING FUND</i> |                    | \$240,000          | \$207,366          |                    | \$10,295           |
| <b>Total General Fund</b>        | <b>\$2,046,535</b> | <b>\$2,764,722</b> | <b>\$3,070,617</b> | <b>\$2,927,786</b> | <b>\$2,942,108</b> |

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

AYES: Antal, Archer, Gary, Gessford, Mancuso, Shubert

NAYS:

Motion carried.

#### HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

#### LEGISLATION/RULES

Mr. Antal stated nothing to report.

#### LONG RANGE PLANNING

Mr. Shubert stated nothing to report.

#### TECHNOLOGY

Mr. Shubert stated nothing to report.

#### RECORDS COMMISSION

Mrs. Sutherland stated nothing to report.

**NEW BUSINESS**

**MOTION NO. 120416-6 ACKNOWLEDGE LEAVE OF ABSENCE**

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Gary moved, Mancuso seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Barbara Richards: Intermittent Family Medical Leave to begin on  
February 24, 2012 through February 23, 2013.

Per Employee Policy #030922-6 Family (Maternity/Paternity)/Medical Leave:

However, an employee may use this leave on an **intermittent basis** or **reduced leave schedule** (i.e., less than a full-time basis), when medically necessary or if the employee is needed to care for a family member with a serious medical condition.

All were in favor.

Motion carried.

**MOTION NO. 120416-7 ADJOURNMENT**

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Mancuso moved, Archer seconded to adjourn the meeting at 7:45 pm.

All were in favor.

Motion carried.

Secretary

Board Vice President

Linda Sutherland  
Fiscal Officer

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

POLITICAL ENTITY: **Slow-Munroe Falls Public Library (Summit & Portage Counties)**  
 REVISED ESTIMATE

Tax Year 2011/Collection Year 2012

THE VALUATIONS AND TAX RATES HAVE BEEN UPDATED TO REFLECT TAX YEAR 2011/COLLECTION YEAR 2012

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

Date: March 2, 2012

|                                      | SUMMIT      | PORTAGE   | TOTAL       |
|--------------------------------------|-------------|-----------|-------------|
| 1. RES/AG REAL VALUE                 | 704,192,550 | 3,431,820 | 707,624,370 |
| 2. OTHER REAL VALUE                  | 192,790,120 | 24,120    | 192,814,240 |
| 3. TOTAL RES/AG & OTHER REAL VALUE   | 896,922,670 | 3,455,940 | 900,378,610 |
| 4. PUBLIC UTILITY PERSONAL VALUE     | 10,133,770  | 41,500    | 10,175,270  |
| 5. TOTAL REAL & PUBLIC UTILITY VALUE | 907,056,440 | 3,497,440 | 910,553,880 |

| FUND TYPE<br>CLT FUND # | PURPOSE            | Authorized<br>By<br>the<br>Voters<br>on<br>MODAYR | Number<br>of<br>Years<br>Levy<br>to<br>Run | Tax Year    |             | Collection<br>Year | Maximum<br>Rate<br>to<br>be<br>Levied | REDUCTION<br>FACTOR  |                      | EFFECTIVE<br>RATE TO<br>BE LEVIED |           | *Slow-Munroe Falls CSD |             |  |  |  |  |
|-------------------------|--------------------|---|--|-------------|-------------|--------------------|---------------------------------------|----------------------|----------------------|-----------------------------------|-----------|------------------------|-------------|--|--|--|--|
|                         |                    |   |  | Begins/Ends | Begins/Ends |                    |                                       | RES/AG<br>OTHER      | RES/AG<br>OTHER      | RES/AG                            | OTHER     | PUBLIC UTILITY         | TOTAL       |  |  |  |  |
| GENERAL<br>01 00        | Current<br>Expense | Replaces/Inc.<br>05/04/10                         | Cont.                                      | 10/NA       | 11/NA       |                    | 2.00                                  | 0.000000<br>0.000000 | 2.000000<br>2.000000 | \$1,415,129                       | \$385,628 | \$20,351               | \$1,821,108 |  |  |  |  |
| TOTALS                  |                    |   |  |             |             |                    | 2.00                                  |                      | 2.000000<br>2.000000 | \$1,415,129                       | \$385,628 | \$20,351               | \$1,821,108 |  |  |  |  |