

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday October 19, 2020

CALL TO ORDER

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

PRESENT

Craig Mancuso, Vice President; Angela Daniel, David Renninger, Secretary; Tom Shubert, President; Sara Kline, Pastor Brad Jagger, Rich Bedell

ABSENT

OTHERS PRESENT

Gale Koritansky, Director, Linda Sutherland, Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 201019-1 APPROVE SEPTEMBER 21, 2020 MINUTES

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of September 21, 2020 regular meeting be accepted and approved.

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

AYES: Daniel, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 201019-2 APPROVE SEPTEMBER TREASURER’S REPORT

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for September 2020.

MTD Bank Report for Year 2020 Month 09 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	789,773.64	574,582.10	252,853.04	0.00	200,000.00	911,502.70
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	469,585.31	103.90	0.00	200,000.00	0.00	669,689.21
0024	STAR OHIO BLDG - INVESTMENTS	80,255.86	14.95	0.00	0.00	0.00	80,270.81
0029	STAR PLUS OHIO - INVESTMENTS	535,214.62	109.98	0.00	0.00	0.00	535,324.60
8 Banks		1,875,129.43	574,810.93	252,853.04	200,000.00	200,000.00	2,197,087.32

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

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

MOTION NO. 201019-3 ADVANCES OF LOCAL TAXES

Mancuso moved, Jagger 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 2021.

Section III. That the authorization herein conferred shall extend to any advances that may be requested during the calendar year 2021.

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: Kline, Mancuso, Renninger, Bedell, Daniel, Jagger, Shubert

NAYS:

Motion carried.

**MOTION NO. 201019-4 ACCEPT SUMMIT COUNTY BUDGET COMMISSION
CERTIFICATION**

Jagger moved, Kline 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: Mancuso, Renninger, Bedell, Daniel, Jagger, Kline, Shubert

NAYS:

Motion carried.

MOTION NO. 201019-5 APPROVE ALLOCATED 2021 PLF MONIES

Kline moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the 6.23808% of estimated PLF (Public Library Funds) monies for Summit County allocated to Stow-Munroe Falls Public Library for 2021 as agreed and voted on by the Library Trustees Council of Summit County on October 8, 2020.

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

AYES: Renninger, Bedell, Daniel, Jagger, Kline, Mancuso, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 201019-6 ACCEPT DIRECTOR'S REPORT

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of September 2020.

Mr. Shubert requested the monthly report from the Systems Department be included in the Director's report.

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

AYES: Bedell, Daniel, Jagger, Kline, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

There are no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Mrs. Kline stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met this evening and the Fiscal Officer presented her reports. Mr. Bedell said the library is within budget and there was adequate funds remaining.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Fiscal Officer are to be completed for the November Board meeting. Mr. Mancuso said he would email the Department Heads the evaluation for the Fiscal Officer.

LEGISLATION/RULES

Mrs. Kline stated the Legislation/Rules Committee recommends the following:

MOTION NO. 201019-7 AMEND LIBRARY CARD REGISTRATION BOARD POLICY

RESOLVED: That the Board of Trustees amends the Library Card Registration Board Policy to read as:

The Stow-Munroe Falls Public Library is an independent library. Library cards are not interchangeable among other libraries. Patrons 18 years of age and older must present a picture ID with a current address. If the ID does not have the current address posted; the patron must provide one of the following:

- 1) personal check
- 2) lease
- 3) piece of mail forwarded by the post office (with the current address on it or anything with the patron's name and address in an official manner)

If a patron is unable to produce the required ID, the patron will be mailed a postcard. The patron will receive a library card when the postcard is returned to the library as proof of address.

Patrons under 18 must be accompanied by a parent or guardian and have the signature of a parent or legal guardian to obtain a card. Parents or legal guardians may choose to restrict their children under 18 from using the Internet or checking out videos/DVDs or videogames.

A Digital Library Card is available for Ohio residents.

What is a Digital Library Card?

The Digital Library Card is a virtual library card that will give you access to all of the library's digital resources –

- *ebooks*
- *eaudiobooks*
- *digital magazines*
- *digital movies*
- *downloadable & streaming music*
- *digital TV shows*
- *online classes*
- *research tools & databases*

What can't I do with my Digital Library Card?

- *check out books, audiobooks, DVDs, or other physical items at the library*
- *place holds on these items in our catalog*
- *request items through and check out materials from SearchOhio / OhioLink*
- *access public computers at the library*

Who may get a Digital Library Card?

- ***must be a permanent resident in Ohio***
- ***must be 18 years of age***
- ***must not have a physical library card with SMFPL***

You may only have one type of a library card with SMFPL:

- ❖ ***a full-service library card that allows access to everything the library owns, or***
- ❖ ***a digital library card that provides you with full access to all of our digital resources.***

If you already have a full-service card, you will not be able to register for a Digital Library Card. However, you may upgrade your digital library card to a full service card when the library is open.

Please Note: If you have lost your physical library card, you will need to contact the library about a replacement.

Register for a Digital Library Card here (link to form under the word here).

Please provide a current, working email address. This is where your new Digital Library Card number and PIN will be sent. Since you will not have a physical card, you may want to save the email, or write down your Digital Library Card and PIN number in a safe place.

Your new Digital Library Card will be good for 2 years. At that time, you may renew it by contacting the library or you may upgrade to a full-service card.

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

AYES: Daniel, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 201019-8 AMEND PATRON BEHAVIOR BOARD POLICY

RESOLVED: That the Board of Trustees amends the Patron Behavior Board Policy to read as:

The Stow-Munroe Falls Public Library staff welcomes all patrons.

However, you may be asked to leave the library, if you engage in behaviors that include, but are not limited to, the following:

- ~~Animals are prohibited~~ ***Bringing animals*** inside the library, ~~except~~ ***with the exception of*** service animals or ***those*** that are part of a library-sponsored program-

- Any ~~other~~ illegal activity that violates federal, state, and/or **local** law
- **Use of any** electronic devices ~~used~~ at a disruptive noise level
- Disorderly conduct
- Disrespect of **toward** staff and patrons. Behaviors include, but are not limited to abusive, profane, vulgar, threatening, or excessively loud language or gestures
- Beverages **without** a lid ~~are permitted~~
- Entering nonpublic workspaces or office areas
- Loitering, excessive, aimless, **or** restless roaming
- Misuse of, tampering ~~with~~, damage, ~~to~~ or destruction, or vandalism of library property, including **computer hardware and/or** ~~tampering with, altering, editing, or damaging computer hardware and/or~~ software
- Failing to leave the library promptly at closing
- **Bathing**, shaving, tooth brushing, **or washing clothes** ~~is allowable~~ inside the restrooms
- **Roughhousing**, rowdiness, running in the library, fighting, or wrestling
- Sexual **conduct** or **misconduct**
- Sleeping
- Soliciting and/or panhandling library patrons or staff
- Theft
- Throwing items
- Trespassing
- Unauthorized use of photography, video, and recording within the library
- Unsuitable dress. Clothing and shoes must be worn at all times
- Use or display of items not intended for public display
- Use of tobacco, alcohol, or illegal drugs, electronic cigarettes (or e-cigarettes), electronic vaping devices, personal vaporizers (PV), or electronic nicotine delivery systems (ENDS) which simulate tobacco smoking
- ~~Using~~ **Use of rollerblades**, roller skates, shoes with rollers on bottom, **skateboards**, or other sports equipment **on library property** ~~inside the library.~~
- ~~Using~~ **Use of** sports equipment in a manner which causes or could cause damage or harm to library property or patrons ~~is prohibited.~~

Patrons are responsible for their personal belongings.

Persons should use the restroom for the gender by which they identify, with the exception of a caregiver assisting ~~with~~ a small child, a person with disability, or **an** elderly adult. An all-gender restroom is available on the second floor of the library.

Children under the age of twelve (12) may not be left in the library without direct supervision. If it comes to the attention of the library staff that a child under twelve has been left unattended, an attempt will be made to contact the parent/caregiver to pick up the child. If the parent/caregiver cannot be reached, the police will be called.

Violations of this policy may result in being denied access **to the library** on a temporary or permanent basis. ~~to the library~~ Use of the library and reinstatement of privileges are by **the** Director's permission only.

Police may be contacted for violation(s) of the Patron Behavior Policy.

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

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

MOTION NO. 201019- 9 AMEND SAFETY DEPOSIT BOX BOARD POLICY

RESOLVED: That the Board of Trustees amends the Safety Deposit Box Board Policy to read as:

The Board of Trustees approves authorization for the Fiscal Officer, deputy Fiscal Officer, Director, and ~~automated Head Library Systems Librarian Administrator~~ to access the safety deposit box at ~~First Merit~~ **Huntington National** Bank for the use of storage of ~~back-up tapes~~ for the library's automation and finance systems ~~as well as board meeting tapes~~. Two signatures *are* required to access.

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

AYES: Kline, Mancuso, Renninger, Bedell, Daniel, Jagger, Shubert

NAYS:

Motion carried.

MOTION NO. 201019-10 AMEND TERMINATION OF EMPLOYMENT POLICY

RESOLVED: That the Board of Trustees amends the Termination of Employment Employee Policy to read as:

Disciplinary Actions

The goal of the disciplinary actions is to improve the employee's behavior and/or performance.

Any employee's behavior that violates library rules or that, in the opinion of the Library Administration and/or Library Board, interferes with, or adversely affects Library business is within sufficient grounds for disciplinary action.

A disciplinary action can range from coaching to termination. Our general policy is to take disciplinary steps in the following order:

- ***Coaching or Verbal Warnings***
- ***Written Warnings***
- ***Final Written Warnings***
- ***Termination***

However, the Library Administration and Library Board reserve the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps, or to create new or additional disciplinary steps. The Library is considered by the State of Ohio to be an “at-will” employer, meaning that either the employee or the employer may sever the relationship at any time for any reason or no reason. In choosing the appropriate disciplinary measure, we may consider any number of factors, including:

- *The seriousness of the behavior*
- *The history of misconduct or performance problems*
- *The employee’s employment records*
- *The employee’s ability to correct behavior*
- *Action the library has taken to respond to similar behavior by other employees*
- *How the behavior affects the library, its customers, and coworkers, and*
- *Any other circumstance related to the nature of the behavior, your employment with the library, and the effect of your behavior on the library.*

The Library will give these considerations whatever right we deem appropriate. Depending on the circumstances, we may give some consideration more weight than others—or no weight at all.

Termination of Employment

~~Termination of employment may result from a history of employee performance-related problems, or may be based upon a single event.~~

Events or conditions which may lead to termination based upon a **single event** include, but are not limited to, substance abuse, theft, making false statements on his/her employment application, intentional falsification of one’s time sheet, insubordination, use of abusive language either with the public or staff, willful destruction of Library property or premises, fighting, threatening the public or staff with bodily harm, abuse of the authority of the employee’s position or job classification, improper acts of moral conduct, and any other like act which warrants termination of employment

Termination of employment is immediate and the terminated employee shall not receive compensation for time worked beyond the day on which the notice of termination is issued. *All accrued holiday and vacation leave shall, however, be paid to the terminated employee.

At the discretion of the Director, the employee may be put on leave (paid/unpaid) pending the outcome of a timely investigation (if an investigation is required). Final judgment of termination is reserved to the Director, ***but may be appealed to the*** ~~or~~ Board of Trustees ~~at the~~ Director’s request.

Any action or suit against Stow-Munroe Falls Public Library or its agents arising out of my employment or termination of employment including, but not limited to, claims arising under the Age Discrimination in Employment Act, Equal Pay Act, Fair Labor Standards Act, Americans

With Disabilities Act, Ohio Fair Employment Practices Law, and all other State or Federal statutes relating to employment or civil rights, must be brought within 180 days of the event

giving rise to the claims or forever be barred. This section does not apply where a statute of limitations less than 180 days is applicable to the claim. Any and all limitation periods greater than 180 days are waived.

~~{The Board of Trustees of the Stow Munroe Falls Public Library, upon the recommendation of the Director, reserves the right to reduce staff or eliminate positions of any job classification due to financial exigencies, changes in library service, realignment or reorganization of functions or the adoption of new methods.}~~

* For information on Termination Benefits – see COBRA Policy in this manual

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

AYES: Mancuso, Renninger, Bedell, Daniel, Jagger, Kline, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will not meet until January 2021.

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. 201019-11 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: Renninger, Bedell, Daniel, Jagger, Kline, Mancuso, Shubert

NAYS:

Motion carried.

NEW BUSINESS

Mr. Shubert appointed, Pastor Jagger, Chair, and Angela Daniel as members of the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2021.

MOTION NO. 201019-12 APPROVE LIBRARY CLOSINGS

Kline, moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approve closing the library on the following dates:

- Friday November 27, 2020
- Saturday December 26, 2020
- Saturday January 2, 2021

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

AYES: Bedell, Daniel, Jagger, Kline, Mancuso, Renninger, Shubert
NAYS:

Motion carried.

MOTION NO. 201019-13 ADJOURNMENT

Mancuso moved, Renninger seconded to adjourn the meeting at 7:30pm.

All were in favor. Motion carried.

Secretary Board President

Linda Sutherland
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 2020/Collection Year 2021

THE VALUATIONS AND TAX RATES REFLECT TAX YEAR 2019/COLLECTION YEAR 2020

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

Date: September 3, 2020

	SUMMIT	*PORTAGE	TOTAL
1. RES/AG REAL VALUE	774,189,530	4,045,540	778,235,070
2. OTHER REAL VALUE	203,562,110	27,080	203,609,190
3. TOTAL RES/AG & OTHER REAL VALUE	977,771,640	4,072,620	981,844,260
4. PUBLIC UTILITY PERSONAL VALUE	15,114,440	63,220	15,177,660
5. TOTAL REAL & PUBLIC UTILITY VALUE	992,886,080	4,135,840	997,021,920

THIS ESTIMATE REFLECTS LESS THE PENDING EXEMPTION ASSESSED VALUATION:
RES/AG REAL PENDING EXEMPTION 59,140
OTHER REAL PENDING EXEMPTION 566,840
TOTAL REAL & PU LESS PENDING EXEMPTION VALUE **996,395,940**

FUND TYPE CLT FUND #	PURPOSE	Authorized by the Voters on Ballot MO/DA/YR	Number of Years Levy to Run	Tax Year	Collection Year	Maximum Rate Authorized to be Levied	REDUCTION FACTOR	EFFECTIVE RATE TO BE LEVIED	RES/AG	OTHER	PUBLIC UTILITY	TOTAL	ROLL BACK
				Begins/Ends	Begins/Ends		RES/AG OTHER	RES/AG OTHER					
GENERAL 01 00	Current Expense	Replace/Inc. 05/04/10	Cont.	10/NA	11/NA	2.00	0.078211 0.000000	1.843578 2.000000	\$1,434,628	\$406,085	\$30,355	\$1,871,068	Y
TOTALS						2.00		1.843578 2.000000	\$1,434,628	\$406,085	\$30,355	\$1,871,068	

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 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 Linda Sutherland 330-688-3295 ext 112 Stow-Munroe Falls Public Library
 Name of Political Subdivision Unit Contact Person Telephone Location of Records

3512 Darrow Rd Stow, OH 44224 Summit sutherland@smfpl.org
 Address City Zip Code County Email

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 330-688-3295 ext 112
 Title Telephone Number

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	1/1/2017	12/31/2017	1/28/2021	
Contracts, Leases - Insurance Policies/Bonds	NON-12	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/28/2021	
Contracts, Leases - Leases - equipment	NON-13	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/28/2021	
Employee Files-Employment applications (not hired)	NON-16	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/28/2021	
Financial - Accounts payable ledger	NON-17	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Appropriation ledger	NON-18	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Bank deposit receipts	NON-19	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Bank statements (general)	NON-20	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Bank statements (payroll)	NON-21	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Cancelled checks	NON-22	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Cash journal	NON-23	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Check registers	NON-24	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Inventories	NON-26	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Invoices (vouchers)	NON-28	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Purchase orders/requisitions	NON-29	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Receipt journals	NON-30	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Tax Budgets (County)	NON-31	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Financial - Time sheets	NON-32	12/17/2007	Paper	N/A	1/1/2009	12/31/2009	1/28/2021	
Miscellaneous - Consultant reports	NON-36	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2021	
Miscellaneous - Correspondence (informative)	NON-37	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/28/2021	
Miscellaneous - Grant files	NON-39	12/17/2007	Paper	N/A	1/1/2014	12/31/2014	1/28/2021	
Miscellaneous - Meeting Room applications	NON-41	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/28/2021	
Miscellaneous - Survey reports	NON-42	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2021	
Miscellaneous - Unusual Occurrence reports	NON-45	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/28/2021	