



Board of Trustees Annual and Regular Meeting - February 12, 2026

4:00 pm at Michael Kusalaba Library

I. Call to Order - Annual Meeting	C Weimer
II. Election of Trustees Motion to re-elect trustee members, whose terms expired, for an additional 3 years 1. D. Crawford 2. J. Meehan 3. T. Bresnahan 4. R. Strollo 5. J. Gillespie	M Sallee
III. Nomination of Officers Motion for Election of Officers for terms expiring 2026 1. President - Carole Weimer 2. Vice-President - Mariel Sallee 3. Board Secretary - Denise Glinatis Bayer	M Sallee
IV. Recognition of Tina McBane's service as Board Secretary 2602 Tina McBane Board Resolution.pdf - 4	C Weimer
V. Adjournment of Annual Meeting and Open Regular Meeting	C Weimer
VI. Minutes Motion to approve the minutes of the December 11, 2025 meeting as written and distributed Board of Trustees Meeting 12.11.25.docx - 5	C Weimer
VII. Chief Financial Officer's Report Motion to approve 1. CFO Report - February 2026 Fiscal Officer's Report 2.12.26.pdf - 38 2. Annual Trust Fund Summary - 2025 Restricted & Unrestricted Trust Funds 2.12.26.pdf - 52	M Mrofchak M Mrofchak M Mrofchak

3. Annual Listing of Donations - 2025	M Mrofchak
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VIII. Director & Chief Executive Officer's Report	A Fifarek
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IX. Committee Reports	
1. President's Update	C Weimer
A. 2026 Tentative BOT & Committee Meetings Schedule.xlsx - 74	
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2. Nominating Committee Update	M Sallee
3. Finance, Audit and Investment Committee Motion to approve	J Meehan
A. Approval of 2025 Revised Appropriations	
a. General Fund	
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b. Building & Repair Fund	
c. Technology Development Fund	
B. Approval of the 2026 Permanent Appropriations	
a. General Fund	
b. Building & Repair Fund	
c. Technology Development Fund	
C. Motion to adopt the proposed resolution to request advances from the 2026 collections of real estate property taxes	
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D. Transfer of Monies Between Library Funds	J Meehan
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4. Bylaws Committee Bylaws and Resolutions	D Bayer
A. Cybersecurity Bylaw & Resolution	D Bayer
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B. Code of Regulations	D Bayer
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5. Building and Sites Committee	R Strollo
Update	
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E. 2026 Struthers Project Approval Request.docx - 148	
6. Development Committee	A
Update	Blackann
7. Executive Committee	C Weimer
Update	
X. Report from Legal Counsel	M
	Boetcher
XI. Items Too Late for the Agenda	C Weimer
XII. Appointments, Transfers, Resignations, etc.	C Weimer
Motion to approve	
February 12 2026 Transfers.xlsx - 149	
XIII. Public Comments	C Weimer
1. Larry Bartos	
2. Mayor Tim Sicafuse	
3. Ellen Zlotnick	
4. Alexander Lamb	
XIV. Adjournment	C Weimer
Motion to adjourn	

RESOLUTION

Whereas... Tina McBane began her PLYMC career in February 2002 as a member of the Fiscal Department and began service as Board of Trustees Secretary.

Whereas... Tina was instrumental in modernizing the record keeping mechanisms needed for the PLYMC Board of Trustees.

Whereas... In 2020, Tina adapted meeting logistics and scheduling protocols to accommodate the COVID Pandemic, most of which are still in place as of 2026

Whereas... Tina led the effort to implement the Board Effect software, ensuring that all scheduling and Board of Trustees records were stored digitally as well as in secure locations.

Whereas... Tina McBane served as Board Secretary with distinction for 24 years, serving from February 2002 until February 2026.

Now, Therefore, Be It Resolved, Tina McBane has been an instrumental part of the PLYMC Board of Trustees since her addition to the Board in 2002, and her contributions to the logistics and management of the Board of Trustees' needs are innumerable.

Be It Further Resolved, by the Board of Trustees of the Association, that the following resolution be spread upon the minutes of the Association, shared with Tina McBane and her colleagues.

ADOPTED: February 12, 2026

PRESIDENT, LIBRARY BOARD OF TRUSTEES



Board of Trustees Meeting

December 11, 2025

4:00 p.m.

Newport Library

In Attendance: D. Bayer, A. Blackann, A. Duskey, T. Frost, J. Gillespie, J. Meehan, M. Morrone, M. Sallee, J. Stock, R. Strollo, J. Viano, C. Weimer, M. Boetcher, R. Meacham, A. Fifarek – Director & Chief Executive Officer, M. Mrofchak – Chief Financial Officer, T. McBane – Deputy Fiscal Officer & Board Secretary, Staff, Concerned Citizens and Members from the Press

Absent: T. Bresnahan, D. Crawford, Jamael Tito Brown

Call to Order: C. Weimer called the meeting to order at 4:00 p.m. A moment of silence was observed to honor the legacy of Carlton Sears, Director of the Library from 1997 to 2012, who passed away recently.

Minutes: C. Weimer presented the minutes for the September 11, 2025, meeting for approval as written and distributed. T. Frost motioned to approve. M. Sallee seconded the motion. All members present approved. Motion was carried.

Chief Financial Officer's Report: M. Mrofchak presented December 11, 2025, CFO Report for approval.

Receipts in the General Fund through October 31st were \$20,046,902.65. The two major components of revenue within the General Fund are real estate collections (account #1210) which were \$9,472,745.08 and corresponding homestead/rollback reimbursements, which were \$876,973.34 (account #2210) and the Public Library Fund (account #2200), which was \$8,748,499.28.

A comparison of actual PLF revenues to estimates for the period July 2025 through December 2025 shows a total average decrease in funding during this period of 8%. The Library will receive an updated estimate of 2026 PLF funding this month.

Adding receipts to the balance forward brought the total available for expenditure to \$32,839,740.17. Expenditures thus far were \$17,890,688.71 with an additional amount reserved through encumbrances for outstanding obligations of \$2,560,271.16.

The Building and Repair Fund posted receipts of \$514,456.43 through October 31st from investment income. Adding receipts to the balance forward brought the total available for expenditure to \$24,063,291.55. Expenses in the fund were for investment fees and costs associated with various building improvements in the amount of \$508,063.29 with an additional amount encumbered for projects of \$1,370,077.67.

The Technology Development Fund posted receipts of \$19,181.06 through October 31st from E-rate reimbursements and investment income. The balance forward brought the total available for

expenditure to \$4,157,410.14. Expenses in the fund were for investment fees and equipment totaled \$271,657.88. The encumbrances for outstanding obligations as of October 31st were \$9,676.27 for this fund.

The amount on deposit at First National Bank was \$22,209,799.61 where the sweep account was paying interest at an annual percentage yield of 1.66% and the money market account was paying 3.35%. Last year at this time, the sweep account was paying interest at an annual percentage yield of 1.92% and the money market account was paying 4.49% respectively.

The amount held at Farmers National Bank in a checking account on October 31st was \$25,000. In addition, the library has a sweep account **(F-6)** in the amount of \$1,036,813.29 with an annual percentage yield of 4.31% and investments in CDARS **(F-7)** in the amount of \$5,931,029.22 with interest rates ranging from 2.96% to 4.25%.

The amount held at Farmers Trust for investment on October 31st was \$12,826,377.57 and earned average market yields at rates ranging from 2.63% to 3.81%.

As of October 31st, the Library Foundation account received \$284,219.49 from trust distributions, interest income, and donations. Third quarter trust distributions are included in the revenue total (\$31,832.77). Expenditures totaled \$233,202.53 leaving a balance forward of \$2,148,750.40. Of that amount, \$1,610,060.38 is restricted to honoring the requests of donors.

Additional items:

1. The Library advertised for bids for the “East Branch Library Improvements” project at an estimated cost of \$1,192,940. Advertisements for proposals on this project were published in the Vindicator on March 26th and April 3rd with the bid opening being held on April 23rd. The Library received three bids for this project. The Library accepted the low bid from The Murphy Contracting Company in the amount of \$1,162,500.

J. Meeham motioned to approve. R. Stollo seconded the motion. All members present approved. Motion was carried.

Director & Chief Executive Officer’s Report: A. Ffarek presented the report for December 2025. Additional information regarding MK’s Family Place will be presented at the next Board Meeting in February 2026.

Director and CEO's Report

December 2025

Greetings, Trustees!

The work never stops here at PLYMC despite rain, snow, or the aroma of a finely roasted turkey. The end of the year continued to be a busy one as we get ready to close out 2025 and ring in 2026.

Raising Our Voice

Bringing PLYMC Experience to Others

In October and November, I was on two conference panels with fellow Ohio Library Directors. CXO Erin Phemester, SCO Michael Stepp and I attended the Urban Library Council's Annual Leadership Forum in Cincinnati along with 250 library executives from over 100 libraries in the US and Canada. The theme of the conference was Leading with Advocacy which has become extremely important for libraries in these troubled times. Jason Kucsma from Toledo Public, Paula Breem-Heeger from Cincinnati Public, Scott Bernier from EBSCO and I discussed how Ohio's libraries coordinate our lobbying efforts to protect library resources in the state. The organizers hope that our example will be a model for others as they too are struggling with unprecedented challenges.

The Ohio Library Council Convention and Expo was held in Cleveland for the first time in over a decade and, with it being so close, PLYMC sent a substantial contingent. I was invited to be on a panel with two other Northeast Ohio Library directors to discuss major security issues and how we dealt with them. I discussed our incident with the sword-wielding patron, Mary Ellen Icaza from Stark County discussed multiple falls calls that brought the SWAT team into her Main Library, and Anastasia Ocasio-Ortiz discussed a stabbing that took place in the Lorain Public Library. By sharing the events and lessons learned with the packed room we were able to help our colleagues improve their safety readiness. In addition to my presentation, Public Service Manager Randy Ebert, Public presented on two panels, once on library card policies that promote access and again in an



open Q&A intellectual freedom matters. Randy is a member of the OLC Intellectual Freedom Committee.

Next Steps for the Master Plan

The Facilities Master Plan research was completed earlier this year but the finalized document of over 900 pages and accompanying source material was just recently completed. The Board's Building and Sites Committee will be hosting a presentation from Bialosky on *January 20th at 2pm in the Main Library Event Space*. We hope all Trustees will be in attendance in person (a virtual option will also be available) to get a firsthand review of this monumental task. Many thanks to my fellow committee members: COO Jordan Shaver, CXO Erin Phemester, CFO Mark Mrochak, Building and Sites Chair Ron Strollo and Board President Carole Weimer. Special thanks for data collection goes to CTO Tom Casey and ILS Administrator Laura Schaeffer, and too the many people who contributed, both on staff and in the public.

In the first two weeks of January, Jordan, Erin and I will be meeting with every branch Supervisor to review the pages for their branch with them in advance of making the full document public.

Family Place Comes into Focus

Michael Kusalaba branch library was closed December 1st – 5th to be reconfigured to allow more family space within the library and improve sightlines. A feature article about the reconfiguration appeared in the Monday 12/8/2025 issue of the Vindicator <https://www.vindy.com/news/local-news/2025/12/library-reopens-branch-on-west-side/>. There will be a grand opening celebration of the Family Place program on January 22, 2026, coinciding with the start of the first family education program series. More information will follow soon.

The designation of MK as a Family Place Library has resulted in a number of news stories by the Business Journal (<https://businessjournaldaily.com/plymc-positions-kusalaba-branch-as-family-place-library/> and <https://businessjournaldaily.com/library-renovation-expands-resources-for-parents-and-young-children/>), WKBN <https://www.wkbn.com/news/local-news/warren-news/akron-childrens-hospital-debuts-new-mobile-care-unit/>), and Metro Monthly <https://www.metromonthly.net/akron-childrens-mobile-care-unit-to-visit-main-library-nov-6/>.

Collaboration with Akron Children's Hospital

Several of PLYMC's Libraries are hosting the ACH Mobile Care Unit. The large vehicle has two exam rooms, a full staff, and can do well baby visits, vaccinations, school physicals, as

well as non-urgent care diagnoses on a by appointment or walk in basis for children under 21. The ACH Mobile Unit has visited Main, Springfield, and TriLakes. The Mobile Care Unit will visit MK in January and staff will serve as partner experts for the Family Place session on nutrition.

Our Patrons' Experience

Highlighting Good News

Holiday Happiness

Once again, Jolly Old St. Nick made an appearance at PLYMC, this time visiting children at our Campbell Library the day after Thanksgiving. Over 140 people attended with opportunities to play games, visit with Sven the Reindeer, and tell Santa what they hoped to find under their tree this Christmas.



Speaking of trees, PLYMC is participating again in Mill Creek's annual Festival of Trees, which is part of their Frost & Lights: A Festive Holiday at the Gardens celebration at Fellows Riverside Gardens, December 7 – January 4.

All trees in the display are decorated by local organizations. Frost & Lights also features an outdoor light display and special shopping days. More details can be found on Mill Creek's [event page here](#). Many thanks to our creative Marketing elves Jeff, Mandy and Savanna for their decorating prowess!



Inquiring Minds Want to Know

The entire public service team completed their first reference survey week to help determine more details regarding the reference services that we provide. Over the 8 business days data was collected, staff spoke with patrons over 4200 times on topics Basic Technology (23%) and Account Questions (19%) and What to Read Next (8%). Based on feedback from staff and the data that was collected, we plan to hold 4 reference survey weeks in 2026.

Facilities improvements

November continued our consistent forward momentum in Operations, with a focus on preventive maintenance, environmental preparation, and system improvements continuing into the winter season. Our Facilities team completed leaf removal and fall landscaping across all locations and initiated systemwide preventative maintenance on roof systems to ensure watertight integrity through the colder months. Holiday décor and Christmas greenery were purchased and prepared for installation throughout the branches. Two Facilities staff also participated in Johnson Controls Metasys Building Automation training, building internal expertise around HVAC systems monitoring and climate control management.

November's Facilities work continued the seasonal transition focus with attention to envelope sealing, exterior painting, and lighting upgrades. At **Boardman**, new LED fixtures were installed in the foyer, lobby, and reading area, improving both efficiency and lighting quality.

Canfield completed exterior sealing and painting, along with replacement of aging landscaping where necessary.

East continued its exterior renovation project and began painting of public restrooms, performed in-house by Maintenance staff. At the Main Library, coordination between Johnson Controls and Morrone Engineering continued around humidity remediation and building systems analysis.

Newport completed replacement of three pole-mounted electrical transformers, followed by hazmat cleanup of the surrounding area to restore safe site conditions. At Poland, Maintenance managed the replacement of the



non-functioning furnaces and a/c units supplying the dormitory and café climate zones. Sebring added new interior window graphics in the staff room, and Springfield continued coordination with vendors to plan upcoming lighting upgrades. Additional garage door repairs in the Community Engagement Department were also completed this month, restoring reliable access to equipment and fleet vehicles

In summary, November reflected a well-balanced month of preventive care, reactive solutions as issues emerge, safety readiness, and cross-department collaboration. The continued training of facilities and security teams, paired with consistent attention to building performance and community-focused space use, reinforces our commitment to operational excellence and the Library's role as a safe, adaptable, and welcoming environment systemwide.

Technology and Collection Updates

- Public technology improvements have been made at Austintown and MK. Community Engagement will be next with upgrades to Brownlee Woods and Main Library scheduled for early 2026.
- The security camera software at Main Library has also been recently upgraded.
- The IT team completed 2007 work request tickets YTD in 2025, in addition to the daily and weekly projects
- SearchOhio continues to be unavailable due to problems the statewide system is having migrating to the new software. Staff in IT and Technical Services are working with their Metro Library colleagues to troubleshoot issues and provide information to the system administrators.
- The reduction in WiFi hotspots is underway. The total will be reduced from 208 to 104, with hardware taken out of service as they are returned. To date 24 have been retired. This is expected to save \$35,000 annually.
- We are also reducing the number of self-checks machine at low use locations. Four units will be retired as will the book vending machine at Campbell. Ending software support for these items will save \$9,500 annually
- The last iPads from the Emergency Connectivity Fund Grant will be retired this month as they age out of their support contract.

Marketing Successes

- In 2025 (so far), the marketing team has completed 1,305 requests from staff. Requests include anything from designing promotional materials to creating signage to printing handouts.
- The Library's website received 4.3 million views this year with 528,761 catalog searches. The most viewed list was titled, "If You Like Rebecca Yarros, Try These Authors" with 775 views.
- Facebook remains our most popular social media platform. In 2025, we gained 1,500 new followers. Our content was viewed more than 1.8 million times.
- The post that reached the most users was a letter and drawing from a young patron to the team at Brownlee Woods. This post of the letter with a big heart reached 10,663 people organically and received 191 "like" and "love" reactions Link: <https://www.facebook.com/share/p/17RiLGJMj/>

Supporting the Work

2026 Budget

To manage our change in Public Library Fund income, the Library's leadership team did an extensive review of expenditures to see where costs could be reduced or controlled. We also asked every branch supervisor and unit manager to present the plans for their budget for 2026, as well as what they hoped to see as improvements for their units in future years.

With this information, we developed a package involving three main strategies for the 2026 budget: offering an Early Retirement Incentive Package to long serving staff, making targeted reductions or eliminations in under-utilized software, circulating materials, and staff support, and shifting ongoing software contracts from the operating budget to the Technology Fund. (The latter is not a reduction, however the shift will allow us to draw down the capital funds and free up operating funds over the next few years before we need to resume transfers.)

The reduction in PLF income has come at a time when we are seeing significantly higher health care costs, continued increases in library materials (especially ebooks and eaudiobooks) and construction materials, as well a bevy of efforts to reduce available taxpayer dollars at the state and local levels.

With these changes, we are fiscally well positioned for the current state budget period which ends in June 2027. However, should legislative changes increase the scarcity of our

two main sources of funding, PLF dollars and Levy funds, or, in the case of the property tax referendum, eliminate them all together, PLYMC will have to enact significantly more radical reductions in services in the future.

Summer Hours

While not a cost saving measure per se, the Library's Leadership Team has also decided to resume the pre-pandemic strategy of having shorter operating hours between Memorial Day and Labor Day. Library usage is lower in the summer because of family vacations, no school visits, and the wonderful Ohio weather. Adjusting our schedules for this low-traffic period allows us to accommodate staff's family vacations while provide quality service across the county. The schedule, which is still having the finishing touches put on it, is being created with input from our frontline staff who know best when their community uses them the most and advocated for being open for the highest use times in their libraries. This will not impact our ability to have a great 2026 Summer Discovery season, as individual buildings may decide to open off schedule to accommodate special programming. The schedule will be finalized by the end of the year.

Chart of Accounts and Improved Reporting Project

Before PLF changes were sprung on us in March, the Library was already hard at work creating a new chart of accounts. With support from our friends at HD Growth partners, the Finance Department created several process improvements that included building a new set of more detailed account codes. Thanks to the hard work of CFO Mark Mrofchak and his team, the new Chart of Accounts will be in effect in 2026. With this substantial change, we will start tracking our expenses in a more granular fashion, allowing us to better understand the true costs of running each of our facilities among other expense categories. We expect to be working with HD Growth Partners in 2026 to develop improved reporting for operational and Board use, as well as financial projection strategies that will help us to adjust to potential future legislative-driven financial changes.

Safety and Security in our Libraries

Safety and Security activities in November centered around preparedness, training, and community collaboration. Darren DeBolt participated in a Lunch and Learn with the Youngstown Police Department, reviewing effective communication techniques and proper 911 procedures. Additional de-escalation and scenario-based training sessions were conducted at both the Main Library and Michael Kusalaba, emphasizing consistent safety practices across all sites. A Driver Safety Training class was also provided for Community Engagement staff, strengthening overall fleet readiness and driver awareness.

Incident activity remained moderate for the month. Incident Tracker recorded 11 cases of inappropriate behavior, 2 injury or illness incidents, 1 case of vandalism, and 5 categorized as "other." Continued monitoring and early intervention by officers remain key to keeping incidents minimal and environments positive.

Social Work continued to provide staff and patron support through consultation and incident review, collaborating closely with Safety and branch leadership to assess behavior trends and develop response consistency. Case reviews and individual appointments remained steady throughout the month, with continued coordination between the Library and partner agencies to address community needs and support vulnerable patrons.

Cybersecurity Compliance

CTO Tom Casey and IT Manager Will McKinney are on the new Ohio Cyber Security standards that we need to be compliant with by 7/1/2026. The state of Ohio and our ISP have provided a wealth of documentation that will be helpful with this.

Successful Annual Campaign

On October 31st, we launched our 2025 Annual campaign in support of MK's new project, The Family Place Library. As of December 4th, the campaign has raised \$13,944 from 60 individual donors, 16 of which are brand new to PLYMC's donor rolls. Of this amount, \$11,594 has been dedicated to the Family Place Library, with the remaining funds being earmarked for specific branches, general operations, and advocacy.

The People of PLYMC

New Donor Relations Manager Mandy Shina

On December 1st, Mandy Shina began as PLYMC's new Donor Relations Manager. She will be working directly with our Coordinator Heather Elder and leading the PLYMC Foundation's efforts to generate financial support for our library's programs and services. Mandy has previous experiences at YSU, Oh Wow!, and QuickMed.

New hires

The following are all Public Service Generalist 1s unless otherwise designated:

- David Graeger- Traveling Unit
- Madison Cornell- Traveling Unit
- Polly Ruzek- PSG II, Sebring
- Michael Sheehan- TriLakes

Resignations/Retirements/Promotions

- none

Vacancies

Hiring is currently paused for until the new year. Any Employment Opportunities available at the start of January will be posted on our website:

<https://www.libraryvisit.org/employment/>

CEO Activities

Local

October 10 – Impact Ohio Conference - Warren

November 7 – Poland Tour for Elected officials and Concerned Citizens Groups

State

November 19 – 21 – Ohio Library Council Convention and Expo

December 1 – Lattes & Legislators with Senator Jerry Cirino

National

October 22-24 – ULC Leadership Forum – Cincinnati

Personal

October 1-3 – Vacation in Australia

November 24 – 28 – Thanksgiving Vacation



Committee Reports:

- A. President's Update – C. Weimer, None
- B. Finance, Audit & Investment Committee – J. Meehan presented 2025 Revised Appropriations and 2026 Temporary Appropriations
 - 1. 2025 Revised Appropriations
 - a) General Fund: J. Meehan made a motion to approve the total of \$25,880,261.85. R. Strollo seconded the motion. The motion carried.
 - b) Building & Repair Fund: J. Meehan made a motion to approve the total of \$3,336,241.00. M. Sallee seconded the motion. The motion carried.
 - c) Technology Development Fund: J. Meehan made a motion to approve the total of \$520,285.00. M. Sallee seconded the motion. The motion carried.
 - 2. 2026 Temporary Appropriations
 - a) General Fund: J. Meehan made a motion to approve the total of \$26,293,700.18. T. Frost seconded the motion. The motion carried.
 - b) Building & Repair Fund: J. Meehan made a motion to approve the total of \$4,887,450.00. T. Frost seconded the motion. The motion carried.
 - c) Technology Development Fund: J. Meehan made a motion to approve the total of \$1,251,900.00. M. Sallee seconded the motion. The motion carried.
 - 3. Motion to transfer \$1,000,000.00 from the General Fund to the Building & Repair Fund. J. Meehan motioned to approve. T. Frost seconded the motion. All members present approved. Motion was carried.
 - 4. Motion to transfer to the Building & Repair Fund any money over what is not needed at year end in the General Fund for operations. The specific amount to be determined by the Director & CEO and the CFO. J. Meehan motioned to approve. M. Sallee seconded the motion. All members present approved. Motion was carried.
 - 5. Motion to transfer to the Technology Development Fund anything over what is not needed at year end in the General Fund for operations. The specific amount to be determined by the Director & CEO and the CFO. J. Meehan motioned to approve. M. Sallee seconded the motion. All members present approved. Motion was carried.
- C. Executive Committee – C. Weimer motioned to go into Executive Session to discuss the Library Director & CEO's annual evaluation and employment contract. Roll Call Vote at 4:31 p.m.

Committee Returned at 5:14 p.m. Formal Evaluation: Very pleased with performance. Contract – Five years of employment approved with amended language in Section 8a "September and December." M. Sallee motioned to approve. T. Frost seconded the motion. All members present approved. Motion was carried.

DIRECTOR AND CEO EMPLOYMENT AGREEMENT

THIS DIRECTOR AND CEO EMPLOYMENT AGREEMENT ("Agreement") is made by and between the Board of Trustees of the Reuben McMillan Free Library Association aka The Public Library of Youngstown and Mahoning County (the "Library" or the "Board"), and Aimee Fifarek (the "Director and CEO" or "Fifarek") and is effective as of January 1, 2026 (the "Effective Date"), for the employment of Fifarek as the Director and CEO of the Library.

RECITALS:

WHEREAS, the Library wishes to continue the Director and CEO's employment with the Library; and

WHEREAS, the Library and the Director and CEO desire to set forth their respective rights and obligations in this Agreement; and

WHEREAS, this Agreement has been duly approved and its execution has been duly authorized or ratified by the Board.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Employment as Director and CEO

A. The Library hereby employs Fifarek to be the Director and Chief Executive Officer ("CEO") of the Library effective January 1, 2026 and to serve as Director and CEO under the Library Bylaws, policies and rules, as well as the supervision and direction of the Board. The Director and CEO accepts and agrees to such employment.

B. The Director and CEO shall perform all duties required by law, by this Agreement, and in accordance with the directives and policies of the Board, as adopted from time to time, or as amended. The Director and CEO shall also perform those duties as are customarily performed by a Director and CEO of a library, including, but not limited to, the following:

1. Providing institutional leadership and management;
2. Administering the affairs of the Library in a manner which serves the Library's best interest, and which is consistent with Library policy;
3. Long range strategic planning;
4. Budget formation;

5. Supervision of the buildings, grounds and equipment owned, leased, or operated by the Library;
6. Engaging in public, governmental and public relations;
7. Fundraising, development, and community engagement;
8. Recruiting and retaining outstanding staff and employees;
9. Recommending policies, Bylaws, policies and procedures that will promote the welfare of the Library; and
10. Performing other such duties commensurate with the position of Director and CEO that the Director and CEO may from time to time be assigned by the Board.
11. Comply with Library Board Policy No. 201 and Policy 305.

2. **Devote Best Efforts to the Work as Director and CEO**

- A. The Director and CEO agrees to faithfully, honestly, industriously, and with the application of professional experience, ability and talent, devote her full business time, attention and energies to the duties as Director and CEO of the Library.
- B. The Director and CEO shall not, without prior permission from the Board, render services of any professional nature to, or for any person or firm, for remuneration other than to the Library. The Director and CEO shall not engage in any activity that is in conflict with her duties to the Library or which causes material harm to or reflects negatively upon the Library.
- C. The Library agrees that certain outside activities of Director and CEO advance and enhance the image of the Library. Among those activities are memberships on boards and committees of national bodies, state and community organizations. The Director and CEO may participate from time to time in public and private commissions, counsels, committees, and groups and activities dealing with educational, scholarly, academic, civic and public issues and problems which should not interfere significantly with her duties as Director and CEO with the approval of the Board.

3. **Term of Employment**

- A. The appointment as Director and CEO shall be for a term of five years commencing on January 1, 2026 and terminating on December 31, 2030 ("the Term") subject, however, to prior termination as provided for in this Agreement.

B. The Parties hereby agree to a mutual option for a renewal of five years at the expiration of the Term on December 31, 2030 . The Parties shall meet and decide no later than December 31, 2030 to discuss whether this Agreement will be renewed for an additional five year term. The Parties acknowledge and agree that this Agreement shall end by its terms on December 31, 2030 , unless terminated sooner as provided for in this Agreement or unless extended by a mutual written agreement of the Parties.

4. Compensation

A. For the year of January 1, 2026 to December 31, 2026, the Director and CEO's base salary will be \$150,000. The Director and CEO's Base Salary will automatically increase each year of the contract beginning January 1, 2027 in an amount which is equal to and matches the general administrative staff's percentage increase, if any, for that year.

An annual salary review will be done in the third and/or fourth quarter of each year in conjunction with the yearly evaluation of the Director and CEO pursuant to Section 8 of this Agreement.

The Base Salary compensation shall be paid in increments, in bi-weekly installments. The Parties acknowledge and agree that deductions for any employee portion of the costs of the Library provided health insurance or other similar benefit costs shall be deducted from the Director and CEO's Base Salary amount, and shall be subject to the plan cost adjustments applicable to all Library employees. In addition, such Base Salary shall be subject to all applicable deductions for local, state and federal taxes.

B. As additional compensation, the Library will consider an optional merit award based upon the Director and CEO's annual evaluation results. An optional merit award shall consist of either a bonus and/or increase in Base Salary. The Executive Committee shall consider an optional merit award on an annual basis and based upon the Director and CEO's annual evaluation results performed pursuant to Section 8. of this Agreement and based upon other factors the full Board considers relevant including, but not limited to, the financial status of the Library. The full Board shall vote on an optional merit award.

C. As additional compensation, the Library agrees to pay on behalf of the Director and CEO the Director and CEO's portion of the OPERS contribution. Such payment by the Library on behalf of the Director and CEO shall be in the amount of 10% of the Director and CEO's Base Salary compensation (aka "OPERS pick-up").

If state or federal legislation is passed which prohibits or limits the Library's ability to provide an OPERS pick up as a viable option for additional compensation, as a substitute the Library shall either increase the Director and CEO's Base Salary, or make a yearly contribution to the Director and CEO's 403(b) Plan, in an amount equal to the prior 10% OPERS pick-up previously paid by the Library.

D. As additional compensation, the Library will provide the Director and CEO with a cell phone allowance in the amount of \$35.00 per month. It is expected that the Director and CEO will use the cell phone allowance as payment towards part of the cost of the usage of her cell phone.

E. The Director and CEO shall be responsible for any federal, state or local income tax liability incurred as a result of payments made as compensation or benefits provided to the Director and CEO pursuant to this Agreement.

5. Additional Benefits

A. The Library shall provide to the Director and CEO the same benefits provided to other regular exempt full time employees of the Library, with the exception that the Director and CEO shall be entitled to twenty-five (25) days of vacation per year and ten (10) additional personal days over the personal days provided to regular exempt full time employees.

B. The Director and CEO acknowledges and agrees that the Library's contributions to OPERS are based upon the request of the Director and CEO and that neither the Library nor any of the Library's agents have in any way have made any representation as to the current or future tax ramifications to the Director and CEO. It is the Director and CEO's responsibility to seek advice from her tax, legal and financial advisors with respect to the terms of this Agreement. Neither the Library nor the Library's agents make any guarantee of any tax consequences with respect to OPERS payments as set forth in this Agreement.

C. The Library agrees that it will maintain the OPERS contributions to the extent it can do so and make the contributions as required under this Agreement. The Parties agree that if it is later determined by the Director and CEO, acting in good faith and upon the advice of counsel, that the contributions required to be made by the Library for the benefit of the Director and CEO to her OPERS account cannot be made as contemplated by this Agreement, then the Parties agree to negotiate in good faith to change the contribution methods or vehicles provided for under this provision.

6. Professional Dues and Meetings.

The Library will provide and pay for the Director and CEO professional dues for appropriate professional associations and other professional associations as are deemed to be in the best interest of the Library. Currently, these memberships include memberships in the American Library Association, the Ohio Library Council, Public Library Association, CORE, and the Youngstown Rotary. The Library will also pay for reasonable expenses incurred by the Director and CEO when she attends or participates in the meetings associated with these organizations.

7. Employee Policies.

If this Agreement is silent on any right, privilege, benefit or protection as granted to regular exempt full time employees of the Library in the Library's Policies, it is understood that the Director and CEO is entitled to those rights, privileges, benefits and protections as granted to other regular exempt full time employees of the Library.

8. Evaluations.

A. The Parties to this Agreement acknowledge the need for the establishment of the process for the regular evaluation of the Director and CEO. The Director and CEO hereby acknowledges that a yearly evaluation will be done of the Director and CEO. The yearly evaluation will typically be done sometime during the third and fourth quarters of the calendar year. The evaluation will be done by an external evaluator/vendor to be selected by the Board of Trustees or a Board Committee. The Director and CEO may provide input to the Board or Board Committee as to the selection of the external evaluator/vendor for the Board or Board Committee's consideration.

After execution of the Director and CEO Employment Agreement, a member of the Executive Committee may be selected to be responsible for coordinating the evaluation activities. In June of the calendar year, after the June full board meeting, the Executive Committee representative may contact an external evaluator/vendor to initiate the annual evaluation process. The Director and CEO may receive self-evaluation instructions to complete. The Executive Committee selected member may receive the evaluation instrument. In September and December of each calendar year, before the date of the full Board meeting, the Executive Committee may meet with the external evaluator/vendor to review the results of the evaluation.

At the full Board meeting in September and December of the calendar year, the Board may go into executive session to discuss the results of the performance evaluation. The Director

and CEO may be invited into the executive session first to have results presented privately. The full Board may then continue with executive session, in the absence of the Director and CEO, to discuss the Director and CEO's performance. The Board may then exit executive session and may discuss the Director and CEO's performance in public session.

B. A more thorough performance appraisal will be done at least once during the initial five year Term of this Agreement. The more thorough performance appraisal will be done by the Board of Trustees or by others as selected by the Board of Trustees.

9. Termination by the Library with "Cause".

A. Notwithstanding any Board rules or policies dealing with termination, the Board may terminate the Director and CEO's employment, and this Agreement, at any time with "cause" as defined below, upon a majority vote of the Board.

B. "Cause" shall mean conduct by the Director and CEO determined by the Board in good faith to constitute any one or more of the following:

1. Acts or omissions of gross negligence or willful malfeasance in the performance of her duties as Director and CEO;
2. Acts or omissions that materially harm or reflect negatively upon the Library and are undertaken or omitted knowingly;
3. Acts or omissions that harm the Library and are fraudulent or involve material dishonesty or involve moral turpitude;
4. Indictment in a court of law for any felony or for a crime involving misuse or misappropriation of Library funds (except if the Director and CEO is terminated for cause under this clause and is not convicted of, does not plead guilty or *nolo contendere* to such felony or crime, then her termination shall be deemed and treated as if it were by the Library "without cause;")
5. Breach of a fiduciary duty to the Library (excluding any honest act of simple negligence) not cured within thirty days from the time the Director and CEO receives notice of such act, omission or breach from the Library;

6. Breach of any material term of this Agreement, not cured within thirty days from the time the Director and CEO receives written notice of said act, omission or breach from the Library; and/or
7. Any other conduct as determined by applicable Ohio law.

C. Upon a termination with "cause", the Library shall have no further obligation to the Director and CEO pursuant to this Agreement other than the payment of the Base Salary earned through the date of termination and expenses which have been incurred but not yet reimbursed up to and including the date of termination, or except as set forth in the Library's various benefit plans with respect to vesting and rights after termination of employment. The Library may, upon its sole discretion, but is not required to, pay additional compensation to the Director and CEO upon a termination with "cause."

10. Termination by the Library Without "Cause"

A. The Library shall have the right to terminate the Director and CEO's employment as Director and CEO at any time without "cause" (as it is defined in Section 9.B.) upon a majority vote of the Board.

B. In the event of termination without "cause" the Library shall pay the following amounts to the Director and CEO (collectively, the "Severance Payments.") in lieu of any other amounts payable to her as Director and CEO and in settlement of all claims arising out of or related to this Agreement:

1. Base Salary of Director and CEO as in effect at the time of termination without cause for the lessor of:
 - a. Six months following the termination date; or
 - b. The remaining term of this Agreement, or as extended by any option exercised under Section 3(B);The Library may, upon its sole discretion, but is not required to, pay additional compensation to Director and CEO upon termination without "cause".
2. Continuation of any other benefits required pursuant to the various benefit plans with respect to vesting and rights after termination of employment.

3. The amounts to be paid pursuant to Sections 10.B. (1 and 2) are intended as to be liquidated damages, in full settlement of any and all claims arising out of or related to the termination of the Director and CEO's employment as Director and CEO. The Library shall pay the Severance Payments on a monthly basis over the six months following the effective date of the termination, or on an earlier schedule at the sole discretion of the Library. The Director and CEO will not be entitled to any other pay or benefits except as otherwise provided or required by applicable law. In no case shall the Library be liable for any loss of any business opportunities or other benefits, perquisites, or income from any other source that may arise as a result of the Library's termination of the Director and CEO's employment without cause.
4. If the termination is without cause, then the Library and Director and CEO agree not to disparage each other in any manner that is likely to cause the other to suffer any material harm.
5. The Parties have bargained for and agree to the foregoing liquidated damages provision, giving consideration to the fact that termination of this Agreement by the Library without cause prior to its natural expiration may cause loss to the Director and CEO, which damages are extremely difficult to determine with certainty. The Parties further agree that the payment of such liquidated damages by the Library and accepted thereof by the Director and CEO shall constitute adequate and reasonable compensation to the Director and CEO for the damages and injuries suffered.
6. Notwithstanding the foregoing severance provision in Section 10.B., should the Director and CEO obtain other employment outside of the Library that is commensurate with the Director and CEO's training and experience, the Library's obligation to make monthly payments under such provision shall be reduced by the amount of the Director and CEO's new monthly based compensation for the remaining months under such provision.

11. Death and Disability.

A. Death.

Regardless of any other provision of this Agreement, this Agreement shall terminate automatically in the event of the death of the Director and CEO, without further liability of the Library, except as set forth in Section 11.C.

B. Disability.

If the Director and CEO shall become disabled during the Term, her employment under this Agreement shall terminate effective on the date of disability. For purposes of this Agreement, the Director and CEO shall become disabled if the Board shall find that as the result of a mental or physical condition, the Director and CEO is unable to perform the essential functions of her position, with or without reasonable accommodation, for the period of at least ninety consecutive calendar days. In the event that the Director and CEO believes that she would be able to perform the essential functions of her position with a reasonable accommodation, the Parties shall engage in an interactive process concerning such possible accommodation, in accordance with applicable law. If the Director and CEO submits information from one or more physicians in support of that position, the Director and CEO hereby agrees to submit to examinations from one or more physicians selected by the Board, so long as the physician selected by the Board are paid by the Library. Then in accordance with applicable law, a determination shall be made as to whether or not the Director and CEO is able to perform the essential functions of her position with or without reasonable accommodation. The date on which such disability will be deemed to have occurred will be on the date after the Director and CEO last performed the services which are required of her pursuant to this Agreement, which performance of services was discontinued because of the disability described herein. Nothing contained in this Section shall be construed to waive any of the Director and CEO's rights, if any, under existing law, including without limitation The Family and Medical Leave Act of 1993, The Americans with Disabilities Act as Amended, 42 USC §1201 *et. seq.*, and any applicable disability retirement provisions under OPERS.

C. If the Director and CEO dies or if she has been deemed disabled pursuant to Section 11.(A. or B.) and her employment is terminated, the Library shall be liable to the Director and CEO's personal representative, as the case may be, for any accrued but unpaid Base Salary through the date of death or disability.

12. Termination of Agreement by the Director and CEO.

The Director and CEO may terminate this Agreement and her employment as Director and CEO at any time by the Director and CEO delivering to the Library a minimum of 60 days

advance written notice of such resignation or retirement, unless waived by the Library. Upon the Effective Date of the termination of this Agreement, either by resignation or retirement, the Library's obligation to pay compensation or benefits under this Agreement to the Director and CEO shall cease. The Effective Date is the date chosen by the Director and CEO as the date of resignation or retirement unless an earlier Effective Date is determined by the sole discretion of the Library. If an earlier Effective Date is selected by the Library, it will not be considered a termination without cause under Section 10. If an earlier date is selected by the Library, the Director and CEO is entitled to payment of the Base Salary through the Effective Date chosen by her.

If Director and CEO fails to provide the Library with 60 days advance written notice of resignation or retirement, the Library has no further obligation to the Director and CEO pursuant to this Agreement other than the payment of the Base Salary earned through the date of termination and expenses which have been incurred but not yet reimbursed up to and including the date of termination, or except as set forth in the Library's various benefit plans with respect to the vesting and rights after termination of employment.

13. Indemnification.

A. The Library shall indemnify and hold harmless Director and CEO, her heirs, administrators, executors and assigns from any and all liability, losses or damages, including judgment and interest which Director and CEO, her heirs, administrators, executors and assigns may incur or become subject to by reason of any claims resulting from Director and CEO carrying out the terms and conditions of this Employment Agreement, except for gross negligence, willful misconduct, criminal acts or other items as listed as "cause" under Section 9.B.

B. The Library shall defend and pay reasonable attorney fees on behalf of Director and CEO, her heirs, administrators, executors and assigns for all claims which Director and CEO, her heirs, administrators, executors or assigns may become subject to by reason of Director and CEO carrying out the terms and conditions of this Employment Agreement, or resulting from any claims against Director and CEO, her heirs, administrators, executors and assigns which relate to or pertain to Director and CEO's employment with the Library; provided the Library shall not be required to defend actions, claims or demands alleging gross negligence, willful misconduct, criminal acts or other items listed as "cause" under Section 9.B.

14. Severability.

The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

15. Governing Law and Forum.

This Agreement shall be interpreted and construed in accordance with the laws of the State of Ohio. The Parties agree to the jurisdiction of the Mahoning County Common Pleas Courts, and applicable appellate court to determine any dispute arising out of or related to this Agreement, or breach thereof.

16. Waiver.

No delay or failure to enforce any provision of this Agreement shall constitute a waiver or limitation of rights enforceable under this Agreement.

17. Non-Assignable.

This Agreement is not assignable, but shall be binding upon the heirs, administrative personal representatives, successors and assigns of both Parties.

18. Counterparts.

This Agreement may be executed by the Parties hereto in any number of counterparts. The execution of counterparts shall not be deemed to constitute delivery of the Agreement by a party until the other party has also executed and delivered their counterpart.

19. Notices.

All notices, requests, demands, applications, service of process and other communications which are required to be given under this Agreement shall be deemed to have been duly given if sent by electronic mail, facsimile transmission, personal delivery, or mail via First Class Mail, postage pre-paid, return receipt requested to the parties hereto at the following addresses:

1. To the Board:	President of the Board of Trustees Reuben McMillan Free Library Association 305 Wick Avenue Youngstown, OH 44503
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With a copy to	Attorney Martin J. Boetcher Harrington, Hoppe & Mitchell, Ltd. 108 Main Avenue, S.W., Suite 500 Warren, Ohio 44481
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2. To the Director and CEO: Aimee Fifarek
The Reuben McMillan Free Library Association
305 Wick Avenue
Youngstown, OH 44503

Notice may also be served upon the Director and CEO at her personal residence or such other address as she may furnish to the Library.

20. Headings.

The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

21. Counsel.

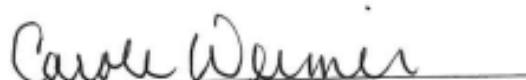
Each party acknowledges that they have carefully read all the terms of this Agreement, that they have been represented by counsel of their choosing and that the terms have been fully explained to them and they understand the consequences of each and every term.

22. Entire Agreement/Modification.

This Agreement constitutes the entire understanding that the Parties hereto and supersedes any and all prior or contemporaneous representations or agreements, whether written or oral, between the Parties, and cannot be changed or modified unless in a writing signed by the Parties hereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates listed below.

BOARD OF TRUSTEES OF THE
REUBEN MCMILLAN FREE LIBRARY
FREE LIBRARY ASSOCIATION



Carole Weimer, Chair

12/16/25
Date



Aimee Fifarek, Director and CEO

12/15/2025
Date

- D. Bylaws Committee – D. Bayer motion to approve revised/amended Board Policy 201 Code of Regulations. D. Bayer motioned to approve. J. Stock seconded the motion. All members present approved. Motion was carried.

201

CODE OF REGULATIONS

It is duly moved and seconded and unanimously approved that the following Code of Regulations of the Reuben McMillan Free Library Association be adopted as the Code of Regulations of the Association and that all other Codes of Regulations and amendments thereunto, hereby are rescinded.

REUBEN MC MILLAN FREE LIBRARY ASSOCIATION

CODE OF REGULATIONS

ARTICLE I – TRUSTEES

The government of the Reuben McMillan Free Library Association, the conduct of the Library, and the control of its property shall be vested in a Board of Trustees and their successors duly and lawfully chosen.

Membership in the association shall be limited to those persons who from time to time are serving as trustees, and the terms of “Members” and “Trustees” shall be synonymous at all times. The purpose hereof is to maintain an independent board which is free from political or religious pressure and able to resist censorship efforts.

The Board shall consist of seventeen Trustees. Fifteen Trustees shall be elected by the Trustees, and shall serve three year terms with five being elected at each annual meeting. During his/her/their incumbency in office, the Mayor of the City of Youngstown (Mayor) shall serve as a Trustee, ex officio. Also during his/her/their incumbency in office, the Mahoning County Auditor (Auditor) shall serve as Trustee, ex officio. The Mayor and the Auditor shall be entitled to all rights and privileges of Trustees, but neither shall be entitled to vote at meetings of the Trustees. The Mayor and Auditor may decline to serve or resign as Trustee, in which case such position of Trustee shall be vacant until the incumbent Mayor or auditor agrees to serve as Trustee. Neither the Mayor nor the Auditor may be removed as Trustees by action of the Board, but any other Trustee may be removed by majority vote of voting Trustees at which a quorum is present.

Six of the fifteen Board of Trustee seats are designated seats. They are known as the:

- Mahoning County Commissioners seat
- Education Service Center of Eastern Ohio seat
- Youngstown State University Board of Trustees seat
- Ohio State Senate seat
- Youngstown State Foundation seat
- Friends of the Public Library of Youngstown and Mahoning County seat

When a vacancy occurs in the Mahoning County Commissioners seat, the Nominating Committee shall inform the Mahoning County Commissioners that they may nominate one or two residents of Mahoning County as candidates for the seat. They shall endeavor to maintain a balance of representation from throughout Mahoning County in selecting nominees. If the Mahoning County Commissioners does not nominate a acceptable candidate to the Nominating Committee within thirty (30) days of being informed of the vacancy, the Nominating Committee shall nominate one or two residents of Mahoning County as candidates for the seat. At the end of the term of the Mahoning County Commissioners seat, or when it becomes vacant, the same nominating procedure as delineated above shall recur for that seat.

When a vacancy occurs in the Mahoning County Educational Service Center seat, the Nominating Committee shall inform the Mahoning County Educational Service Center following the procedure delineated above.

When a vacancy occurs in the Youngstown State University Board of Trustees seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Board of Trustees following the procedure delineated above.

When a vacancy occurs in the Ohio State Senate seat, the Nominating Committee shall inform the Ohio State Senator whose district includes all or the greatest part of Mahoning County, by area, following the procedure delineated above.

When a vacancy occurs in the Youngstown State University Foundation seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Foundation following the procedure delineated above.

When a vacancy occurs in the Friends of the Public Library of Youngstown and Mahoning County seat, the Nominating Committee shall inform the President or Chairperson of the Friends of the Public Library of Youngstown and Mahoning County following the procedure listed above.

Any vacancy occurring in the nine remaining appointed Trustee seats will be filled by a vote of the majority of remaining Trustees at the earliest feasible time at which a suitable candidate, as outlined in Policy 205, can be found, ideally within six months of the vacancy occurring.

Once a Trustee has completed at least fifteen years of service on the Board, he/she/they shall have the option to pursue an additional term as a Trustee or become a Trustee Emeritus.

A Trustee Emeritus shall be entitled to all rights and privileges of a Trustee, except that said Trustee shall not be entitled to vote at meetings nor be eligible to be an Officer.

The term of a Trustee Emeritus shall be indefinite and such Trustee shall serve in such capacity for as long as he/she/they so desires, except that a Trustee Emeritus may be removed by majority vote of voting Trustees at any meeting at which a quorum is present.

ARTICLE II – MEETINGS

There shall be four regular meetings of the Board of Trustees annually, one occurring in each of the four quarters of the year. In addition, there shall be an annual meeting of the Board of Trustees for the election of officers and for the transaction of other business, to be held immediately preceding the first meeting of each calendar year. Any in-person components of all meetings shall be held in the County of Mahoning and State of Ohio at such a place as the officers shall designate.

Regular quarterly meetings shall be held on the second Thursday of June and the Second Thursdays of September and December. Special meetings shall also be held upon call of the library director, five trustees, or the president of the Board of Trustees. Reasonable advance written notice of the time and place of all regularly scheduled meetings shall be sent by U.S. Mail and/or electronic mail, but no later than 24 hours in advance, to the Board of Trustees and the news media. Written notice of time, place, and purpose of all special meetings shall be sent in accordance with the notice requirements as outlined in the Ohio Revised Code to all members of the Board of Trustees and news media that have requested notification.

Whenever any notice is required to be given under the provisions of law, the Articles of Incorporation or these regulations, a waiver of notice in writing signed by the person or persons entitled notice, whether before or after the time stated in the waiver, will be deemed equivalent to the giving of notice. The waiver must, in the case of a special meeting of Trustees, specify the general nature of the business to be transacted.

Any action required by law or under the Articles of Incorporation or these regulations, or any action that otherwise may be taken at a meeting of the Trustees, may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all the persons entitled to vote with regard to the subject matter of the consent, or all Trustees, and filed with the secretary of the Corporation.

ARTICLE III – QUORUM

A majority of currently seated voting members of the board of trustees shall constitute a quorum at any meeting of such board and a quorum shall have the authority to act upon any matters properly coming before the meeting. Trustees attending remotely and in compliance with Policy 202 may be counted for Quorum.

ARTICLE IV – OFFICERS

Officers of the Association shall consist of a President, a Vice-President, and a Secretary all of whom shall be elected, voting members of the Board of Trustees, as well as the Chief Financial Officer (who shall serve as the fiscal officer), and Library Director & Chief Executive Officer and such assistant and other officers as from time to time the Board of Trustees shall deem desirable.

The President, Vice-President and Secretary of the Board of Trustees shall be elected by the Board for terms of one year each and shall continue in their office until the successors are duly elected and take office. The Director & CEO shall be selected by the Board of Trustees for a period agreed to by the Board of Trustees and the Director & CEO. The Chief Financial Officer and Deputy Financial Officer shall be selected by the Director & CEO in

conjunction with the President of the Board of Trustees. Any officer may be removed by the Board whenever, in its best judgment, the interests of the Association will be served.

The duties of the officers shall be duties as are usually assigned to such officers respectively. The Chief Financial Officer shall report to the Board of Trustees the financial condition of the Association, including receipts and disbursements, at each annual meeting and at such other times as the Board may require.

It shall be the duty of the Library Director & CEO to assume charge of the buildings, grounds, collection and collection materials, and other properties of the Association; to select and acquire such additional collection materials as funds permit; to make recommendations and suggestions to the Board from time to time to maintain the greatest efficiency and effectiveness in the operation of the Library; to exercise jurisdiction in the selection and direction of the employees of the Library; to maintain detailed accounts on money received from fines and other sources and to report same to the Trustees; to prepare and present to the Trustees an annual operating budget; to prepare the annual budget requirements for submission to the tax authority; to discharge such other duties as usually are prescribed or from time to time may be assigned by the Board of Trustees. The Library Director & CEO shall advise the Trustees at all times of all actions taken by him/her/they and such actions always shall be subject to the direction, control and approval of the Trustees. The Director & CEO shall also comply with all employment agreements, if any, entered into between the Director & CEO and the Library.

Officer Vacancies and Succession

If an unplanned officer vacancy occurs the following succession plan should take effect:

President: Should the President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Vice President should immediately assume the seat.

Vice President: Should the President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Secretary should immediately assume the seat.

Secretary: Should the Vice President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Nominating Committee should nominate and elect a currently serving trustee to fill the role.

Should a vacancy in the Secretary role occur, the Nominating Committee will have 30 days to convene and nominate a new Secretary. The nominee will be voted on by the full Board of Trustees within 60 days of the vacancy occurring via scheduled Board meeting or Special Meeting, whichever comes first.

ARTICLE V – COMMITTEE DEFINITIONS AND RESPONSIBILITIES

There shall be appointed by the president with the approval of the trustees such committees as the business of the association from time to time may require, and such committees when appointed shall have such functions as may be authorized by the trustees.

The Committees are as follows:

- Executive Committee
- Development Committee
- Personnel Committee
- Building and Sites Committee
- Finance Committee
- Bylaws Committee
- Nominating Committee

Each Committee will consist of an assigned list of Trustees with a designated Chair and Staff Liaison. The Staff Liaison will serve as the point of contact between PLYMC Operations and the Board Committee.

The President of the Board of Trustees will draft Committee assignments for each Fiscal Year with terms commencing at the first general meeting of the Fiscal Year.

The President will assume membership on each of the Board Committees.

Committee Descriptions and Duties

- Executive Committee
 - o The Executive Committee will consist of the officers of the Board of Trustees and the chairs of the committees listed. This committee will provide oversight and guidance into the overall strategic vision for PLYMC. The Executive Committee will also be responsible for the hiring of the Director and CEO and Chief Financial Officer
- Development Committee
 - o The Development Committee will be tasked with assisting the PLYMC Development Department and Director and CEO's Office with the cultivating, maintenance, and solicitation of monetary contributions to PLYMC
- Personnel Committee
 - o The Personnel Committee will be responsible for the guidance and assistance provided to PLYMC Leadership under the scope of staff, administration personnel and the practices and policies concerning Human Resources. They will also provide guidance during Labor negotiations which occur every five years.
- Building and Sites Committee
 - o The Building and Sites Committee will be tasked with and advising and assisting the maintenance and facilities of the PLYMC, along with working with the Chief Operating Officer in order to make efficient and financially sound decisions regarding the physical properties of PLYMC.

- Finance Committee

- o The Finance Committee will be tasked with assisting and advising the Chief Financial Officer on all matters related to the financial stability and health of the organization.

- Bylaws Committee

- o The Bylaws Committee will be responsible for the drafting, editing, review and approval of the Board of Trustees' set of Bylaws

- o Any changes to the Board Bylaws will be voted on within the Bylaws Committee and brought to the full Board for a vote at the next regularly scheduled Board meeting unless a special emergency meeting is called.

- Nominating Committee

- o The Nominating Committee will be responsible for nominating new Board Candidates to the full Board of Trustees for vote. The Committee will also be responsible for nominating new officers should there be a vacancy.

- o For Guidelines See Board Policy 205

ARTICLE VI – INTERPRETATION

The interpretation and construction placed by the trustees upon this Code of Regulations are now in effect or as hereafter may be amended, shall be final and conclusive subject to such restrictions, if any, as may be imposed from time to time by law.

ARTICLE VII – INDEMNIFICATION

Members of the Board of Trustees are covered by the Library's Errors and Omissions Policy, including their liability resulting from either institutional or individual lawsuits, and will be indemnified and held harmless from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a trustee (except in cases involving willful misconduct).

ARTICLE VIII – AMENDMENTS

This Code of Regulations may be added to or amended at any meeting of the trustees of the Association at which a quorum shall be present by an affirmative vote of at least a majority of the trustees then in office, provided that written notice of the meeting to which the proposed amendment will be submitted has been mailed or emailed to each trustee at least ten days prior to the date of such meeting together with a description of the proposed amendment or amendments.

ADOPTED BY THE BOARD OF TRUSTEES APRIL 28, 1997

ARTICLE II AMENDED BY THE BOARD OF TRUSTEES SEPTEMBER 12, 2002

ARTICLE 1 REVISED BY THE BOARD OF TRUSTEES JANUARY 29, 2004

ARTICLE I AND II AMENDED BY THE BOARD OF TRUSTEES DECEMBER 13, 2007

ARTICLE IV AMENDED BY THE BOARD OF TRUSTEES JUNE 12, 2008

ARTICLE II AMENDED BY THE BOARD OF TRUSTEES SEPTEMBER 11, 2008
AMENDED BY THE BOARD OF TRUSTEES JUNE 8, 201
ARTICLE VII ADOPTED BY THE BOARD OF TRUSTEES SEPTEMBER 13, 2018
ARTICLE IV AMENDED BY THE BOARD OF TRUSTEES JUNE 10, 2021
ARTICLES I, II, III AMENDED BY THE BOARD OF TRUSTEES DECEMBER 9, 2021
ARTICLES IV AND V AMENDED BY THE BOARD OF TRUSTEES SEPTEMBER 11, 2025
AMENDED BY THE BOARD OF TRUSTEES DECEMBER 11, 2025

- E. Building & Sites Committee – R. Strollo noted new carpet in the NP meeting room. East project is moving along. Next Building & Sites Committee Meeting is scheduled on January 20, 2026, at MN Event Space.
- F. Development Committee – In absence of A. Blackann, Aimee announced \$106,000 collected YTD with over \$20,000 for MK's Family Place.
- G. Nominating Committee – M. Sallee discussed reelection of trustees with expired terms and slate of officers in February.
- H. Service & Personnel Committee – T. Frost, None

Motion recommending the 2026 Annual & Regular Board Meeting be held on February 12, 2026: M. Sallee motioned to approve. T. Frost seconded the motion. All members present approved. Motion was carried.

Report from Legal Counsel: M. Boetcher, None

Items Too Late for the Agenda: None

Appointments, Transfers, Resignations, etc.: C. Weimer presented motion to approve. M. Sallee motioned to approve. J. Meehan seconded the motion. All members present approved. Motion was carried.

Public Comments:

1. D. Jonah Karzmer
2. C. Afjun Tuli
3. Joann Pirko
4. John Yerian

Adjournment: D. Bayer motioned to adjourn. T. Frost seconded the motion. All members present approved. Meeting adjourned at 5:44 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
FISCAL OFFICER'S REPORT - GENERAL FUND

F-1

December 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	December	Jan-Dec	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	\$ 1,856,560.83	\$	\$ 1,856,560.83	\$	\$ 1,856,560.83	\$	\$
Balance Forward January 1, 2024		10,936,276.69	10,936,276.69		10,936,276.69		
RECEIPTS							
1210 General Property Tax - RE Gross		9,472,745.08	9,472,745.08	0.00	9,472,745.08		0.00
1250 Tangible Personal Property Tax - Gross		0.00	0.00	0.00	0.00		0.00
2130 Federal Grant-Other		1,339.90	1,339.90	475.34	1,339.90		0.00
2131 Federal Government/Grant E-Rate		63,346.92	63,346.92	0.00	63,346.92		0.00
2170 Federal Grants Restricted		116,638.80	116,638.80	0.00	116,638.80		0.00
2200 State of Ohio/PLF		10,477,769.49	10,477,769.49	864,635.12	10,477,769.49		0.00
2210 State of Ohio/TLR/Rollback & Homestead		877,946.03	877,946.03	0.00	877,946.03		0.00
3110 Patron Fines & Fees		20,436.82	20,436.82	1,417.30	20,436.82		0.00
3140 Copy Machines		0.00	0.00	0.00	0.00		0.00
3141 Debit Card Machines		72,524.03	72,524.03	4,909.60	72,524.03		0.00
3199 Other Patron Fees		15,182.80	15,182.80	869.58	15,182.80		0.00
4120 Interest		645,807.50	645,807.50	67,202.95	645,807.50		0.00
8300 Rental Income		23,325.00	23,325.00	1,450.00	23,325.00		0.00
8710 Refunds for Overpayments		60.00	60.00	0.00	60.00		0.00
8720 Insurance Reimbursements		24,290.93	24,290.93	864.48	24,290.93		0.00
8798 Reimbursements From Grants		0.00	0.00	0.00	0.00		0.00
8799 Other Refunds		84,617.49	84,617.49	90.10	84,617.49		0.00
8999 Miscellaneous		9,210.64	9,210.64	115.60	9,210.64		0.00
TOTAL RECEIPTS	0.00	21,905,241.43	21,905,241.43	\$ 942,030.07	21,905,241.43	\$ 0.00	\$ 0.00
TOTAL RECEIPTS & BALANCE	\$ 1,856,560.83	\$ 32,841,518.12	\$ 34,698,078.95		\$ 34,698,078.95		
EXPENDITURES							
1100 Salaries	\$ 132,385.72	\$ 11,040,000.00	\$ 11,172,385.72	\$ 1,216,538.59	\$ 10,839,985.20	\$ 146,915.75	\$ 185,484.77
1400 Retirement Benefits	0.00	1,538,401.54	1,538,401.54	117,326.44	1,478,156.61	0.00	60,244.93
1600 Insurance Benefits	224,194.63	2,820,964.65	3,045,159.28	232,514.64	2,605,391.81	199,563.40	240,204.07
1900 Other Employee Benefits	6,338.69	115,000.00	121,338.69	7,385.27	37,296.93	5,086.59	78,955.17
TOTAL SALARIES & BENEFITS	362,919.04	15,514,366.19	15,877,285.23	1,573,764.94	14,960,830.55	351,565.74	564,888.94
2100 General & Administrative Supplies	325,292.64	1,171,450.00	1,496,742.64	62,414.93	825,320.45	211,226.03	460,196.16
2200 Property Maintenance Repairs	14,767.57	77,500.00	92,267.57	4,633.93	61,785.29	15,164.80	15,317.48
2300 Motor Vehicle/Fuel Supplies & Parts	2,802.23	40,000.00	42,802.23	1,776.63	21,958.48	2,022.78	18,820.97
TOTAL SUPPLIES	342,862.44	1,288,950.00	1,631,812.44	68,825.49	909,064.22	228,413.61	494,334.61
3100 Travel & Meeting Expenses	9,577.45	212,500.00	222,077.45	18,347.77	123,484.94	41,461.43	57,131.08
3200 Communications, Printing & Publicity	93,961.63	582,540.00	676,501.63	29,265.33	285,069.86	129,441.56	261,990.21
3300 Property Maintenance	281,734.90	1,915,830.00	2,197,564.90	241,861.78	1,588,852.53	213,567.85	395,144.52
3400 Insurance	0.00	147,892.00	147,892.00	0.00	113,508.00	0.00	34,384.00
3500 Rents/Leases	30,624.75	99,745.00	130,369.75	3,272.10	63,167.98	29,500.00	37,701.77
3600 Utilities	31,479.47	482,000.00	513,479.47	32,148.47	439,392.83	5,198.33	68,888.31
3700 Professional Services	188,549.51	763,663.66	952,213.17	46,607.96	611,751.44	63,773.98	276,687.74
3800 Library Material Control Services	9,604.85	353,975.00	363,579.85	0.00	217,412.68	0.00	146,167.17
3900 Other Contracts/Purchased Services	5,804.66	35,000.00	40,804.66	891.00	15,739.95	513.77	24,550.94
TOTAL PURCHASED/CONTRACTED SVCS	651,337.22	4,593,145.66	5,244,482.88	372,394.41	3,458,380.21	483,456.92	1,302,645.74

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
FISCAL OFFICER'S REPORT - GENERAL FUND

F-2

December 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	December	Jan-Dec	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	249,608.48	889,500.00	1,139,108.48	50,752.75	413,101.80	98,591.91	627,414.77
4200 Periodicals	3,873.92	41,000.00	44,873.92	0.00	29,222.77	8,008.88	7,642.27
4300 Audio Visual	66,074.24	232,500.00	298,574.24	14,352.08	104,406.68	30,715.08	163,452.48
4500 Electronic Information/Public Use	142,657.44	1,645,000.00	1,787,657.44	85,143.47	1,324,804.44	187,147.28	275,705.72
4600 Interlibrary Loan	0.00	55,000.00	55,000.00	0.00	45,116.78	0.00	9,883.22
4900 Library Material/All Other	57.11	15,000.00	15,057.11	0.00	12,392.13	0.00	2,664.98
TOTAL LIBRARY MATERIALS	462,271.19	2,878,000.00	3,340,271.19	150,248.30	1,929,044.60	324,463.15	1,086,763.44
5500 Furniture & Equipment	17,150.53	100,000.00	117,150.53	690.83	35,566.45	9,972.24	71,611.84
5700 Motor Vehicles	0.00	470,000.00	470,000.00	518.70	383,112.56	0.00	86,887.44
TOTAL CAPITAL OUTLAY	17,150.53	570,000.00	587,150.53	1,209.53	418,679.01	9,972.24	158,499.28
7100 Dues & Memberships	20,020.41	75,000.00	95,020.41	18,250.00	72,691.37	1,777.00	20,552.04
7200 Taxes & Assessments	0.00	6,600.00	6,600.00	0.00	5,313.39	0.00	1,286.61
7500 Refunds & Reimbursements	0.00	6,500.00	6,500.00	200.00	4,773.48	8.11	1,718.41
7900 Other Miscellaneous	0.00	1,700.00	1,700.00	(22.00)	1,077.18	22.00	600.82
TOTAL OTHER OBJECTS	20,020.41	89,800.00	109,820.41	18,428.00	83,855.42	1,807.11	24,157.88
8999 Unallocated Appropriations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	1,856,560.83	24,934,261.85	26,790,822.68	2,184,870.67	21,759,854.01	1,399,678.77	3,631,289.89
9980 Transfers to Building & Repair Fund	0.00	2,200,000.00	2,200,000.00	1,000,000.00	1,000,000.00	1,200,000.00	0.00
9999 Transfers to Technology Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	2,200,000.00	2,200,000.00	1,000,000.00	1,000,000.00	1,200,000.00	0.00
TOTAL EXPENSES & TRANSFERS	\$ 1,856,560.83	27,134,261.85	28,990,822.68	3,184,870.67	22,759,854.01	\$ 2,599,678.77	\$ 3,631,289.89
ENCUMBERED BALANCE FORWARD		5,707,256.27	5,707,256.27		2,599,678.77		
BALANCE FORWARD					9,338,546.17		
TOTAL EXPENSES/TRANSFERS/BALANCES		\$ 32,841,518.12	\$ 34,698,078.95		\$ 34,698,078.95		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Building Repair Fund
December 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	December	Jan-Dec	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	\$ 410,999.22	\$	\$ 410,999.22	\$	\$ 410,999.22	\$	\$
Balance Forward January 1, 2024		23,137,835.90	23,137,835.90		23,137,835.90		
RECEIPTS							
4121 Interest	0.00	672,511.56	672,511.56	130,016.64	672,511.56	0.00	0.00
6112 Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8110 Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8998 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9998 Transfer from Library Foundation Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfer from General Fund	0.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	0.00	0.00
TOTAL RECEIPTS		1,672,511.56	1,672,511.56	\$ 1,130,016.64	1,672,511.56	0.00	0.00
TOTAL RECEIPTS & BALANCES	\$ 410,999.22	\$ 24,810,347.46	\$ 25,221,346.68		\$ 25,221,346.68	\$ 0.00	\$ 0.00
EXPENDITURES							
3781 Investment/Banking Fees	\$ 0.00	\$ 10,700.00	\$ 10,700.00	\$ 884.19	\$ 10,601.29	\$ 0.00	\$ 98.71
5110 Purchase of Land	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5210 Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5310 New Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5410 Building Improvements	410,999.22	2,249,310.00	2,660,309.22	85,012.22	1,034,196.10	878,269.75	747,843.37
5511 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7221 Property Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7901 Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8998 Unallocated Appropriation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	410,999.22	2,260,010.00	2,671,009.22	\$ 85,896.41	1,044,797.39	\$ 878,269.75	\$ 747,942.08
ENCUMBERED BALANCE FORWARD					878,269.75		
BALANCE FORWARD	0.00	22,550,337.46	22,550,337.46		23,298,279.54		
TOTAL EXPENSES & BALANCES FORWARD	\$ 410,999.22	\$ 24,810,347.46	\$ 25,221,346.68		\$ 25,221,346.68		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Technology Development Fund

December 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	December	Jan-Dec	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	\$ 56,867.69	\$	\$ 56,867.69	\$	\$ 56,867.69	\$	\$
Balance Forward January 1, 2024		4,080,724.39	4,080,724.39		4,080,724.39		
RECEIPTS							
2132 Federal Grant Government/E-Rate	0.00	5,295.50	5,295.50	0.00	5,295.50	0.00	0.00
4122 Interest	0.00	22,955.12	22,955.12	8,432.56	22,955.12	0.00	0.00
6123 Restricted Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8798 Refunds/Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9951 Transfer in From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		28,250.62	28,250.62	\$ 8,432.56	28,250.62	0.00	0.00
TOTAL RECEIPTS & BALANCES	<u>\$ 56,867.69</u>	<u>\$ 4,108,975.01</u>	<u>\$ 4,165,842.70</u>		<u>\$ 4,165,842.70</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
EXPENDITURES							
3782 Investment/Banking Fees	\$ 0.00	\$ 700.00	\$ 700.00	\$ 45.10	\$ 544.00	\$ 0.00	\$ 156.00
5550 Equipment	56,867.69	319,585.00	376,452.69	11,153.56	288,642.30	5,890.04	81,920.35
TOTAL EXPENSES	56,867.69	320,285.00	377,152.69	\$ 11,198.66	289,186.30	\$ 5,890.04	\$ 82,076.35
ENCUMBERED BALANCE FORWARD					5,890.04		
BALANCE FORWARD	0.00	3,788,690.01	3,788,690.01		3,870,766.36		
TOTAL EXPENSES & BALANCE FORWARD	<u>\$ 56,867.69</u>	<u>\$ 4,108,975.01</u>	<u>\$ 4,165,842.70</u>		<u>\$ 4,165,842.70</u>		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

F-5

December 31, 2025

Petty Cash - General Fund		
Change/Branches/Petty Cash - General Fund	\$ 456.00	
All other investments & bank accounts - General Fund	4,494.00	
	<u>11,933,274.94</u>	\$
Balance, General Fund		11,938,224.94
Balance, Building & Repair Fund		24,176,549.29
Balance, Technology Development Fund		3,876,656.40
		<u>39,991,430.63</u>
Bank Error		0.00
PayPal fees		0.00
Bank debits/credits		0.00
NSF checks		0.00
Merchant E-Solutions/Section 125 funding/Square/Stripe		0.00
Investment earnings		0.00
Total Cash and Investment all Funds per Library		<u>\$ 39,991,430.63</u>
Bank Balance - Checking Farmers National Bank	25,000.00	
Balance on Deposit Farmers National Bank		\$ 25,000.00
Bank Balance - Checking First National Bank	450,000.00	
Bank Balance - Sweep Account - First National Bank	7,922,198.87	
Bank Balance - Money Market - First National Bank	11,739,783.27	
Bank Balance - Employee Section 125 Funding Account First National	9.51	
Deposits in Transit From Merchant E-Solutions/Sierra to First National Bank	26.00	
Deposit in Transit/Bank Debit	(202.39)	
Outstanding Checks - First National Bank - Operating Funds	(131,814.10)	
Balance on Deposit First National Bank		19,980,001.16
Investment Descriptions		
Farmers National Bank - Sweep	\$ 1,043,861.03	
Farmers National Bank - CDARS Program (see attached list)	5,977,792.01	
Farmers Trust Company managed investments (see attached list)	<u>12,959,826.43</u>	
Total investments		19,981,479.47
Petty Cash		456.00
Change/Branches/Petty Cash - Supplies		4,494.00
Total Cash and Investments per Depositories		<u>\$ 39,991,430.63</u>

Address Service Requested

Page: 1 of 2
Statement Date: 12/31/2025
Primary Account: XXXXXXXX6548



006652 0.8200 AV 0.593 TR00032

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
305 WICK AVE
YOUNGSTOWN, OH 44503-1003



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PUBLIC FUNDS SWEEP ACCOUNT

Account: XXXXXXXX6548

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
11/28/25	\$1,040,118.03	\$3,743.00 (1)	\$0.00	12/31/25	\$1,043,861.03

Minimum Balance \$1,040,118.03
Average Balance \$1,040,118.03
Total Days In Statement Period 11/29/25 Through 12/31/25: 33

+ Other Credits

Date	Description	Amount
12/31	Interest	\$3,743.00 ✓
Total of 1 Other Credits		\$3,743.00

% Interest

Average Ledger Balance:	1,040,118.03	Interest Earned:	3,743.00
Interest Paid This Period:	3,743.00	Days In Period: 11/29/25-12/31/25:	33
Interest Paid 2025:	52,450.67	Annual Percentage Yield Earned:	4.05%

Itemization Of Overdraft And Returned Item Fees

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



Continued on Next Page

www.farmersbankgroup.com

SEE REVERSE SIDE FOR IMPORTANT INFORMATION



MEMBER FDIC

Farmers National Bank of Canfield
20 South Broad St.
Canfield, OH 44406

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RETURN SERVICE REQUESTED



Contact Us
1-888-988-3276
treasurymanagement@farmersbankgroup.com

REUBEN MCMILLAN FREE LIBRARY
305 WICK AVE
YOUNGSTOWN, OH 44503

Account
REUBEN MCMILLAN FREE LIBRARY

Date
12/31/2025

Page#
1 of 8

CDARS® Customer Statement

The following information is a summary of activity in your CDARS accounts and the list of FDIC-insured institutions that hold your deposits as of the date indicated. Those deposits have been placed by us, as your agent and custodian, in deposit accounts through CDARS. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply. To meet the conditions for pass-through FDIC deposit insurance, deposit accounts at FDIC-insured banks in IntraFi's network that hold deposits placed using an IntraFi service are titled, and deposit account records are maintained, in accordance with FDIC regulations for pass-through coverage.

Summary of Accounts

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
	11/07/2024	11/05/2026	3.40%	\$1,031,023.60	\$1,039,896.92
	07/10/2025	07/08/2027	3.68%	865,985.22	874,054.72
	09/25/2025	09/23/2027	2.95601%	607,226.67	611,767.71
	10/23/2025	10/21/2027	3.44029%	1,000,000.00	1,006,619.34
	10/30/2025	10/28/2027	3.44%	1,000,000.00	1,005,954.92
	11/06/2025	11/04/2027	3.34%	916,039.17	920,745.15
	11/07/2024	11/04/2027	3.20%	514,586.13	518,753.25
TOTAL				\$5,934,860.79	\$5,977,792.01

CONTAINS CONFIDENTIAL INFORMATION

IntraFi and CDARS are registered service marks of IntraFi Network LLC.

Member
FDIC

FARMERS TRUST COMPANY AGENT THE PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY



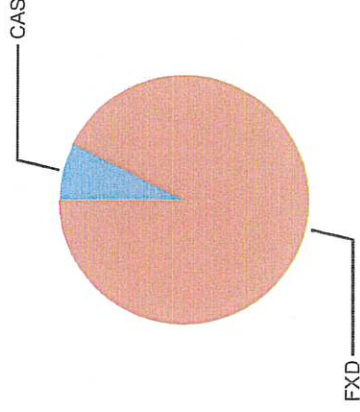
Mark J. Mrofachak CFO
Public Library
Youngstown/Mahoning County
305 Wick Avenue
Youngstown, OH 44503

Account: From 12/1/2025 To 12/31/2025
Report Period: Steve Wall
Administrator: 330-740-1223
Phone: Dale Standley
Portfolio Manager: 330-740-1207
Phone:

Portfolio Summary

	Market Value	% Portfolio	Est. Income
Cash & Equivalents (CAS)	\$968,941.84	7.41%	\$32,870.40
Fixed Income (FXD)	\$12,104,310.35	92.59%	\$325,762.50
Total Assets	\$13,073,252.19	100.00%	\$358,632.90

Total Account Balance **\$13,073,252.19**



Activity Summary

	Current Period	Year To Date
Beginning Market Value	\$12,988,966.46	\$12,404,935.55
Receipts		
Dividend	\$2,175.91	\$35,861.45
Interest Income	\$83,825.15	\$348,304.12
Total Receipts	\$86,001.06	\$384,165.57
Disbursements		
Institution Fees	(\$1,000.00)	(\$12,000.00)
Interest Income	(\$5,380.43)	(\$34,596.13)
Total Disbursements	(\$6,380.43)	(\$46,596.13)
Change in Market Value	\$4,665.10	\$330,747.20
Ending Market Value	\$13,073,252.19	\$13,073,252.19

FARMERS TRUST COMPANY AGENT THE PUBLIC LIBRARY
OF YOUNGSTOWN AND MAHONING COUNTY



Gains and Losses Summary

	Current Period	Year To Date
Realized Gain/(Loss) - Long Term	\$0.00	\$0.00
Realized Gain/(Loss) - Short Term	\$0.00	\$0.00
Total Realized Gain/(Loss)	\$0.00	\$0.00

Asset Statement

Units Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
Cash & Equivalents							
Cash							
Principal Cash	\$0.00		\$0.00				
Income Cash	\$72,656.25		\$72,656.25				
Total Cash	\$72,656.25		\$72,656.25	0.56			
Money Market Funds							
250,000.00 FTC CONSERVATIVE FUND	\$250,000.00	\$1.00	\$250,000.00	1.91	\$0.00		3.54
TOTAL Money Market Funds	\$250,000.00		\$250,000.00	1.91	\$0.00		3.54
Money Market Mutual Funds							
646,285.59 MONEY MKT OBLIGS TR FH GOV OBL FD	\$646,285.59	\$1.00	\$646,285.59	4.94	\$0.00		3.72
TOTAL Money Market Mutual Funds	\$646,285.59		\$646,285.59	4.94	\$0.00		3.72
TOTAL Cash & Equivalents	\$968,941.84		\$968,941.84	7.41	\$0.00		3.16
Fixed Income							
U.S. Government Agency Obligations							
1,000,000 FEDERAL HOME LOAN BANKS CONS BD 3.77%26	\$1,000,000.00	\$99.95	\$999,472.46	7.65	(\$527.54)		3.77
TOTAL U.S. Government Agency Obligations	\$1,000,000.00		\$999,472.46	7.65	(\$527.54)		3.77
U.S. Treasury Notes							
250,000 UNITED STATES TREAS NTS 4.125%06/15/26	\$250,023.86	\$100.28	\$250,695.31	1.92	\$671.45		4.11
500,000 UNITED STATES TREAS NTS 0.75%08/31/26	\$487,554.03	\$98.17	\$490,853.52	3.75	\$3,299.49		0.76
1,000,000 UNITED STATES TREAS NTS 1.25%12/31/26	\$954,912.42	\$97.79	\$977,867.19	7.48	\$22,954.77		1.28
1,000,000 UNITED STATES TREAS NTS 3.25%06/30/27	\$1,003,387.45	\$99.66	\$996,640.62	7.62	(\$6,746.83)		3.26
750,000 UNITED STATES TREAS NTS 2.25%08/15/27	\$729,238.53	\$98.06	\$735,468.75	5.63	\$6,230.22		2.29
1,000,000 UNITED STATES TREAS NTS 2.25%11/15/27	\$958,007.69	\$97.79	\$977,929.69	7.48	\$19,922.00		2.30
300,000 UNITED STATES TREAS NTS 0.625%11/30/27	\$278,678.78	\$94.78	\$284,332.03	2.17	\$5,653.25		0.66
200,000 UNITED STATES TREAS NTS 3.875%11/30/27	\$201,222.78	\$100.72	\$201,445.31	1.54	\$222.53		3.85

FARMERS TRUST COMPANY AGENT THE PUBLIC LIBRARY
OF YOUNGSTOWN AND MAHONING COUNTY



Asset Statement

Units Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
500,000 UNITED STATES TREAS NTS 0.625% 12/31/27	\$470,202.38	\$94.55	\$472,734.38	3.62	\$2,532.00		0.66
500,000 UNITED STATES TREAS NTS 1.25%06/30/28	\$470,972.43	\$94.67	\$473,339.85	3.62	\$2,367.42		1.32
1,250,000 UNITED STATES TREAS NTS 2.875%08/15/28	\$1,219,308.47	\$98.42	\$1,230,273.44	9.41	\$10,964.97		2.92
250,000 UNITED STATES TREAS NTS 3.75%12/31/28	\$250,619.30	\$100.61	\$251,513.67	1.92	\$894.37		3.73
500,000 UNITED STATES TREAS NTS 1.75%01/31/29	\$465,723.31	\$94.79	\$473,945.31	3.63	\$8,222.00		1.85
1,000,000 UNITED STATES TREAS NTS 3.25%06/30/29	\$976,949.80	\$98.91	\$989,101.56	7.57	\$12,151.76		3.29
250,000 UNITED STATES TREAS NTS 3.875%12/31/29	\$251,427.92	\$100.92	\$252,294.92	1.93	\$867.00		3.84
1,000,000 UNITED STATES TREAS NTS 3.5% 04/30/30	\$976,816.85	\$99.36	\$993,554.69	7.60	\$16,737.84		3.52
750,000 UNITED STATES TREAS NTS 3.75%06/30/30	\$745,502.68	\$100.32	\$752,402.34	5.76	\$6,899.66		3.74
300,000 UNITED STATES TREAS NTS 3.75%12/31/30	\$300,335.91	\$100.15	\$300,445.31	2.30	\$109.40		3.74
TOTAL U.S. Treasury Notes	\$10,990,884.59		\$11,104,837.89	84.94	\$113,953.30		2.59
TOTAL Fixed Income	\$11,990,884.59		\$12,104,310.35	92.59	\$113,425.76		2.69
GRAND TOTAL ASSETS	\$12,959,826.43		\$13,073,252.19	100	\$113,425.76		2.73

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			\$0.00	\$12,846,279.75
Receipts				
Interest Income				
INTEREST TAXABLE				
12/1/2025	FTC CONSERVATIVE FUND		\$731.41	\$0.00
INTEREST U.S. GOVT				
12/1/2025	UNITED STATES TREAS NTS 0.375%11/30/25 0.375% paid on 250000.000 Par Value.		\$468.74	\$0.00
12/1/2025	UNITED STATES TREAS NTS 0.625%11/30/27 0.625% paid on 300000.000 Par Value.		\$937.50	\$0.00
12/1/2025	UNITED STATES TREAS NTS 3.875%11/30/27 3.875% paid on 200000.000 Par Value.		\$3,875.00	\$0.00

FARMERS TRUST COMPANY AGENT THE PUBLIC LIBRARY
OF YOUNGSTOWN AND MAHONING COUNTY



Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
12/15/2025	UNITED STATES TREAS NTS 4.125%06/15/26 4.125% paid on 250000.000 Par Value.		\$5,156.25	\$0.00
12/31/2025	UNITED STATES TREAS NTS 0.625% 12/31/27 0.625% paid on 500000.000 Par Value.		\$1,562.50	\$0.00
12/31/2025	UNITED STATES TREAS NTS 1.25%06/30/28 1.25% paid on 500000.000 Par Value.		\$3,125.00	\$0.00
12/31/2025	UNITED STATES TREAS NTS 1.25%12/31/26 1.25% paid on 1000000.000 Par Value.		\$6,250.00	\$0.00
12/31/2025	UNITED STATES TREAS NTS 3.25%06/30/27 3.25% paid on 1000000.000 Par Value.		\$16,250.00	\$0.00
12/31/2025	UNITED STATES TREAS NTS 3.25%06/30/29 3.25% paid on 1000000.000 Par Value.		\$16,250.00	\$0.00
12/31/2025	UNITED STATES TREAS NTS 3.75%06/30/30 3.75% paid on 750000.000 Par Value.		\$14,062.50	\$0.00
12/31/2025	UNITED STATES TREAS NTS 3.75%12/31/28 3.75% paid on 250000.000 Par Value.		\$4,687.50	\$0.00
12/31/2025	UNITED STATES TREAS NTS 3.75%12/31/30 3.75% paid on 300000.000 Par Value.		\$5,625.00	\$0.00
12/31/2025	UNITED STATES TREAS NTS 3.875%12/31/29 3.875% paid on 250000.000 Par Value.		\$4,843.75	\$0.00
Total Interest Income			\$83,825.15	\$0.00
Dividend				
DIVIDEND				
12/11/2025	MONEY MKT OBLIGS TR FH GOV OBL FD		\$2,175.91	\$0.00
Total Dividend			\$2,175.91	\$0.00
Disbursements				
Interest Income				
ACCRUED INT PURCHASE U.S. GOVT				
12/23/2025	UNITED STATES TREAS NTS 3.75%12/31/30		(\$5,380.43)	\$0.00
Total Interest Income			(\$5,380.43)	\$0.00
Institution Fees				
FEE PAYMENT				
12/10/2025	Automatic fee collection for account 650367014 for Period Ending 11/30/2025.		(\$1,000.00)	\$0.00



FARMERS TRUST COMPANY AGENT THE PUBLIC LIBRARY
OF YOUNGSTOWN AND MAHONING COUNTY



Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Total Institution Fees Collected from Account				
			(\$1,000.00)	\$0.00
<u>Transfer</u>				
Amortization/Accretion				
ACCRETION OF ASSET - TAXABLE				
12/1/2025	UNITED STATES TREAS NTS 0.375%11/30/25		\$0.00	\$4,214.95
12/1/2025	UNITED STATES TREAS NTS 0.625%11/30/27		\$0.00	\$4,041.35
12/31/2025	UNITED STATES TREAS NTS 0.625% 12/31/27		\$0.00	\$7,104.46
12/31/2025	UNITED STATES TREAS NTS 1.25%06/30/28		\$0.00	\$5,491.55
12/31/2025	UNITED STATES TREAS NTS 1.25%12/31/26		\$0.00	\$10,789.24
12/31/2025	UNITED STATES TREAS NTS 3.25%06/30/29		\$0.00	\$3,045.51
12/31/2025	UNITED STATES TREAS NTS 3.75%06/30/30		\$0.00	\$449.96
AMORTIZATION OF ASSET - TAXABLE				
12/1/2025	UNITED STATES TREAS NTS 3.875%11/30/27		\$0.00	(\$231.55)
12/15/2025	UNITED STATES TREAS NTS 4.125%06/15/26		\$0.00	(\$31.74)
12/31/2025	UNITED STATES TREAS NTS 3.25%06/30/27		\$0.00	(\$654.73)
12/31/2025	UNITED STATES TREAS NTS 3.75%12/31/28		\$0.00	(\$98.11)
12/31/2025	UNITED STATES TREAS NTS 3.75%12/31/30		\$0.00	(\$29.82)
12/31/2025	UNITED STATES TREAS NTS 3.875%12/31/29		\$0.00	(\$165.02)
Total Amortization/Accretion			\$0.00	\$33,926.05
<u>Investment Activity</u>				
Purchases				
PURCHASE OF ASSET				
12/23/2025	UNITED STATES TREAS NTS 3.75%12/31/30	300,000	(\$300,365.73)	\$300,365.73
Total Purchases		\$100.12 300,000	(\$300,365.73)	\$300,365.73
ASSET MATURED				
12/1/2025	UNITED STATES TREAS NTS 0.375%11/30/25	(250,000)	\$250,000.00	(\$250,000.00)
Sweep Sales (7) 12/1/2025 to 12/31/2025		(307,957.13)	\$307,957.13	(\$307,957.13)
Sweep Purchases (6) 12/1/2025 to 12/31/2025		264,555.78	(\$264,555.78)	\$264,555.78
Total Investment Activity		(293,401.35)	\$293,401.35	(\$293,401.35)

FARMERS TRUST COMPANY AGENT THE PUBLIC LIBRARY
OF YOUNGSTOWN AND MAHONING COUNTY



Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Ending Balances				
			\$72,656.25	\$12,887,170.18



REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
LIBRARY FOUNDATION ACCOUNT

F-14

December 31, 2025

Balance, January 1, 2025

Checking \$ 515,025.91
Investment Accounts 1,582,707.53
\$ 2,097,733.44

RECEIPTS

Distributions from Trust Accounts:

Restricted funds:

Account #03-9 Growth Fund

Alice Clarke Fund	\$ 3,732.64
Justice Clarke Fund	40,294.18
Myron Roh Fund	2,770.01
Paul E. & Dorothy F. Rees Fund	1,264.88
Philippine Kerwer Fund	768.84
Dr. James Houck Fund	657.24
Robert H. Donahugh Fund	1,395.10
Henry Stambaugh Fund	4,228.68
James McEwen Fund	
<u>Account #05-4 Income Fund</u>	<u>\$ 62,037.42</u>

Nancy Breaeden Fund

19,913.31

Ruth Bowers Fund

3,864.47

Elizabeth Lowmiller Barnhill Fund

5,854.09

W. Sturgeon VanGorder - Elizabeth Slotta

15,021.08

Kenneth M. Lloyd

1,608.48

George Boughton

3,658.92

Edward W. Powers Charitable Fund

1,752.37

Martha Muransky

640.63

Carol A. Bacon-Endowed Fund for Authors

2,771.70

Rebecca Showman Host An Author Fund

329.84

Louise M. Ward Early Childhood Literacy Fund

1,330.14

Account #02-1 R.D. Fowler Fund

56,745.03

Account #6453 Jane Jackson

13.16

Account #01-3 Wick Dennison

5,484.04

Unrestricted Income funds:

23,771.60

Account #04-7

David & Caroline Theobald Fund

300.38

Louisa Andrews Fund

1,258.75

Ida Clarke Fund

3,294.66

Caroline Wick Fund

605.53

James C. Foutts Fund

977.43

Olive Arms Fund

1,292.12

Luela Walker fund

338.55

William Merrick Fund

1,344.56

Ida Osborne Fund

1,344.56

M. Bernard Hirshberg Fund

371.89

Louisa Edwards Fund

448.18

Norma Jones Fund

4,467.58

Reserve Account Fund

17,317.24

Amelia Gail Sarbu

14,318.18

Donations

47,679.61

Interest Income

195,730.86

Miscellaneous

136,390.14

TOTAL RECEIPTS

58,417.05

TOTAL RECEIPTS & BALANCE FORWARD

11,356.06

401,894.11
\$ 2,499,627.55

DISBURSEMENTS

Books & Related Purchases/Expenditures per Terms of Gifts

Legal Fees

388,935.25

Audit Fees

0.00

Miscellaneous

0.00

Memorial Gifts

8,131.93

Public Relations/Marketing

0.00

TOTAL EXPENDITURES

0.00

BALANCES FORWARD

\$ 397,067.18

Checking First National Bank

294,960.57

Money Market Account First National Bank

1,807,599.80

TOTAL DISBURSEMENTS AND BALANCES FORWARD

** \$ 2,499,627.55

** Use restricted by terms of trusts in the amount of \$1,529,797.77

Public Library of Youngstown and Mahoning County Foundation Report Summary
12/31/2025
Restricted and Unrestricted Trust Funds

FUNDS INVESTED WITH FARMERS TRUST COMPANY (**Balances shown are market values as of the indicated date as reported by the trust statements.)

Combined Accounts (excludes Dennison & Jackson Trusts)	<u>Farmers Trust</u> <u>12/31/2021</u>	<u>Farmers Trust</u> <u>12/31/2022</u>	<u>Farmers Trust</u> <u>12/31/2023</u>	<u>Farmers Trust</u> <u>12/31/2024</u>	<u>Farmers Trust</u> <u>12/31/2025</u>
Short Term Investments/Cash	169,704.94	240,987.42	201,250.56	703,974.08	538,552.59
Fixed Income	2,386,072.50	2,431,298.49	2,435,451.74	2,071,924.61	2,531,103.47
Equities	<u>3,570,975.92</u>	<u>2,565,015.33</u>	<u>2,951,980.12</u>	<u>3,229,375.07</u>	<u>3,878,017.54</u>
Total**	6,126,753.36	5,237,301.24	5,588,682.42	6,005,273.76	6,947,673.60

Funds held by the Library are invested with Farmers Trust Company and comprise five accounts.

- Combined funds restricted to purchase of books – growth oriented
- Combined funds restricted to other purposes – income oriented
- Fowler-Liddle Fund restricted
- Combined funds without restriction – income oriented
- Income account

The Restricted Funds are as follows

I. Combined Book Fund Restricted Growth Account No. 1-03-9

Acct. 1-03-9	<u>Farmers Trust</u> <u>12/31/2021</u>	<u>Farmers Trust</u> <u>12/31/2022</u>	<u>Farmers Trust</u> <u>12/31/2023</u>	<u>Farmers Trust</u> <u>12/31/2024</u>	<u>Farmers Trust</u> <u>12/31/2025</u>
Short Term Investments/Cash	38,816.37	105,258.02	59,014.20	201,483.86	101,148.58
Fixed Income	567,174.67	623,578.21	677,308.76	572,898.70	612,513.63
Equities	<u>1,830,069.23</u>	<u>1,323,000.75</u>	<u>1,494,116.86</u>	<u>1,641,068.97</u>	<u>2,060,045.71</u>
Total**	2,436,060.27	2,051,836.98	2,230,439.82	2,415,451.53	2,773,707.92

On April 25, 2007 the Board adopted a new trust agreement, superceding the October 31, 1974 agreement. The following trust funds were combined to form the restricted fund for the purchase of books:

a. Alice Clarke

Justice John H. Clarke presented \$10,000.00 in memory of his sister Alice Clarke with principal to remain in tact and the income to be used solely for the purchase of books. This fund was established July 8, 1922 and amended September 1, 1934, October 31, 1944 and October 31, 1974. On December 31st the percentage of the trust was 6.02%.

b. Justice John C. Clarke

On June 3, 1946 the Library Board of Trustees established the John H. Clarke Trust Fund. John H. Clarke a distinguished Youngstown citizen who became a Justice of the Supreme Court of the United States and a leading advocate of world peace, was one of the organizers of this library, its second president and on his death became its chief benefactor. He donated \$100,000.00 to the Library, the principal is to remain in tact with the income to be devoted exclusively to the purchase of books. Justice Clarke was a Trustee from 1883-1900. On December 31st the percentage of the trust was 64.94%.

Public Library of Youngstown and Mahoning County Foundation Report Summary
12/31/2025
Restricted and Unrestricted Trust Funds

c. Myron S. Roh Library Fund

This fund was established through a bequest from Mr. Myron S. Roh who passed away on May 19, 2003. Mr. Roh served as a member of the Library's Board of Trustees for 22 years, from 1971 to 1993. The amount of the bequest was \$50,000. The principal is to be invested and maintained with the income from said investments to be used for the purchase of new books for the library system. On December 31st the percentage of the trust was 4.48%.

d. Paul E. And Dorothy F. Rees Fund for Large Print Books

This fund was established through a bequest from Paul E. and Dorothy F. Rees, Friends of the Library. The amount of the bequest was \$23,378.47. The principal is to remain in tact. Income may be used for the purchase of large print books for the library system. On December 31st the percentage of the trust was 2.04%.

e. Philippine Kerwer Book Fund

On October 22, 1948 the Library Board of Trustees established the Philippine Kerwer Trust Fund. In her last will and testament, she bequeathed \$2,000.00 to the Library, the income of which is to be used for the purchase of books written in the German language with the principal being retained. On December 31st the percentage of the trust was 1.24%.

f. Dr. James A. Houck Memorial Fund

This restricted fund at it's establishment on March 5, 1996 was comprised of \$9,095.00 in contributions made in the memory of Dr. James A. Houck. An additional donation of \$100.00 was received and added in December of 1997 bringing the total to \$9,195.00. The donors included friends, family members, The Friends of Main Library and The Council of Library Friends. The income from funds are to be used for the purchase of reference and research materials while the principal remains. Dr Houck served as a trustee from 1985-1990. On December 31st the percentage of the trust was 1.06%.

g. Robert Hayden Donahugh Memorial Book Fund

This restricted fund was established in December of 1997 with a bequest from Mr. Donahugh and contributions in his memory by friends totaling \$18,060.36. In June of 1998 an additional memorial gift was received bringing the total of the fund to \$23,060.36. The income from the fund is to be used for the purchase of books in the areas of American literature and movies with the principal to stay intact. Mr. Donahugh was the Library Director from 1979 to 1989. On December 31st the percentage of the trust was 2.25%.

h. Henry H. Stambaugh Fund

Records indicate that his will was probated on January 17, 1919 detailing that the Library was to receive \$5,000.00 to purchase books. This bequest was later combined into the book endowment fund that was established October 19, 1922 and amended August 20, 1936, October 31, 1944 and October 31, 1974. Prior to the 2007 reorganization, this fund had been listed in the summary in the "Unrestricted Fund". On December 31st the percentage of the trust was 6.82%.

Public Library of Youngstown and Mahoning County Foundation Report Summary
12/31/2025
Restricted and Unrestricted Trust Funds

i. James. H. McEwen Fund

A bequest of \$6,000.00 was received April 5, 1927 with the will directing that the funds be used in buying books for the Library. This trust was first established on July 20, 1927 and amended on September 26, 1931, August 20, 1936, October 31, 1944 and October 31, 1974. Prior to the 2007 reorganization, this fund had been listed in the summary in the "Unrestricted Fund". James H. McEwen was a Library Trustee from 1891 to 1897 and from 1901 to 1919. On December 31st the percentage of the trust was 11.16%.

II. Combined Restricted Funds Restricted Income Account No. 1-05-4

Acct. 1-05-4	<u>Farmers Trust</u> <u>12/31/2021</u>	<u>Farmers Trust</u> <u>12/31/2022</u>	<u>Farmers Trust</u> <u>12/31/2023</u>	<u>Farmers Trust</u> <u>12/31/2024</u>	<u>Farmers Trust</u> <u>12/31/2025</u>
Short Term Investments/Cash	66,888.22	81,612.12	84,576.67	255,382.95	339,172.90
Fixed Income	920,393.95	899,176.38	859,091.74	709,535.36	1,016,462.57
Equities	<u>916,021.99</u>	<u>659,246.78</u>	<u>790,287.72</u>	<u>862,301.10</u>	<u>949,310.07</u>
Total**	1,903,304.16	1,640,035.28	1,733,956.13	1,827,219.41	2,304,945.54

On April 25, 2007 the Board adopted a new trust agreement, superceding the October 31, 1974 agreement. The following Restricted Funds were combined for investment purposes. It is the intention of the Library to use the proceeds of each fund in accordance with the terms of the instrument by which such fund was given to the Library.

a. Nancy Breaden Fund for the East Branch Library

On January 25, 1935 the Board of Trustees established the Nancy Breaden Trust Fund as the result of a bequest to the Library of \$13,415.03. Additions were subsequently made to this fund in the amount of \$20,631.52. This trust was amended on January 25, 1935 and October 31, 1974. The principal is to be invested in perpetuity, with the interest proceeds being used to maintain and conduct an East Branch Library to be designated as the Breaden Branch as reaffirmed by the Board of Trustees on July 10, 2008. On December 31st the percentage of the trust was 32.09%.

b. Ruth Bowers Fund for Youth Programs and Services

The Ruth Bowers fund was established with a bequest of \$73,928.69 by Miss Ruth Bowers with an additional \$5,403.70 from various donors added in 2014. Miss Bowers was a teacher and principal in the Youngstown City School District for 29 years. Income and principal from the fund may be used by the library system for youth programming and services. On December 31st the percentage of the trust was 6.23%.

c. Elizabeth Lowmiller Barnhill Fund for Childrens Programs, Services and Collections

On August 22, 1984, the Library Board of Trustees established the Elizabeth Lowmiller Barnhill Trust Fund with the initial estate distribution of \$37,115.17. Subsequent distributions of \$18,956.26 were received in 1985 and 1986. In 2014 there was \$1,096.17 added from various donors. The will directed the bequest be used for the "Children's Division" of the Library but the Board elected to designate the income only be used to purchase children's books. In the course of the April 2007 reorganization, the Board passed a resolution to remove both restrictions, allowing both principal and interest of the fund to be used to support children's collections, programs and services of the library. On December 31st the percentage of the trust was 10.19%.

Public Library of Youngstown and Mahoning County Foundation Report Summary
12/31/2025
Restricted and Unrestricted Trust Funds

d. W. Sturgeon VanGorder and Elizabeth Slotta Fund for Special Delivery Services

Established by the Board on September 13, 2007 with an initial distribution from the estate of Helen VanGorder in the amount of \$200,000.00 followed by \$143,936.14 received during 2009 and made in honor of W. Sturgeon VanGorder and Elizabeth Slotta for Special Outgoing Services which had been renamed by the Board as Special Delivery. Both principal and interest may be used. On December 31st the percentage of the trust was 24.21%.

e. Kenneth M. Lloyd Fund to Support Further Education of Mahoning Valley Residents

The Board established this trust at their January 24, 2008 meeting. This trust was funded with accumulated donations received from the educational non-profit, Associates For Growth, Inc. in the amount of \$39,000.00, with both income and principal available for expenditure. Associate's president was Jean Eller-Lloyd, daughter to Kenneth. Mr. Lloyd served as a trustee from 1940-1985. On December 31st the percentage of the trust was 2.59%.

f. George N. Boughton Fund to Maintain a Public Library in the City of Canfield, Ohio

On June 10, 2010, the Board established this trust in the amount of \$81,172.20 with the proceeds from the dissolution of the George N. Boughton Testamentary Trust. The trust stipulated that the proceeds were to be used to maintain a public library in the City of Canfield for the use of its citizens. Both principal and interest can be used. The first branch in the City of Canfield known as the George N. Boughton Memorial Library opened in 1936 and was housed in the Community Building until June 1969 when the branch was relocated to a newly constructed Canfield Branch Library on Main Street. On December 31st the percentage of the trust was 5.90%.

g. The Martha Muransky Children's Literacy Fund for the purpose of supporting the Children's Summer Reading Club and/or for Children's Literacy Programs

The Martha Muransky Children's Literacy Fund was established by the Board on December 5, 2013. Mrs. Muransky, a lifelong resident of the Youngstown area, was an avid reader with a special interest in educating children. Although she did not have a college education, she read voraciously and displayed keen intelligence. Martha's love of reading lives on through this bequest to the Library. The fund was established with donations received in her memory totaling \$14,085.00. Both Principal and interest can be expended. On December 31st the percentage of the trust was 4.78%.

h. The Edward W. Powers Fund for Teen Programming

The Edward W. Powers Fund for Teen Programming came into existence through Board resolution on June 12, 2014, in the amount of \$48,000.00. A second donation was received in December of 2014 in the amount of \$757.61. Both Principal and interest can be expended. On December 31st the percentage of the trust was 2.82%.

i. Carol A. Bacon Literary Society Endowed Fund for Authors

The Carol A. Bacon Literary Society Endowed Fund for Authors was established by the Board of Trustees on January 25, 2018, in the amount of \$75,000. Mrs. Bacon was an avid reader and supporter of children's reading, donating capital funds to various library children's reading areas including Tri Lakes and Austintown. She was a founding member of the Literary Society and supported it financially every year for the Author Events. Both principal and interest can be expended. On December 31st the percentage of the trust was 7.41%.

Public Library of Youngstown and Mahoning County Foundation Report Summary
12/31/2025
Restricted and Unrestricted Trust Funds

j. Rebecca Showman Host an Author Fund

The Rebecca Showman Host an Author Fund was established by the Board of Trustees on June 11, 2020, in the amount of \$10,000. This fund was established to support authors and special events for the Public Library of Youngstown & Mahoning County. On December 31st the percentage of the trust was .53%.

k. Louise M. Ward Early Childhood Literacy Fund

The Louise M. Ward Early Childhood Literacy Fund was established by the Board of Trustees on September 12, 2024, in the amount of \$77,289.18. This fund was established to support early childhood literacy programs for the Public Library of Youngstown & Mahoning County. On December 31st the percentage of the trust was 3.25%.

III. Restricted Fowler-Liddle Fund Account No. 1-02-1

Acct. 1-02-1	<u>Farmers Trust</u> <u>12/31/2021</u>	<u>Farmers Trust</u> <u>12/31/2022</u>	<u>Farmers Trust</u> <u>12/31/2023</u>	<u>Farmers Trust</u> <u>12/31/2024</u>	<u>Farmers Trust</u> <u>12/31/2025</u>
Short Term Investments/Cash	1,125.86	968.79	807.83	572.87	266.01
Fixed Income	50,000.00	50,000.00	50,000.00	50,003.00	50,412.29
Equities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total**	51,125.86	50,968.79	50,807.83	50,575.87	50,678.30

On September 18, 1991 the Library Board of Trustees established the Ralph D. Fowler Trust Fund. \$50,000.00 was bequeathed with income to be used for the Canfield Branch Library to purchase additional and extraordinary books and other publications not part of the library budget. The books and other publications shall be marked as provided by "THE FOWLER-LIDDLE FUND". These funds are to be invested in Farmers National Bank CDs.

The Unrestricted Funds are as follows.

IV. Combined Unrestricted Fund Account No. 1-04-7

Acct. 1-04-7	<u>Farmers Trust</u> <u>12/31/2021</u>	<u>Farmers Trust</u> <u>12/31/2022</u>	<u>Farmers Trust</u> <u>12/31/2023</u>	<u>Farmers Trust</u> <u>12/31/2024</u>	<u>Farmers Trust</u> <u>12/31/2025</u>
Short Term Investments/Cash	62,874.49	53,148.49	56,851.86	185,479.00	97,965.10
Fixed Income	848,503.88	858,543.90	849,051.24	739,487.55	851,714.98
Equities	<u>824,884.70</u>	<u>582,767.80</u>	<u>667,575.54</u>	<u>726,005.00</u>	<u>868,661.76</u>
Total**	1,736,263.07	1,494,460.19	1,573,478.64	1,650,971.55	1,818,341.84

On April 25, 2007 the Board adopted a new trust agreement, superceding the October 31, 1974 agreement. The following trust funds were combined to form an unrestricted fund for investment purposes.

a. David and Caroline Theobald Fund

Board minutes reflect that \$400.00 was deposited November 19, 1915. It appears that this is the Library's oldest endowment fund. The Board determined on January 23, 1918 that the income was to be used for the purchase of books. In addition to being amended on May 22, 1945 and October 31, 1974, during the reorganization in April of 2007, the Board took action to remove the 1918 restrictions on this fund and allow for both principal and interest of the fund to be used where most needed as there were no restrictions placed in the original bequest. Caroline Theobald was a Library Trustee from 1889 to 1903. David Theobald was a Library Trustee from 1881-1887. On December 31st the percentage of the trust was .63%.

Public Library of Youngstown and Mahoning County Foundation Report Summary
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Restricted and Unrestricted Trust Funds

b. Louisa Andrews Fund

An initial amount of \$5,000.00 was received July 2, 1917. At the January 23, 1918 Board meeting a resolution was passed instructing a special fund in the amount of \$4,000.00 be put into place for the purchase of books. The first trust agreement on file is dated December 31, 1923 and was amended August 20, 1936, October 31, 1944 and October 31, 1974. As the donor did not put any restrictions on the bequest, in April of 2007 the Board elected to remove the restrictions placed on the fund earlier and allow for both principal and interest to be used where most needed. On December 31st the percentage of the trust was 2.64%.

c. Ida Clarke Fund

At the time that Justice John H. Clarke presented \$10,000.00 in memory of Alice Clarke, he also presented \$10,000.00 from a bequest of Dr. Ida Clarke. Both ladies were his sisters. Although her bequest allowed for the funds to be used in the discretion of the trustees, on July 7, 1922, the Board elected to restrict the fund to the use of income only for the purchase of books. On April 25, 2007, the Board voted to remove these restrictions and allow both principal and interest of the fund to be used where needed most. This fund was established July 8, 1922 and amended September 1, 1934, October 31, 1944 and October 31, 1974. Dr. Ida Clarke was a Trustee from 1900-1922. On December 31st the percentage of the trust was 6.91%.

d. Caroline H. Wick Fund

Probate records dated May 27, 1920 reference a sum of \$2,000.00 to the Library. Minutes indicate that these monies were borrowed to cover operating expenses during 1921 and 1922. The loan was repaid and a trust fund in the amount of \$2,000 was established December 15, 1922 which was amended August 20, 1936, October 31, 1944 and October 31, 1974. Both principal and interest can be used. On December 31st the percentage of the trust was 1.27%.

e. James C. Foutts Memorial Fund

On September 24, 1964 the Board made a motion that any monies received in memory of Mr. Foutts be put into a memorial trust fund with income only to be used for Library purposes. Records indicate that monies were added to the trust at various times as funds were received. The trust was first established April 5, 1965 and amended December 31, 1965 and again on October 31, 1974 at which time it was included in the Restrictd Fund. In February 1997 additional donations were received upon the passing of Mrs. Foutts in the amount of \$100.00. During the April 2007 reorganiziation, the Board of Trustees elected to remove any previous restrictions and allowed for both income and principal to be used where most needed. James C. Foutts was the Library Director from 1944 to 1964. On December 31st the percentage of the trust was 2.05%.

f. Olive F. A. Arms Fund

Correspondance dated June 15, 1961 shows that a check for \$10,000.00 was received from the Olive F. A. Arms estate representing an unrestricted bequest. Board minutes from June 16, 1961 reflect a motion to establish a trust in her memory to be used as a scholarship fund. The first trust agreement was executed on July 19, 1961 and Board financial statements indicate that accumulated interest earnings were reinvested back into the trust as of December 31, 1967. As amended April 25, 2007, the Board removed restrictions previously applied to this trust and designated that both principal and interest could be used where most needed by the library. Olive F. A. Arms was a Library Trustee from 1899 to 1900. On December 31st the percentage of the trust was 2.71%.

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g. Luella Walker Fund

In October of 1936 an unrestricted bequest of \$1,000.00 was received followed by a Board motion on March 3, 1937 to establish the Luella Walker Endowment Fund. The original trust was established with \$991.36 on May 20, 1937 and amended on October 31, 1944 and October 31, 1974. On December 31st the percentage of the trust was .71%.

h. William R. Merrick Fund

On October 9, 1928 an unrestricted bequest of \$5,000.00 was received. This fund had been combined with other funds including the Ida Osborne Fund. Minutes indicate that the Board had borrowed from these funds from time to time. During the 2007 reorganization – the funds were recognized individually. This fund was established March 9, 1937 and amended on October 31, 1944 and October 31, 1974. On December 31st the percentage of the trust was 2.82%.

i. Ida Osborne Memorial Fund

Probate will records dated September 9, 1930 reflect an unrestricted bequest from the estate. On October 8, 1930, Board minutes established the Ida Osborne Memorial Book Fund. From the period of 1931 through 1936 funds were borrowed and repaid to this fund. The fund was amended on October 31, 1944 and October 31, 1974 to an unrestricted fund. On December 31st the percentage of the trust was 2.82%.

j. M. Bernard Hirshberg Fund

Minutes from January 25, 1935 document an endowment fund with a value of \$500.00 that had been combined with other funds. Mr. Hirshberg was a trustee from 1881–1888. On December 31st the percentage of the trust was .78%.

k. Norma C. Jones Fund

This unrestricted fund originated with a bequest in the amount of \$5,802.43 in cash and 1,523 shares of Ohio Bancorp common stock valued at \$36,552.00, that was established October 1, 1992. The Library was named as beneficiary under the will of Norma C. Jones who died testate on or about August 15, 1991. On December 31st the percentage of the trust was 9.37%.

l. Louise M. Edwards Fund

An unrestricted bequest was received on September 5, 1942 in the amount of \$845.43. Board minutes from May 22, 1945 detail that this fund was combined with the Membership Endowment, the Income From Endowment Account, the Thebold Fund and the Hirshberg Fund to be held in a safekeeping account. Board financial statements reference this combined trust account as 2933-2 "Safekeeping" where it remained until amended on October 31, 1974 at which time it was again comingled with the other trust funds that comprised that amendment. During the April 2007 reorganization this trust was recognized individually. On December 31st the percentage of the trust was .94%.

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Restricted and Unrestricted Trust Funds

m. Reserve Account Fund

First appeared on the Boards "Corporate Account" financial statement in 1952 as one of the trusts listed under the unencumbered heading. There appeared to have been loans from the Corporate Account funds into the Justice Clarke Trust Fund #3059-M to exercise rights to purchase AT&T debentures. Later records show reference to an unencumbered trust #3059-1 referred to as either "Reserve" or "General" Account where in the loans were repaid using trust earnings from Justice Clarke's Trust Fund. This fund was later amended on October 31, 1974 where it was included in with the "Book Fund Agreement". On December 31st the percentage of the trust was 36.32%.

n. Ameila Gail Sarbu Fund

This trust was established by the Board on September 13, 2007 with an unrestricted bequest of \$363,231.66 consisting of her entire estate. Little is known about Mrs. Sarbu's affiliation with the library other than that at one time she lived on the north side of the city of Youngstown. She was a resident of Warren, Ohio at the time of her death. On December 31st the percentage of the trust was 30.03%.

V. Income Account No. 1-01-3

Earnings from the trusts managed by Farmers Trust Company are deposited into this account quarterly. They are held in the account until such time as can be transferred back to the Library Foundation money market account at First National Bank. As of 12/31/25 the balance, all in cash and equivalents, was \$79,864.59.

In addition to the funds listed above – the Library is the beneficiary of two additional trust funds as follows:

FUNDS HELD AT FARMERS TRUST COMPANY

Lee Wick Dennison Fund No. 2-01-3

In March of 2013 the Lee Wick Dennison Endowment Trust was established with the Library named as the sole beneficiary of the trust which is to be administered by Farmers Trust Company. The income is to be distributed to the Library to be used for the benefit of the Poland Branch Library. Lee Wick Dennison passed away on August 31, 2012, and her will designated this trust be established in the amount of \$500,000 as a gift from Lee Wick Dennison in memory of her mother, Janie Wick Dennison.

Acct. 2-01-3	<u>12/31/2021</u>	<u>12/31/2022</u>	<u>12/31/2023</u>	<u>12/31/2024</u>	<u>12/31/2025</u>
Cash and Equivalents	10,133.29	45,896.92	84,056.40	30,001.75	44,903.43
Fixed Income	271,553.48	282,506.11	234,613.77	291,429.67	316,853.84
Equities	<u>493,534.84</u>	<u>324,717.15</u>	<u>378,604.75</u>	<u>418,443.75</u>	<u>454,875.63</u>
Total**	775,221.61	653,120.18	697,274.92	739,875.17	816,632.90

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Restricted and Unrestricted Trust Funds

FUNDS HELD AT PNC BANK

Jane Jackson Fund No. 66453

Board minutes from July 11, 1972, report that the Library was to receive income from the Jane Jackson Trust. This remainder trust had been established in 1958 and named the Library along with the New Castle Public Library as beneficiaries of the trust to share equally in all income following the demise of all life income beneficiaries as specified in her will. The terms of the bequest are that trust distributions be used for the purchase of books. In December of 1999, an election was made by the Board to have the maximum income distribution allowable which is the greater of 5% of the applicable fund value or the traditional trust law income. A memorial plate is to be placed in each book. A beautiful book plate was especially designed for the memorial books and approved by Miss Jackson's nephew, and last remaining heir, the late Paul Jackson.

Acct. 20-Y028-00-2	<u>12/31/2021</u>	<u>12/31/2022</u>	<u>12/31/2023</u>	<u>12/31/2024</u>	<u>12/31/2025</u>
Cash and Equivalents	11,909.95	10,367.72	5,866.37	6,100.55	7,754.29
Fixed Income	81,023.84	48,556.04	58,044.70	62,078.06	66,932.62
Equities	<u>159,002.64</u>	<u>133,143.93</u>	<u>146,992.54</u>	<u>152,769.65</u>	<u>163,813.24</u>
Total**	251,936.43	192,067.69	210,903.61	220,948.26	238,500.15

Reuben McMillan Free Library Association 2025 Donations, Gifts, Bequests and Grants

Library Foundation Account

Elizabeth Foster Estate	10,000.00
Friends of the PLYMC	8,000.00
Frank & Pearl E. Gelbman Charitable Foundation	6,500.00
Reid & Judy Schmutz	5,100.00
#1 Cochran	5,000.00
Susan Sokolov	3,760.00
Encino Energy	3,055.57
Bacon Foundation	3,000.00
Martha Green	3,000.00
Marjorie Miller	2,510.00
Charities Aid Foundation America	2,500.00
Marion Dunham	2,500.00
Muransky Companies	2,500.00
Vayner Realty Co.	2,500.00
Cetera	2,381.01
Sherman Creative Promotions-Stephanie Shapiro	2,010.00
Gina Marlane Schiavone	2,000.00
Youngstown Rotary	2,000.00
Boardman Rotary	1,500.00
Jenifer Lloyd	1,000.00
LPL Financial/Mary Ann Karas	1,000.00
Rotary Club of Poland	1,000.00
Sidney Pazol	1,000.00
The Robert & Chris Gabrick Fund	1,000.00
Schroedel, Scullin & Bestic, LLC	760.00
Aimee Fifarek	757.50
Carole Weimer	750.00
Marty Chandler	650.00
Reliable Consulting Group, LLC	630.00
Carl James	600.00
Amy Banks	585.00
Daprile Insurance	565.00
Joann Pirko	530.00
Judy Conti Kripchak	520.00
Shirley McMahon	520.00
Shirley Neher	520.00
Thamosin Shultz	520.00
Alexa Sweeney Blackann	510.00
Colleen Graneto	510.00
Delores Jones	510.00
Shannon Tirone	510.00
Prout Boiler Heating & Welding Inc.- Don Raybuck	507.50
Alta Care Group, Inc.	500.00
Canfield Rotary Association	500.00
Coleman Foundation	500.00
Dennis John Berry	500.00

Reuben McMillan Free Library Association 2025 Donations, Gifts, Bequests and Grants

Library Foundation Account

DeSalvo Construction	500.00
George Tablack	500.00
James Fisher	500.00
Janet Dyer	500.00
Jean Churchill	500.00
John Dunne	500.00
Livi Steel	500.00
Lois Koval	500.00
Premier Wealth	500.00
Rotary Club of Austintown	500.00
Sidney Jones	500.00
Gabrick Fund	500.00
Gail Evanchan	450.00
Virginia Gerberry	390.00
Joshua & Denise Bayer	360.50
Barbara Tinkham	350.00
Deborah Liptak	350.00
Home Builders & Remodelers Association of the Valley	350.00
R&J Trucking	350.00
Sipp Tepe Architects	350.00
James Meehan	333.00
Frank Sees and Judy Daf	300.00
Kenneth Russell	300.00
Elaine Remick	292.80
EOG Resources	286.85
Sara Turner	267.80
Carol Rimedio-Righetti	260.00
Joyce Richards	260.00
Lucille Setz	260.00
Michele Kielbas	260.00
Patricia Marsico	260.00
Eddy Homes, Inc.- Amanda Wallace, Amy Gregory	257.50
J.M. Verostko, Inc.	257.50
Rockwood Painting Contractors- Jennifer Raspanti & Toni Petrock	257.50
Schwebel Family Foundation	257.50
State Farm- Jamie Ciccone, Monica Deavers	257.50
Mariel Sallee & Kristie Cwynar	250.00
A La Cart Catering	250.00
Ameriprise - Janet Williams	250.00
Barbara Brothers	250.00
Better Business Bureau	250.00
Bonnie Burdman	250.00
Braydich Dental	250.00
COMPASS Family and Comm Svcs	250.00
EDM Management, Inc.	250.00
Extraordinaire Food Concepts LLC dba Jeffrey Chrystal Catering	250.00

Reuben McMillan Free Library Association 2025 Donations, Gifts, Bequests and Grants

Library Foundation Account

Albert and Rosalyn Miller DAF	250.00
John Yingling	250.00
Joseph Verostko- J.M. Verostko, Inc.	250.00
Packer Thomas	250.00
Ronald Dwinnells	250.00
Stambaugh Auditorium	250.00
Struthers Rotary Club	250.00
Suzanne Fleming	250.00
The Community Foundation of the Mahoning Valley	250.00
All other donations under \$250	31,050.11
Total-Library Foundation	136,390.14

Director and CEO's Report

February 2026

Happy New Library Year, Trustees!

As we recover from the holiday season and (some of us) shovel out from the recent snows, the year has started with a burst of energy here at PLYMC. We debuted our long-awaited Facilities Master Plan, celebrated an already successful Family Place Library, and have a great report on our Strategic Plan progress in 2025.

Raising Our Voice

Family Place Launch and Celebration

We have seen an enormous amount of interest in the Family Place Library project – from the media, donors, elected officials, and now our patrons. After a reconfiguration of existing shelving to support a new family-friendly layout, including removal of the former children's play area, assembly of new children's activity features, and associated furniture adjustments, the Family Place Learning series debuted in January to rave reviews. The first sessions were full, and great partners have come on board including Akron Children's Hospital, Easter Seals, and Ballet Western Reserve.



The Family Place-focused Annual Campaign earned Raised \$40,268

through Annual Campaign - \$25,338 in support of Family Place and \$14,930 in support of other categories. With this amount, the Foundation raised over 60% of the total estimated project cost of just over \$41,000. Some of the money raised has already been spent on toys and equipment already in use at Michael Kusalaba Library, with the remainder being held for toy replacement and other future program costs.



The Family Place Open House brought in 35 attendees including [elected officials](#) Ohio Rep. Lauren McNally, Youngstown 4th Ward Councilman Mike Ray, and Mahoning County

Auditor and ex officio Trustee Ralph Meacham, along with dignitaries YSU President Bill Johnson, PLYMC Board President Carole Weimer, Trustee and Mahoning County Board of Elections member Denise Glynatsis Bayer, and Friends of the Library Secretary/Treasurer Nicole Fond (pictured above).

Strategic Plan – Year 2

While much of our attention in 2025 was taken up with a budget and intellectual freedom advocacy battle, we didn't stop making progress on our Strategic Plan goals. At the 2026 kick off meeting, the Action Team Leads collaborated on how we can start documenting progress toward our Desired Outcomes as we complete Year Two and move into our Third and final plan year.

Team Leads were grouped by strategic plan goal and asked to categorize our **likelihood of achieving our outcomes** by the end of 2026. The options were At Risk, Progressing, or Achieved at Sustainable Levels. No outcomes were listed as At Risk, meaning some progress has been made toward all objectives. Half of our objectives (8 of 16) were characterized as Achieved at Sustainable Levels, meaning we can follow the current path for the long term without sacrificing other efforts or overloading ourselves. The remaining items still have more work to be done in 2026 to get us to where we want to be as a system.

Facilities Master Plan: 2026-2035

The Building and Sites Committee hosted representatives from Bialosky to present the new Facilities Master Plan. The plan is available here: <https://www.libraryvisit.org/plymc-master-plan/>. (Printed copies of the 174-page document will be available for Trustees at the February Board meeting if you prefer print to digital.)

2025 Advocacy Round-Up

In 2025, the Public Library of Youngstown and Mahoning County spent much of the year responding to real-time challenges while continuing to deliver core services our communities rely on every day. We kept libraries open as warming and cooling spaces, supported families during moments of crisis, and continued to offer strong literacy, cultural, senior, and family programming across the system.

At the same time, the Library was drawn into an unusually active public conversation around funding, governance, and the future of public libraries in Ohio. I [testified before the Ohio Senate Education Committee](#) and participated in ongoing media coverage to explain how proposed changes to state funding, materials provisions, and local tax policy would affect library services on the ground. Throughout the year, we focused on being transparent, factual, and accessible, making sure residents and decision-makers

understood both the financial realities libraries face and the essential role they play in daily community life.

Upcoming Advocacy Opportunities

I am pleased to say that I have been selected to be part of the **American Library Association's National Library Legislative Day on February 27th in Washington D.C.** ALA is working to secure meetings with our Legislators on Capitol Hill so that we can advocate for Library issues including strong IMLS (Institute of Museum and Library Services) funding, which in part supports the State Library's competitive grant program.

This past summer, the State Library awarded us a \$1,426 grant from IMLS funds for our **Building Readers one Block at a Time** summer series. Librarian and Project Lead Alexandra Harper led a team of PLYMC staff in delivering summer learning activities directly into two of Youngstown's public housing communities, Victory Estates and Brier Hill Annex, allowing us to provide supplemental learning activities and library services for 281 young people, keeping them engaged with reading and learning throughout the summer. See more about this program in [Alex's video report](#).



I also attended my first **Ohio Library Council Government Relations Committee** meeting on January 29th. The GRC is responsible for serving the public library community in Ohio on legal and legislative matters. I was invited to become a member after long-time Trumbull County Library Director Jim Wilkins retired in November.

One of the biggest advocacy opportunities of the year is the **Ohio's Public Library Legislative Day** which is coming up on March 18th at the Renaissance Hotel in Columbus. This year the focus will be on advocacy tips, and we are looking to get Trustees involved. We would love to have you join us in March to [advocate for strong public library funding](#) and protections. You will be able to hear from seasoned advocates, including Library Trustees, on their experiences and best practices. If you think you can be part of this year's event, please let Aimee and Michael know you are interested.

Our Patrons' Experience

Highlighting Good News

Staff at **Main Library** reported that a couple with two children who are currently unhoused asked to use the cell phone to make a call. When they returned the phone, the father shared that because of that free service, the family was able to find a warm place to stay for the night. The mother said that having the phone available for the public to use was a blessing for them.

Staff at **Canfield, Springfield, and Specialty Services** all received unexpected year-end donations from regular patrons as a thank you for all the hard work that libraries do. All monies were forwarded to Mandy to be deposited into the appropriate Foundation accounts.

Early Usage Data for 2025

Annual Program Totals

2025 was another strong year for our programming team at all library locations and out in the community.

- 3,749 in-building programs with 33,738 attendees
- 704 off-site programs with 16,713 Attendees

Counts are still being finalized so these figures are subject to revision. Final numbers will appear in the 2025 annual report.

Website and Catalog Highlights

- 4.7 million pageviews
- 574,671 catalog searches
- October had the most users visit with 147,865 total
- Top viewed item: Mobile Hotspot
- Top viewed books: Beautiful Ugly by Alice Feeney and Don't Let Him In by Lisa Jewell
- Top viewed lists: Cuddle Up With a 90's Rom-Com and If You Like Rebecca Yarros, Try These Authors

Patron Feedback in December

Positive Program Comments

- **Newport** patrons shared that the library is a source of calm for them

- One of our former regular patrons returned. She was studying for her finals and told us that our library was a calm in the storm for her because she was able to sit down and focus. She ended up coming back at the end of the month to let us know she passed her finals!
- A patron who attended our (now annual) Wrap and Yap program told us that it was so much less stressful than having to lock herself in her bedroom and wrap gifts on her bed so her kids didn't see what she got. She found the music and the atmosphere calming and motivating.
- **Austintown** patrons love their programs, with positive comments coming out of Sean's Early Rock & Roll/Rockabilly History in Ohio program, the various the programs in the Homesteading 101 series and Diana's finger knitting classes, with several patrons coming in to show off their projects. Multiple patrons stated how nice Ashleigh's Jolabokaflod program was and most families who attended checked out at least five books.
- **Aaron at Tri-Lakes** has gotten a reputation for always being able to help patrons with their technology challenges. At least two patrons this month called here looking for him specifically to help with their phone or tablet.
- **Rachel's programs in Community Engagement** are much in demand, with several patrons attending the Yuletide Candle program when they could sign up for her spring programs.



Social Media Shoutout

A patron shared the cookies she made for **Off the Shelves Book Club at Canfield** on social media. The cookies included books and PLYMC designs as well as some of the actual titles the group read.

Facilities improvements

Across all locations, snow removal and roof system preventative maintenance continued, ensuring safe access and weather resilience.

At **East**, exterior [envelope renovations progressed](#) as part of the ongoing multi-phase project that began in May 2025. Interior work included installation of base cabinets and new solid surface countertops at the circulation desk, continued drywall repairs and painting throughout the facility, and relocation of



shelving units from the newly constructed meeting room to Canfield. Interior LED lighting conversion also continued.

The **Main Library** focused on interior safety improvements, including reworking floor transitions between the Atrium and the historic building to improve accessibility and reduce trip hazards. Housekeeping upgrades included replacement of walk-off mats at all major entrances and exits. At Newport, interior improvements were completed with carpet replacement in both large and small public meeting rooms.

Austintown addressed exterior safety through replacement of damaged pavers, leveling of brick transitions at entrances, handicap ramps, and curbs, and advanced envelope improvements by replacing seven sets of deteriorated wooden double doors with aluminum storefront-style doors to resolve rot and operational issues.



At **Poland**, exterior brick transitions were leveled at all entrances and safety exits, with miscolored brick at the lower entrance removed and blended using matching brick from the creek side entrance pad.

Interior work included professional cleaning of the café exhaust hood and exhaust system.

Facilities and Maintenance Stats Round-Up

Facilities staff handled snow removal, roof preventative maintenance, and daily operations at 15 sites. They processed 2,940 maintenance requests with a 99.58% completion rate, excluding Facilities-initiated work. The department oversaw \$1,339,179 in contracts, vendor services, and repairs (excluding utilities and the East Branch renovation). Though some invoices were pending in January, the data shows consistent productivity and responsible asset management throughout the year.

Meeting Room Usage

Room use remained strong in December despite the holiday season. At Boardman, the Sensory Room supported 41 unique users across 45 bookings, and more than 20 hours of online student testing took place at the branch. The Main Library's **Event Space** hosted over 250 guests during the week of December 8, with an additional 112 attendees for programming, along with a full week of online school-proctored state testing. **Michael Kusalaba** recorded 32 unique users across 40 study room bookings, underscoring continued demand for quiet study and flexible learning spaces throughout the system.

Supporting the Work

Results of Early Retirement Incentive Plan (ERIP)

Five CMT employees elected to take the ERIP and will be retiring by the end of March 2026. The total cost of ERIP payouts amounts to \$166,121.44. However, had those employees continued to work the full year, PLYMC would have paid \$404,851.26 in combined salaries and benefits. The actual cost savings of the ERIP will not be known until after hiring is completed. One part time position is being held, one full time position has been downgraded, and three positions (one part time, two full time) are being offered at the same levels. Internal bidding for the four positions is in progress, after which any vacant positions will be opened to external hiring.

Technology and Collection Updates

IT Budget Reductions

Hotspot lending is being reduced to align with our holds ratio and cut expenses, aiming to halve the number from 208 to about 104; currently, there are 162 active hotspots. We've also removed one self-check unit each from Main and Newport to lower support costs, with Campbell and East next. So far, there has been no negative feedback on the changes.

Search Ohio Update

Patrons and staff alike are frustrated with Search Ohio's ongoing issues, as the system is still incomplete and has several shortcomings. While some problems will be addressed, libraries must adjust workflows for new, not necessarily better features. Technology and Content Services teams have spent significant time troubleshooting the developing system replacement. Despite unresolved concerns, SearchOhio (public libraries) relaunched on February 9th, with OhioLINK (academic libraries) following a week later. The relaunch will not be advertised immediately, allowing staff time to adapt and gather early feedback.

Expect the Unexpected

Baker and Taylor, a major library book vendor, closed in 2025. Remaining vendors like Ingram are handling increased demand, causing delays. PLYMC is temporarily managing tasks such as applying stickers and barcodes usually done by the vendor. Ingram expects to resume full cataloging and processing services by March 15.

CTO Tom Casey and IT Manager Will McKinney continue to work on the **new cyberecurity framework** that we need to be compliant with by 7/1/2026. A draft Board policy is under review by the Board Bylaws committee and attorney Marty Boettcher.

Safety and Security in our Libraries

In December, Safety and Security prioritized training, preparedness, and system upgrades. Staff completed **Active Shooter/Threat** trainings at all sites, totaling 189 staff trained by the end of 2025. Introductory Incident Command training was conducted with Leadership, with further development of the system to follow in 2026. Security improvements included a backup camera for the Community Engagement van and new exterior **CCTV cameras** at Newport, leaving only East pending updates in early 2026.

Incident Tracker reported 23 inappropriate behavior cases, 9 “other” incidents, 3 injuries or illnesses, 2 thefts, and 1 unattended minor. Although incident numbers were higher than some previous months, staff presence and training helped maintain safety. Overall, security incidents decreased significantly in 2025.

Library Foundation Changes

The Library Foundation finished the year successfully with major changes and fundraising wins.

- The 2025 annual campaign, launched in November, exceeded previous donation records, raising over \$40,000 for PLYMC and \$25,000 for Family Place.
- Overall, the Foundation brought in \$112,118 in 2025 despite not being able to hold its signature fundraiser this year.
- Chief Strategic Relations Officer Zak Kozberg worked with CFO Mark Mrofchak to transition Foundation bookkeeping to QuickBooks Online to streamline operations. The CFO will continue to maintain records for banking and audit purposes.

Donor Relations Manager Mandy Shina started in December and has been focusing on strengthening coordination between Development, Finance, Public Service, and Marketing. An early result of these efforts is an improved Foundation Brand and Logo which links to the PLYMC brand through its color scheme and iconography while still being visually distinct.

Mandy expresses gratitude for the warm welcome from Trustees and looks forward to collaborating and building relationships to achieve shared goals. Priorities for 2026 include bringing in new donors, implementing a Corporate Gift program, and reaching a broader audience of supporters through new fundraising events. Some traditions remain in place, however. Planning is already underway for the upcoming **Ladies in Little Black Dresses event at the Lake Club on June 4th**. We hope to see you there!

The People of PLYMC

New hires

- Mandy Shina, Donor Relations Manager- 12/1/25

Resignations/Retirements

- none

Promotions

- Jene Pennington from Community Engagement Head Clerk (CMT) to Public Service Scheduling Coordinator (Admin), effective January 2nd.
- Shelby Santullo, Michael Kusalaba Library, is being promoted from Librarian 1 to Family Place Specialist, effective February 2nd.

Vacancies

Employment Opportunities available on our website:

<https://www.libraryvisit.org/employment/>

Internal Communications

Earlier this year, staff feedback led to the formation of an Internal Communications Working Group, co-chaired by Chief Stakeholder Relations Officer Zak Kozberg and Employee Experience Manager Colleen Adkins and composed of staff of various levels from around the system. The group was created to address internal communications issues and propose improvements. In December, they presented their first recommendations to the Leadership Team, and we are working on responses now.

CEO Activities

Local

December

- 5 – [Vindicator interview](#) on Family Place and PLYMC's new Donor Relations Manager with Mandy Shina, Pam Brockway, Molly Bevin, and Shelby Santullo
- 8 – appearance on WFMJ noon news with Mandy Shina
- 10 – in residence with Austintown Library staff
- 11 – Nominating Committee and December Board of Trustees meeting

- 12 – [interview with Business Journal](#) Reporter George Nelson with Stakeholder Relations Team
- 15 – in residence with Main Library staff
- 16 – press conference with [St. Vincent DePaul and PLYMC](#) system-wide food donation

January

- 5, 6, 8, 9, 12, 13, 15, 16 –Master Plan and Budget Follow-up meetings with Supervisors at all locations with Erin Phemester, Jordan Shaver, and Mark Mrofchak (15 meetings total)
- 8 & 16 – 2026 Kickoff meetings with Carole Weimer and Mariel Salee
- 14 – Board Staff Liaisons Kickoff Meeting
- 20 – Building and Sites Committee meeting with Bialosky for [Master Plan presentation](#)
- 21
 - Quarterly All-Staff Meeting with updates on Master Plan and Search Ohio
 - Interview with WMFJ’s Lindsay McCoy for the 5pm news on Master Plan
- 28 – Meet with Michael Rulli after his “Share Your Story” interview at Main Library

State

December

- 1 - Lattes and Legislators with Senate Finance Chair Jerry Cirino – America Makes, Youngstown
- 3 – Monthly Metro Directors Meeting - online
- 16 – Director’s meeting on SearchOhio status - online

January

- 7 – Monthly Metro Directors Meeting - online
- 28 – OLC meeting for Directors and Fiscal Officers - online
- 29 – OLC Government Relations Committee Meeting - Columbus
- 30 – Metro Directors Meeting - Columbus

National

- January 29 – Urban Library Council Directors Call with Minneapolis/St. Paul Library Directors about their experiences navigating ICE activity
- February 5 – Public Library Association Winter Board Meeting – Candidate Meet and Greet

DRAFT

2026 Meeting Schedule for the Board of Trustees & Committees

Month	Date	Committee	Committee Chair	Staff Liaison	Location	Time
January	20	Building & Sites	Ron Strollo	Jordan Shaver	MN Event Space	2:00 - 4:00 pm
February	5	Bylaws	Denise Bayer	Zak Kozberg	MN Board Room 205	4:00 - 6:00 pm
February	12	Nominating	Mariel Sallee	Michael Stepp	Michael Kusalaba (MK)	3:00 - 4:00 pm
February	12	Regular	Carole Weimer	Tasha Lambert	Michael Kusalaba (MK)	4:00 - 6:00 pm
March	11	Personnel	Tom Frost	Liz Repasky	MN Board Room 205	12:00 - 2:00 pm
March	12	Development	Alexa Blackann	Mandy Shina	MN Board Room 205	4:00 - 6:00 pm
May	7	Building & Sites	Ron Strollo	Jordan Shaver	MN Board Room 205	4:00 - 6:00 pm
May	14	Bylaws	Denise Bayer	Zak Kozberg	MN Board Room 205	4:00 - 6:00 pm
June	11	Finance	James Meehan	Mark Mrofchak	East (EA)	3:00 - 4:00 pm
June	11	<i>Tentative Board of Trustees Retreat</i>			East (EA)	9:00 am - 3:30 pm
June	11	Regular	Carole Weimer	Tasha Lambert	East (EA)	3:30 - 5:30 pm
July	9	Development	Alexa Blackann	Mandy Shina	MN Board Room 205	4:00 - 6:00 pm
August	6	Personnel	Tom Frost	Liz Repasky	MN Board Room 205	4:00 - 6:00 pm
August	13	Bylaws	Denise Bayer	Zak Kozberg	MN Board Room 205	4:00 - 6:00 pm
September	10	Regular	Carole Weimer	Tasha Lambert	Boardman (BD)	4:00 - 6:00 pm
October	8	Building & Sites	Ron Strollo	Jordan Shaver	MN Board Room 205	4:00 - 6:00 pm
November	5	Finance	James Meehan	Mark Mrofchak	MN Board Room 205	4:00 - 6:00 pm
November	12	Bylaws	Denise Bayer	Zak Kozberg	MN Board Room 205	4:00 - 6:00 pm
December	10	Nominating	Mariel Sallee	Michael Stepp	MN Event Space	3:00 - 4:00 pm
December	10	Regular	Carole Weimer	Tasha Lambert	MN Event Space	4:00 - 6:00 pm

DRAFT



2026 Board of Trustees Committee Members & Liaisons

EXECUTIVE

Carole Weimer, Chair
Mariel Sallee, Vice Chair
Denise Glinatsis Bayer, Secretary
Alexa Sweeney Blackann
Tom Frost
Jim J. Meehan
Ron Strollo
Staff Liaison – Aimee Fifarek

BUILDING & SITES

Ron Strollo, Chair
Tom Frost
Matt Morrone
Mariel Sallee
Jamie Viano
Staff Liaison – Jordan Shaver

BYLAWS

Denise Glinatsis Bayer, Chair
Dee Crawford
Jenita Gillespie
Mariel Sallee
[REDACTED] (New Trustee)
Staff Liaison – Zak Kozberg

DEVELOPMENT

Alexa Sweeney Blackann, Chair
Denise Glinatsis Bayer
Tim Bresnahan
Angela Duskey
JoAnn Stock
Staff Liaison – Mandy Shina

FINANCE, AUDIT & INVESTMENT

Jim Meehan, Chair
Tim Bresnahan
Angela Dusky
Jamie Viano
Ralph Meacham
Staff Liaison – Mark Mrofchak

NOMINATING

Mariel Sallee, Chair
Jenita Gillespie
Matt Morrone
JoAnn Stock
Ron Strollo
Staff Liaison, Michael Stepp

SERVICE & PERSONNEL

Tom Frost, Chair
Alexa Sweeney Blackann
Dee Crawford
Jim Meehan
[REDACTED] (New Trustee)
Staff Liaison – Aimee F. & Liz Repasky

Board Secretary

Denise Glinatsis Bayer
Staff Liaison – Tasha Lambert

Reuben McMillan Free Library Association
General Fund Budget
Board Meeting of February 12, 2026

B-1

	2025 Adopted Budget	2025 Revised Budget	2026 Temporary Budget	2026 Permanent Budget
	12/11/2025	12/31/2025	12/11/2025	2/12/2026
Balance Forward	\$ 10,936,276.69	\$ 10,936,276.69	\$ 7,267,010.10	\$ 9,338,546.17
RECEIPTS				
1210 General Property Tax - RE Gross	9,472,745.08	9,472,745.08	9,389,937.01	9,389,937.01
1250 Tangible Personal Property Tax	-	-	-	-
2130 Federal Government/Grants	900.00	1,339.90	900.00	900.00
2131 Federal Government/E-Rate	70,000.00	63,346.92	70,000.00	70,000.00
2170 Federal Grants Restricted	120,000.00	116,638.80	50,000.00	50,000.00
2200 State of Ohio/PLF	10,610,314.33	10,477,769.49	10,148,200.10	10,132,524.45
2210 State of Ohio/TLR/Rollback & Homestead	975,235.85	877,946.03	975,235.85	975,235.85
3110 Patron Fines & Lost Books	19,000.00	20,436.82	20,000.00	20,000.00
3140 Copy Machines	500.00	-	500.00	500.00
3141 Debit Cards	70,000.00	72,524.03	70,000.00	70,000.00
3199 Other Patron Fees	15,500.00	15,182.80	15,000.00	15,000.00
4120 Interest	700,000.00	645,807.50	600,000.00	640,000.00
6120 Restricted Contributions/Grants	1,000.00	-	5,000.00	5,000.00
8000 Rental Income	23,800.00	23,325.00	23,800.00	23,800.00
8710 Refunds for Overpayment	5,000.00	60.00	1,000.00	1,000.00
8720 Insurance Reimbursements	25,000.00	24,290.93	25,000.00	25,000.00
8798 Reimbursement From Grants	-	-	1,000.00	1,000.00
8799 Other Refunds	90,000.00	84,617.49	25,000.00	25,000.00
8999 Miscellaneous	12,000.00	9,210.64	10,000.00	10,000.00
Subtotal Receipts	22,210,995.26	21,905,241.43	21,430,572.96	21,454,897.31
TOTAL RECEIPTS AND BALANCE FORWARD	\$ 33,147,271.95	\$ 32,841,518.12	\$ 28,697,583.06	\$ 30,793,443.48
EXPENDITURES				
1100 Salaries	\$ 11,040,000.00	\$ 11,040,000.00	\$ 12,240,000.00	\$ 12,240,000.00
1400 Retirement Benefits	1,538,401.54	1,538,401.54	1,706,401.54	1,706,401.54
1600 Insurance Benefits	2,820,964.65	2,820,964.65	2,736,283.53	2,736,283.53
1900 Other Employee Benefits	115,000.00	115,000.00	472,150.00	472,150.00
TOTAL SALARIES & BENEFITS	15,514,366.19	15,514,366.19	17,154,835.07	17,154,835.07
2100 General Office & Programming Supplies	1,160,450.00	1,171,450.00	514,302.00	514,302.00
2200 Property Maintenance Repairs	77,500.00	77,500.00	77,500.00	77,500.00
2300 Motor Vehicle/ Fuel Supplies & Parts	40,000.00	40,000.00	25,000.00	25,000.00
TOTAL SUPPLIES	1,277,950.00	1,288,950.00	616,802.00	616,802.00
3100 Travel & Meeting Expenses	207,500.00	212,500.00	175,230.00	175,230.00
3200 Communications, Printing & Publicity	582,540.00	582,540.00	533,040.00	533,040.00
3300 Property Maintenance	1,893,830.00	1,915,830.00	2,005,470.00	2,005,470.00
3400 Insurance	147,892.00	147,892.00	143,000.00	143,000.00
3500 Rent/Leases	99,745.00	99,745.00	106,745.00	106,745.00
3600 Utilities	482,000.00	482,000.00	472,000.00	476,000.00

Levy proceeds as shown in accounts 1210 and 2210 represent 48% of total budgeted revenue.

Based on estimate received for distributions in 2026 from the Ohio Department of Taxation released in December 2025. This represents 47% of total budgeted revenue.

Includes current and anticipated staffing positions, negotiated increases, anticipated retirement pay-outs as well as any health insurance renewal increase for the Library as contractually negotiated.

Reuben McMillan Free Library Association
General Fund Budget
Board Meeting of February 12, 2026

B-2

	2025 Adopted Budget 12/11/2025	2025 Revised Budget 12/31/2025	2026 Temporary Budget 12/11/2025	2026 Permanent Budget 2/12/2026
3700 Professional Services	763,663.66	763,663.66	703,078.11	753,078.11
3800 Library Material Control Services	353,975.00	353,975.00	276,700.00	276,700.00
3900 Other Contracts & Purchased Services	35,000.00	35,000.00	25,000.00	25,000.00
TOTAL PURCHASED & CONTRACTED SERVICES	4,566,145.66	4,593,145.66	4,440,263.11	4,494,263.11
4100 Books	889,500.00	889,500.00	877,000.00	877,000.00
4200 Periodicals	40,500.00	41,000.00	43,000.00	43,000.00
4300 Audiovisual Materials	232,000.00	232,500.00	232,000.00	232,000.00
4500 Electronic Information Public Use	1,645,000.00	1,645,000.00	1,645,000.00	1,645,000.00
4600 Interlibrary Loan	55,000.00	55,000.00	55,000.00	55,000.00
4900 Library Material / All Other	15,000.00	15,000.00	15,000.00	15,000.00
TOTAL LIBRARY MATERIALS	2,877,000.00	2,878,000.00	2,867,000.00	2,867,000.00
5500 Furniture & Equipment	100,000.00	100,000.00	90,000.00	90,000.00
5700 Motor Vehicles	470,000.00	470,000.00	100,000.00	100,000.00
TOTAL CAPITAL OUTLAY	570,000.00	570,000.00	190,000.00	190,000.00
7100 Dues & Memberships	60,000.00	75,000.00	60,000.00	60,000.00
7200 Taxes & Assessments	6,600.00	6,600.00	6,600.00	6,600.00
7500 Refunds & Reimbursements	6,500.00	6,500.00	6,500.00	6,500.00
7900 Other Miscellaneous	1,700.00	1,700.00	1,700.00	1,700.00
TOTAL OTHER OBJECTS	74,800.00	89,800.00	74,800.00	74,800.00
8999 Unallocated Appropriations	-	-	200,000.00	200,000.00
TOTAL EXPENSE	24,880,261.85	24,934,261.85	25,543,700.18	25,597,700.18
9980 Transfers to Building & Repair Fund	1,000,000.00	2,200,000.00	750,000.00	750,000.00
9999 Transfers to Technology Development Fund	-	-	-	-
TOTAL TRANSFERS	1,000,000.00	2,200,000.00	750,000.00	750,000.00
TOTAL EXPENSE & TRANSFERS	25,880,261.85	27,134,261.85	26,293,700.18	26,347,700.18
Unencumbered Balance Forward	7,267,010.10	5,707,256.27	2,403,882.88	4,445,743.30
TOTAL EXPENSES & BALANCE FORWARD	\$ 33,147,271.95	\$ 32,841,518.12	\$ 28,697,583.06	\$ 30,793,443.48

Reuben McMillan Free Library Association
 Building & Repair Fund
 Board Meeting of February 12, 2026

	2025 Adopted Budget 12/11/2025	2025 Revised Budget 12/31/2025	2026 Temporary Budget 12/11/2025	2026 Permanent Budget 2/12/2026
Balance Forward	23,548,835.12	23,548,835.12	21,843,094.12	23,298,279.54
RECEIPTS				
4121 Interest	630,000.00	672,511.56	630,000.00	670,000.00
6112 Contributions	500.00	-	500.00	500.00
8110 Sale of Property	-	-	-	-
8998 Miscellaneous	-	-	-	-
9998 Transfer from Library Foundation	-	-	-	-
9999 Transfer from General Fund	1,000,000.00	1,000,000.00	750,000.00	750,000.00
Total Receipts	1,630,500.00	1,672,511.56	1,380,500.00	1,420,500.00
Total Receipts & Balance Forward	<u>\$ 25,179,335.12</u>	<u>\$ 25,221,346.68</u>	<u>\$ 23,223,594.12</u>	<u>\$ 24,718,779.54</u>
EXPENDITURES				
3781 Investment/Banking Fees	\$ 12,000.00	\$ 10,700.00	\$ 12,000.00	\$ 12,000.00
5110 Purchase of Land	-	-	-	-
5210 Land Improvements	-	-	-	-
5310 New Buildings	-	-	-	-
5410 Building Improvements/Capital Leases	2,749,310.00	2,249,310.00	4,159,500.00	3,609,000.00
5511 Equipment	300,000.00	-	300,000.00	300,000.00
8998 Unallocated Appropriation	274,931.00	-	415,950.00	360,900.00
Total Expenses	3,336,241.00	2,260,010.00	4,887,450.00	4,281,900.00
Unencumbered Balance Forward	21,843,094.12	22,961,336.68	18,336,144.12	20,436,879.54
Total Expenses & Balance Forward	<u>\$ 25,179,335.12</u>	<u>\$ 25,221,346.68</u>	<u>\$ 23,223,594.12</u>	<u>\$ 24,718,779.54</u>

See Detail Sheet.

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of February 12, 2026

The purpose of this fund is to document anticipated facility improvement projects exceeding \$25,000. The information is presented for two purposes. First, it shows projects that are either currently approved, anticipated or under discussion. The second purpose is to provide a basis for long range planning so that the library can be prepared. Actual costs and amounts budgeted for each project can be expected to vary as the individual projects are developed. Projects further in the future have less precision. (Projects costing \$79,567.50 or more in 2026 require public bidding).

	Budget Year	2026
Poland		
HVAC repairs		30,000.00
East		
Landscape/Patio upgrades		50,000.00
Newport		
Parking lot lighting		25,000.00
Austintown		
Repair work-atrium and HVAC pits		30,000.00
Community Engagement		
Site relocation		100,000.00
Boardman		
Parking lot lighting		25,000.00
HVAC controls replacement		50,000.00
Masonry repointing and sealant		69,000.00
Main		
Masonry repointing		100,000.00
Sebring		
Plumbing updates		25,000.00
Paving work-Boardman, Poland, and East		50,000.00
Reseal and strip all parking lots		55,000.00
Reserve for unscheduled projects		3,000,000.00
Subtotal		\$ 3,609,000.00
Investment Fees		12,000.00
Furniture/Equipment		300,000.00
Contingency factor of 10%		360,900.00
Total With Contingency		<u>\$ 4,281,900.00</u>

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of February 12, 2026

	2025 Adopted Budget 12/11/2025	2025 Revised Budget 12/31/2025	2026 Temporary Budget 12/11/2025	2026 Permanent Budget 2/12/2026
Balance Forward	4,137,592.08	4,137,592.08	3,631,807.08	3,870,766.36
RECEIPTS				
2132 Federal Government/E-Rate	7,000.00	5,295.50	25,000.00	6,000.00
4122 Interest	7,500.00	22,955.12	7,500.00	23,000.00
9951 Transfer From Other Funds	-	-	-	-
Total Receipts	\$ 14,500.00	\$ 28,250.62	\$ 32,500.00	\$ 29,000.00
Total Receipts & Balance Forward	<u>\$ 4,152,092.08</u>	<u>\$ 4,165,842.70</u>	<u>\$ 3,664,307.08</u>	<u>\$ 3,899,766.36</u>
EXPENDITURES				
2172 Software-Software licenses	\$ -	\$ -	467,500.00	467,500.00
3782 Investment/Banking Fees	700.00	700.00	700.00	700.00
3800 Library Material Control Processing	-	-	226,300.00	226,300.00
3815 Collection Development Service-Interlibrary loan	-	-	69,000.00	69,000.00
5550 Equipment	519,585.00	319,585.00	488,400.00	488,400.00
Total Expenses	520,285.00	320,285.00	1,251,900.00	1,251,900.00
Unencumbered Balance Forward	3,631,807.08	3,845,557.70	2,412,407.08	2,647,866.36
Total Expenses & Balance Forward	<u>\$ 4,152,092.08</u>	<u>\$ 4,165,842.70</u>	<u>\$ 3,664,307.08</u>	<u>\$ 3,899,766.36</u>

▲ See Detail Sheet.

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of February 12, 2026

B-6

The purpose of the Technology Development Fund is to provide resources necessary for implementation of the Technology Plan. This plan provides for ongoing support of existing computing needs, establishing a network to enable increased sharing of resources and positions the library to take advantage of products and services developed for the library marketplace that meet local needs. Major activities sustain the current technology infrastructure and develop new applications.

	2026
Upgrades to existing equipment and data-network:	
Annual system wide targeted replacement computers -15%	\$ 195,000.00
Public Use Tech Items (such as Xbox, iPad, tablets, laptops)	15,000.00
Replacement self check units	19,000.00
MN maker space or programing area - placemaker	7,000.00
Replacement switches - actual cost prior to e-rate reimbursement	32,000.00
Replace AWE stations with NABI tablets, mounted iPads, and ABC Mouse Stations (as AWE break)	2,800.00
Replace old UPS battery units	6,000.00
New VMWare Servers	4,500.00
Replacement/new laptops/surfaces, as needed (for branch kits and staff use)	76,000.00
Replace MK maker items when needed	2,500.00
Replacement tablets, iPads	4,900.00
Access points (e-rate) - actual cost prior to e-rate reimbursement	2,400.00
Replace one meeting room projector, if needed	6,500.00
Assorted maker space supplies	1,700.00
Network cabling - additional and repairs	12,000.00
Color copiers	3,100.00
Digitization equipment	10,000.00
Mac refresh (laptops/i-pads) for Marketing department	2,200.00
RFID tags	12,000.00
New door counters	2,400.00
Mail machine	2,000.00
Color printers	10,000.00
Replacement-MN Genealogy Scanpro	7,500.00
Inventory wand	7,500.00
Contingency (10%)	44,400.00
	<u>\$ 488,400.00</u>

Resolution for Advances of Collections of Real Property Taxes

Whereas, funds from the 2.4 mil Operating Levies will be collected in 2026 and

Whereas, these funds will be used for current operating expenses throughout 2026,

Therefore, Be It Resolved by the Board of Trustees of the Reuben McMillan Free Library to hereby authorize and instruct the Chief Financial Officer to request from the Mahoning County Auditor that the Library to be advanced, any collections of tax dollars from said levies, per the schedule set forth by the Auditor's office.

BOARD POLICY 732

TRANSFER OF MONIES BETWEEN LIBRARY FUNDS

The Library currently has several funds including the General Fund, the Building and Repair Fund, and the Technology Development Fund (“Funds”).

Upon a recommendation of the Director and CEO and the Chief Financial Officer, and upon a majority affirmative vote of a quorum of the Board, monies may be transferred to and/or from one or more of the Library’s Funds to one or more of another of the Library’s Funds. The Chief Financial Officer shall make a record of the transfer of money between Funds.

ADOPTED BY THE BOARD OF TRUSTEES _____

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE REUBEN MCMILLAN FREE
LIBRARY ASSOCIATION DBA THE PUBLIC LIBRARY OF YOUNGSTOWN AND
MAHONING COUNTY
(RESOLUTION 2026-1)**

WHEREAS, as the Board of Trustees of the Reuben McMillan Free Library Association dba the Public Library of Youngstown and Mahoning County (the “Library” or the “Board”) wishes to set forth its policy dealing with transfer of money between the Library’s funds.

WHEREAS, the Library is an association library and a not for profit corporation.

WHEREAS, the Library is not a “subdivision” as defined by Ohio Revised Code §5705.01(A).

WHEREAS, the Library has several funds and these currently consist of the General Fund, the Building and Repair Fund, and the Technology Development Fund (“Funds”).

WHEREAS, from time to time the Library, based upon its needs, may desire to transfer money to and/or from one of its Funds to another of its Funds.

BE IT RESOLVED, upon a recommendation of the Director and CEO and the Chief Financial Officer and upon a majority affirmative vote of a quorum of the Board, monies may be transferred to and/or from one or more of the Library’s Funds to one or more of another of the Library Funds. The Chief Financial Officer shall make a record of the transfer of money between Funds. The Library hereby adopts Board Policy 731, a copy of which is attached hereto, to reflect this policy.

Voted upon and approved by the Library Board of Trustees this _____ day of _____, 2026.

ATTEST:

Date

Carole Weimer, President
Board of Trustees

Date

Denise Bayer, Secretary
Board of Trustees

CyberSecurity Program Bylaw 403

The Library shall follow a procedure congruent with the cybersecurity protocols and procedures stated in the Ohio General Assembly enacted Ohio Revised Code § 9.64 (House Bill 96), requiring the adoption and maintenance of a cybersecurity program guided by standards of best practices.

- The PLYMC Board of Trustees assumes responsibility for cybersecurity governance and oversight in accordance with ORC § 9.64.
- The Director and CEO or designee will be designated as the Cybersecurity Program Owner responsible for implementation and reporting.
- Any ransom or extortion demands must be reported to the Auditor of State as well as the Department of Homeland Security
- Any payment of ransom or extortion demands shall require a separate Board motion and approval specifying why such payment is in the Library's best interest.
- Records related to the cybersecurity program, procurement, and incident reporting are not public records as provided by ORC § 9.64.

ADOPTED BY THE BOARD OF TRUSTEES:

**The Resolution of the Board of Trustees of the Reuben MacMillian Free Library Association
DBA The Public Library of Youngstown and Mahoning County
(Resolution 2026-2)**

WHEREAS, the Ohio General Assembly enacted Ohio Revised Code § 9.64 (House Bill 96), requiring the adoption and maintenance of a cybersecurity program guided by standards of best practice; and

WHEREAS, although the Public Library of Youngstown & Mahoning County (PLYMC) is NOT a political subdivision, it has prepared a Cybersecurity Program and Framework aligned with best practices as outlined in Ohio Revised Code § 9.64; and

WHEREAS, ORC § 9.64 requires a governing authority to provide oversight of cybersecurity risk and to approve certain cybersecurity-related actions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Public Library of Youngstown & Mahoning County:

1. The Cybersecurity Program and Framework dated February 5th, 2026, is hereby approved and adopted.
2. The Board of Trustees Bylaw 403 is hereby approved and adopted
3. The Board affirms its responsibility for cybersecurity governance and oversight.
4. The Director & CEO or designee will be designated as the Cybersecurity Program Owner responsible for implementation and reporting.
5. The Board acknowledges that records related to the cybersecurity program, procurement, and incident reporting are not public records as provided by ORC § 9.64.
6. Any payment of ransom or extortion demands shall require a separate Board motion specifying why such payment is in the Library's best interest and approval of the Board of Trustees.

Voted on and approved by the PLYMC Board of Trustees this _____ day of _____ 2026.

Date:

Carole Weimer, President
PLYMC Board of Trustees

Date:

Denise Bayer, Board Secretary
PLYMC Board of Trustees

CODE OF REGULATIONS

It is duly moved and seconded and unanimously approved that the following Code of Regulations of the Reuben McMillan Free Library Association be adopted as the Code of Regulations of the Association and that all other Codes of Regulations and amendments thereunto, hereby are rescinded.

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION

CODE OF REGULATIONS

ARTICLE I – TRUSTEES

The government of the Reuben McMillan Free Library Association, the conduct of the library, and the control of its property shall be vested in a Board of Trustees and their successors duly and lawfully chosen.

Membership in the association shall be limited to those persons who from time to time are serving as trustees, and the terms of “Members” and “Trustees” shall be synonymous at all times. The purpose hereof is to maintain an independent board which is free from political or religious pressure and able to resist censorship efforts.

The Board shall consist of seventeen Trustees. Fifteen Trustees shall be elected by the Trustees and shall serve three-year terms with five being elected at each annual meeting. During his/her/their incumbency in office, the Mayor of the City of Youngstown (Mayor) shall serve as a Trustee, ex officio. Also, during his/her/their incumbency in office, the Mahoning County Auditor (Auditor) shall serve as Trustee, ex officio. The Mayor and the Auditor shall be entitled to all rights and privileges of Trustees, but neither shall be entitled to vote at meetings of the Trustees. The Mayor and Auditor may decline to serve or resign as Trustee, in which case such position of Trustee shall be vacant until the incumbent Mayor or auditor agrees to serve as Trustee. Neither the Mayor nor the Auditor may be removed as Trustees by action of the Board, but any other Trustee may be removed by majority vote of voting Trustees at which a quorum is present.

To ensure broad representation of residents throughout Mahoning County, **five** of the fifteen Board of Trustee seats are designated seats. They are known as the:

- Mahoning County Commissioners seat
- ~~Education Service Center of Eastern Ohio seat~~
- Youngstown State University Board of Trustees seat
- Ohio State Senate Seat
- Youngstown State Foundation seat
- Friends of the Public Library of Youngstown and Mahoning County seat

Trustees holding the designated seats hold the same responsibilities and duties to the library as the other Board of Trustees members.

When a vacancy occurs in the Mahoning County Commissioners seat, the Nominating Committee shall inform the Mahoning County Commissioners that they may recommend one or two residents of Mahoning County as candidates for the seat. They shall endeavor to maintain a balance of representation throughout Mahoning County by selecting nominees. If the Mahoning County Commissioners do not recommend an acceptable candidate to the Nominating Committee within thirty (30) days of being informed of the vacancy, the Nominating Committee shall nominate one or two residents of Mahoning County as candidates for the seat.

The term “vacancy” is defined as death, resignation, removal or failure to re-elect the current Trustee holding that seat.

~~When a vacancy occurs in the Educational Service Center of Eastern Ohio seat, the Nominating Committee shall inform the Educational Service Center of Eastern Ohio following the procedure delineated above.~~

When a vacancy occurs in the Youngstown State University Board of Trustees seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Board of Trustees following the procedure delineated above.

When a vacancy occurs in the Ohio State Senate seat, the Nominating Committee shall inform the Ohio State Senator whose district includes all or

the greatest part of Mahoning County, by area, following the procedure delineated above.

When a vacancy occurs in the Youngstown State University Foundation seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Foundation following the procedure delineated above.

When a vacancy occurs in the Friends of the Public Library of Youngstown and Mahoning County seat, the Nominating Committee shall inform the President or Chairperson of the Friends of the Public Library of Youngstown and Mahoning County following the procedure listed above.

Any vacancy occurring in the **ten** remaining appointed Trustee seats will be filled by a vote of the majority of remaining Trustees at the earliest feasible time at which a suitable candidate, as outlined in Policy 205, can be found, ideally within six months of the vacancy occurring.

Should an organization listed above request to have their name removed from a named Trustee seat, the occupant of that seat will remain a Trustee if that Trustee is in good standing.

Once a Trustee has completed at least fifteen years of service on the Board, he/she/they shall have the option to pursue an additional term as a Trustee or become a Trustee Emeritus.

A Trustee Emeritus shall be entitled to all rights and privileges of a Trustee, except that said Trustee shall not be entitled to vote at meetings nor be eligible to be an Officer.

The term of a Trustee Emeritus shall be indefinite and such Trustee shall serve in such capacity for as long as he/she/they so desires, except that a Trustee Emeritus may be removed by majority vote of voting Trustees at any meeting at which a quorum is present.

ARTICLE II – MEETINGS

There shall be four regular meetings of the Board of Trustees annually, one occurring in each of the four quarters of the year. In addition, there shall be an annual meeting of the Board of Trustees for the election of officers and

for the transaction of other businesses, to be held immediately preceding the first meeting of each calendar year. Any in-person components of all meetings shall be held in the County of Mahoning and State of Ohio at such a place as the officers shall designate.

Regular quarterly meetings shall be held on the second Thursday of February, June, September, and December.

Special meetings shall also be held upon call of the library director, five trustees, or the president of the Board of Trustees. Reasonable advance written notice of the time and place of all regularly scheduled meetings shall be sent by U.S. Mail and/or electronic mail, but no later than 24 hours in advance, to the Board of Trustees and the news media. Written notice of time, place, and purpose of all special meetings shall be sent in accordance with the notice requirements as outlined in the Ohio Revised Code to all members of the Board of Trustees and news media that have requested notification.

Whenever any notice is required to be given under the provisions of law, the Articles of Incorporation or these regulations, a waiver of notice in writing signed by the person or persons entitled notice, whether before or after the time stated in the waiver, will be deemed equivalent to the giving of notice. The waiver must, in the case of a special meeting of Trustees, specify the general nature of the business to be transacted.

Any action required by law or under the Articles of Incorporation or these regulations, or any action that otherwise may be taken at a meeting of the Trustees, may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all the persons entitled to vote with regard to the subject matter of the consent, or all Trustees, and filed with the secretary of the Corporation.

ARTICLE III – QUORUM

A majority of currently seated voting members of the Board of Trustees shall constitute a quorum at any general or special or committee meeting of such Board or Committee, and a quorum, upon a majority vote of the quorum, shall have the authority to take action upon any matters properly coming before the meeting. Trustees attending remotely and in compliance with Policy 202 may be counted for quorum.

ARTICLE IV – OFFICERS

Officers of the Association shall consist of a President, a Vice-President, and a Secretary all of whom shall be elected, voting members of the Board of Trustees, as well as the Chief Financial Officer (who shall serve as the fiscal officer), and Library Director & Chief Executive Officer and such assistant and other officers as from time to time the Board of Trustees shall deem desirable.

The President, Vice-President and Secretary of the Board of Trustees shall be elected by the Board for terms of one year each and shall continue in their office until the successors are duly elected and take office. The Director & CEO shall be selected by the Board of Trustees for a period agreed to by the Board of Trustees and the Director & CEO. The Chief Financial Officer and Deputy Financial Officer shall be selected by the Director & CEO in conjunction with the President of the Board of Trustees. Any officer may be removed by the Board whenever, in its best judgment, the interests of the Association will be served.

The duties of the officers shall be duties as are usually assigned to such officers respectively. The Chief Financial Officer shall report to the Board of Trustees the financial condition of the Association, including receipts and disbursements, at each annual meeting and at such other times as the Board may require.

It shall be the duty of the Library Director & CEO to assume charge of the buildings, grounds, collection and collection materials, and other properties of the Association; to select and acquire such additional collection materials as funds permit; to make recommendations and suggestions to the Board from time to time to maintain the greatest efficiency and effectiveness in the operation of the Library; to exercise jurisdiction in the selection and direction of the employees of the Library; to maintain detailed accounts on money received from fines and other sources and to report same to the Trustees; to prepare and present to the Trustees an annual operating budget; to prepare the annual budget requirements for submission to the tax authority; to discharge such other duties as usually are prescribed or from time to time may be assigned by the Board of Trustees. The Library Director & CEO shall advise the Trustees at all times of all actions taken by

him/her/them and such actions always shall be subject to the direction, control and approval of the Trustees. The Director & CEO shall also comply with all employment agreements, if any, entered into between the Director & CEO and the Library.

Officer Vacancies and Succession

If an unplanned officer vacancy occurs the following succession plan should take effect:

President: Should the President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Vice President should immediately assume the seat.

Vice President: Should the Vice President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Secretary should immediately assume the seat.

Secretary: Should the Secretary of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Nominating Committee should nominate a currently serving trustee to fill the role.

Should a vacancy in the Secretary role occur, the Nominating Committee will have 30 days to convene and nominate a new Secretary. The nominee will be voted on by the full Board of Trustees within 60 days of the vacancy occurring via scheduled Board meeting or Special Meeting, whichever comes first.

ARTICLE V – COMMITTEE DEFINITIONS AND RESPONSIBILITIES

There shall be appointed by the president with the approval of the trustees such committees as the business of the association from time to time may require, and such committees when appointed shall have such functions as may be authorized by the trustees.

The Committees are as follows:

- Executive Committee
- Development Committee
- Personnel Committee
- Building and Sites Committee

- Finance Committee
- Bylaws Committee
- Nominating Committee

Each Committee will consist of an assigned list of Trustees with a designated Chair and Staff Liaison. The Staff Liaison will serve as the point of contact between PLYMC Operations and the Board Committee

The President of the Board of Trustees will draft Committee assignments for each Fiscal Year with terms commencing at the first general meeting of the Fiscal Year.

The President will assume membership on each of the Board Committees

Committee Descriptions and Duties

- Executive Committee
 - The Executive Committee will consist of the officers of the Board of Trustees and the chairs of the committees listed. This committee will provide oversight and guidance into the overall strategic vision for PLYMC. The Executive Committee will also be responsible for the hiring of the Director and CEO and Chief Financial Officer. **The Executive Committee will also be responsible for the annual evaluation of the Director and CEO.**
- Development Committee
 - The Development Committee will be tasked with assisting the PLYMC Stakeholder Relations Division and the DCEO with cultivating, maintenance, and solicitation of monetary contributions to PLYMC.
- Services and Personnel Committee
 - **The Personnel Committee will be responsible for providing guidance and assistance to PLYMC Leadership on matters related to bargaining unit staff and administrative personnel, including Human Resources policies, practices, and compliance. The Committee will provide oversight and guidance regarding bargaining unit contracts, including negotiations, renewals, updates, and material changes. In**

addition, the Committee will support strategic planning as it relates to the library's mission, vision, long-term goals, and service priorities.

- Building and Sites Committee
 - The Building and Sites Committee will be tasked with advising and assisting the maintenance and facilities of the PLYMC, along with working with the Chief Operating Officer in order to make efficient and financially sound decisions regarding the physical properties of PLYMC.
- Finance Committee
 - The Finance Committee will be tasked with assisting and advising the Chief Financial Officer on all matters related to the financial stability and health of the organization.
- Bylaws Committee
 - The By Laws Committee will be responsible for the drafting, editing, review and approval of the Board of Trustees' set of Bylaws.
 - Any changes to the Board Bylaws will be voted on within the Bylaws Committee and brought to the full Board for a vote at the next regularly scheduled Board meeting unless a special emergency meeting is called.
- Nominating Committee
 - The Nominating Committee will be responsible for nominating new Board Candidates to the full Board of Trustees for vote. The Committee will also be responsible for nominating new officers **annually**.
 - For Guidelines See Board Policy 205

ARTICLE VI – INTERPRETATION

The interpretation and construction placed by the trustees upon this Code of Regulations are now in effect or as hereafter may be amended, shall be final and conclusive subject to such restrictions, if any, as may be imposed from time to time by law.

ARTICLE VII – INDEMNIFICATION

Members of the Board of Trustees are covered by the Library's Errors and Omissions Policy, including their liability resulting from either institutional or individual lawsuits, and will be indemnified and held harmless from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a trustee (except in cases involving willful misconduct).

ARTICLE VIII – AMENDMENTS

This Code of Regulations may be added to or amended at any meeting of the trustees of the Association at which a quorum shall be present by an affirmative vote of at least a majority of the trustees then in office, provided that written notice of the meeting to which the proposed amendment will be submitted has been mailed or emailed to each trustee at least ten days prior to the date of such meeting together with a description of the proposed amendment or amendments.

ADOPTED BY THE BOARD OF TRUSTEES APRIL 28, 1997

ARTICLE II AMENDED BY THE BOARD OF TRUSTEES SEPTEMBER 12, 2002

ARTICLE 1 REVISED BY THE BOARD OF TRUSTEES JANUARY 29, 2004

ARTICLE I AND II AMENDED BY THE BOARD OF TRUSTEES DECEMBER 13, 2007

ARTICLE IV AMENDED BY THE BOARD OF TRUSTEES JUNE 12, 2008

ARTICLE II AMENDED BY THE BOARD OF TRUSTEES SEPTEMBER 11, 2008

AMENDED BY THE BOARD OF TRUSTEES JUNE 8, 201

ARTICLE VII ADOPTED BY THE BOARD OF TRUSTEES SEPTEMBER 13, 2018

ARTICLE IV AMENDED BY THE BOARD OF TRUSTEES JUNE 10, 2021

ARTICLES I, II, III AMENDED BY THE BOARD OF TRUSTEES DECEMBER 9, 2021

ARTICLES I, III, IV, V AMENDED BY THE BOARD OF TRUSTEES DECEMBER 11, 2025

Struthers



The Struthers Branch was built in 1955 and is located in the Struthers suburb. It is located along Poland Avenue with the main entry accessed from the sidewalk that runs from Poland Avenue and the front door. Parking is located west of the branch with a secondary entrance off of the parking lot. The branch is not located near other civic institutions or community amenities, though the building fronts a well trafficked commercial corridor on Poland Avenue

The site includes the building and a small landscaped area north of the building. The single-story building is 6,926 sf with a small meeting room, collections, teen room, a computer area, and a children's area. The building is clad in red brick and has a flat roof across the majority of the building.

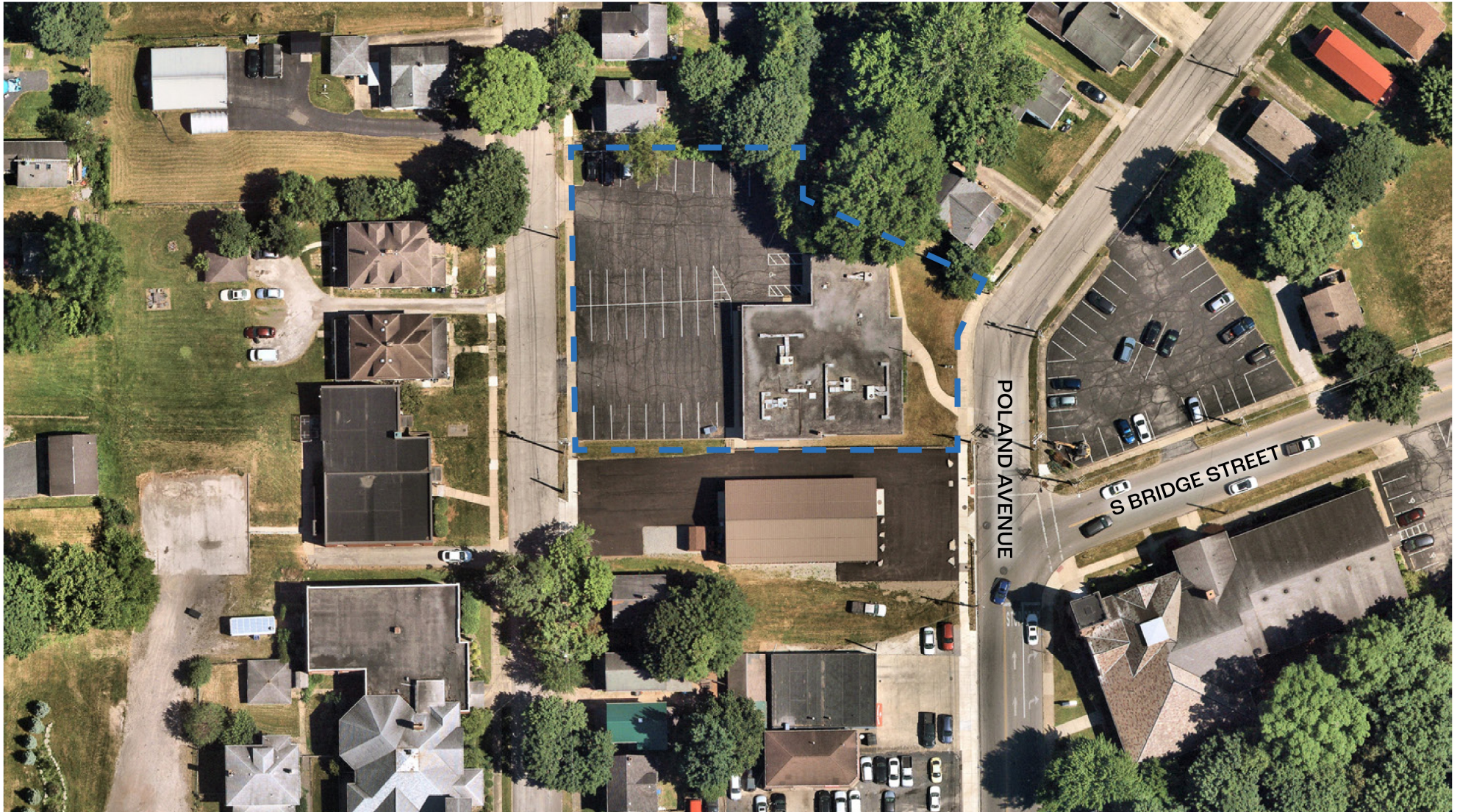
Location: 95 Poland Avenue

Year Constructed: 1955

Size: 6,926 sf

Parking: 37 spaces

Existing Site Aerial



Facilities Assessment Summary

SITE The library is located on a lot spanning between Poland Avenue to the east and Stewart Street to the west. The western portion of the site along Stewart Street is dedicated to a parking lot while the eastern portion of the site is a small lawn with a sidewalk leading to the building entrance. The asphalt and curb surrounds are in fair condition. There are no catch basins located in the parking lot. The hardscape on site is comprised primarily of concrete sidewalks on Poland Avenue and Stewart Street and internal site sidewalks. The public sidewalks were observed to be in fair condition while the internal sidewalk leading to the main entrance is in poor condition. The ramp at the rear entrance to the building does not have a railing that meets code requirements. Landscaping consists of a small lawn at the front and south sides of the building and some small shrubs in a planter bed at the front of the building.

ARCHITECTURAL The Struthers Branch is generally in fair condition, with several areas in need of repair and modernization to improve performance, accessibility, and user experience. The exterior masonry veneer appears to be in fair condition overall; however, repairs are needed at the base courses and at the stonework surrounding the main entrance. The windows are original, single-pane units that are visibly aged and should be replaced to improve energy efficiency. The roof hatch is currently sealed shut and should be replaced with an operable unit. Doors throughout the facility are functional but lack lever-style hardware, which is required for ADA compliance. Interior finishes are mostly in fair condition, though plaster ceilings

are cracking and stained in several areas and will require replacement in the future. Millwork and furniture appear worn but remain serviceable, with some accessibility limitations noted. The building has several accessibility concerns. The public and staff restrooms do not provide appropriate clearances and cannot be made compliant without major reconfiguration. Interior door hardware is also not ADA compliant. In the staff areas, there is no accessible kitchenette or designated coat hanging space.

MECHANICAL The mechanical systems for the building consist of a heating hot water system with a boiler in the mechanical room, heating only unit ventilators, rooftop units, and ceiling exhaust fans. The heating hot water system included unit heaters, baseboard heaters, and an in-floor radiant heating system that is no longer in use. All the equipment is functional but at least 29 years old and in need of replacement. In addition, most of the building controls are pneumatic and should be upgraded to digital ones. Due to the age of the building and equipment a complete HVAC system upgrade is recommended versus just replacing individual equipment in kind. This would allow for the best future HVAC system to be identified for installation, potentially as part of a future building renovation.



Damage to internal site sidewalk



Corroded metal pipe at parking lot entry near exterior book drop

PLUMBING Plumbing consists of sanitary, storm, domestic water, and gas serving the building. In general, the plumbing equipment and fixtures are in fair condition. The piping is in fair condition without any significant known leaks. The domestic water heater is approximately 5 years old and shouldn't need to be replaced for another 10 years. The biggest issue is the older plumbing fixtures and lack of a mixing valve on the domestic hot water system. It is also recommended that the underground sanitary and storm mains be inspected to identify any potential issues.

ELECTRICAL The overall electrical system in the Struthers branch library is in poor condition. The main distribution panel has limited spare capacity. All distribution panels are original and are in poor condition. The building seems to have the appropriate coverage of the emergency egress lighting system. Interior lighting fixtures are fluorescent. The building does not have a lighting control panel. The facility has some energy savings opportunities through replacing some fluorescent fixtures with LEDs. The building does not have a fire alarm system. The building is not equipped with any sort of emergency power.



Single pane steel sash windows



Masonry condition at base of wall; corroded metal pipe

MAINTENANCE COSTS	
Critical Conditions	\$0
Priority Conditions	\$345,482
Low Priority Conditions	\$1,155,631
TOTAL	\$1,501,112

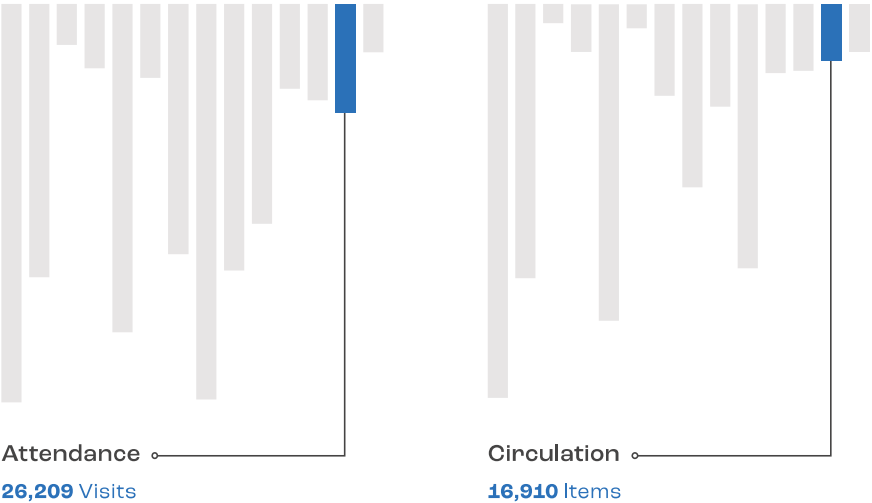
Current State



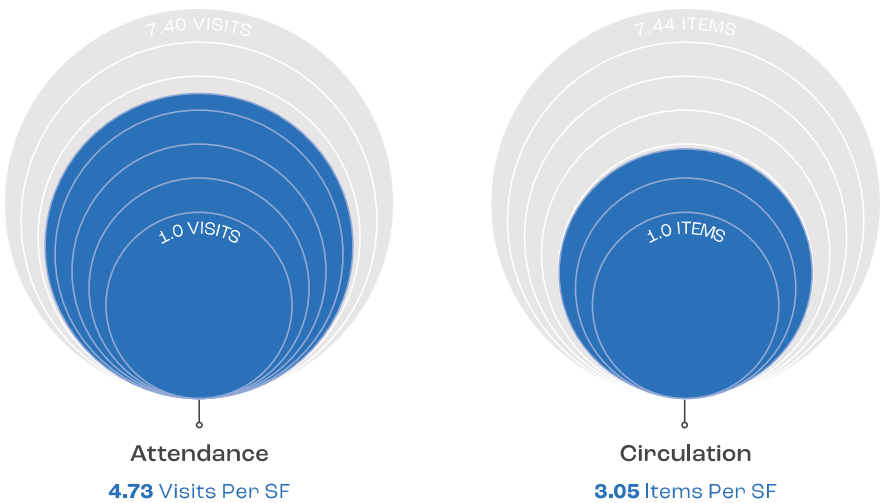
Existing Characterisitics

- The space is largely open, lending the building flexibility for its layout
- While the masonry walls enclosing the staff rooms, restrooms, and meeting room limit the flexibility to change those spaces or make electrical upgrades, they don't have significant impact on the majority of the public spaces
- There is a dedicated teen space, but it is not fully enclosed, potentially causing acoustical issues
- The building entries do not meet current ADA guidelines
- The teens space and children's area do not have the kind of amenities/interactives that typically make these spaces valuable
- No small quiet study spaces
- The building has a meeting room that can accommodate a medium to large group
- The building's simple form and materials are easy to maintain even though the building is showing its age
- The library's main entrance is off of a primary road that fronts a commercial district, but the library's parking lot and vehicular entrance is behind the building and is accessed from a secondary road, making it difficult to find

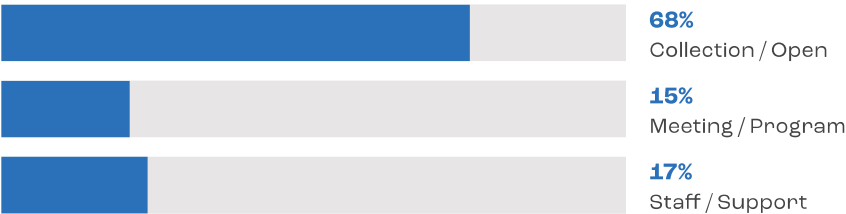
Attendance & Circulation



Occupied Area Analysis



Space Balancing Analysis



Data Key

- System Wide
- Current Branch

Attendance & Circulation

Attendance & Circulation recorded by the Public Library of Youngstown & Mahoning County in 2024.

* Excludes unoccupied floors and abandoned spaces

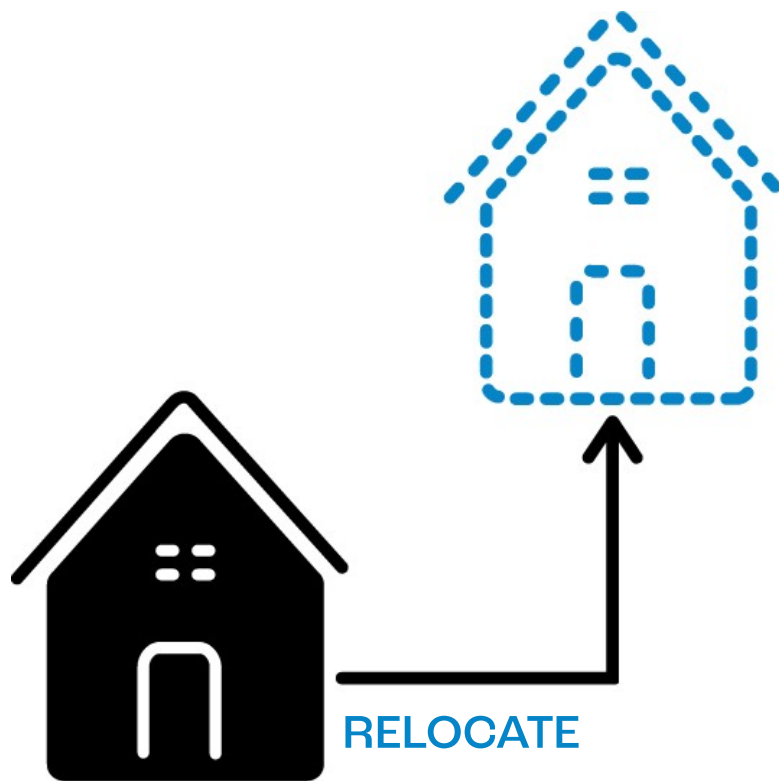
Occupied Area Analysis

Attendance & Circulation use determined by Square Foot of Branch as compared to the largest branch in the system.

Space Balancing Analysis

Space allocated to Meeting, Collections, and Staff as compared to the Gross Square Footage of the Branch.

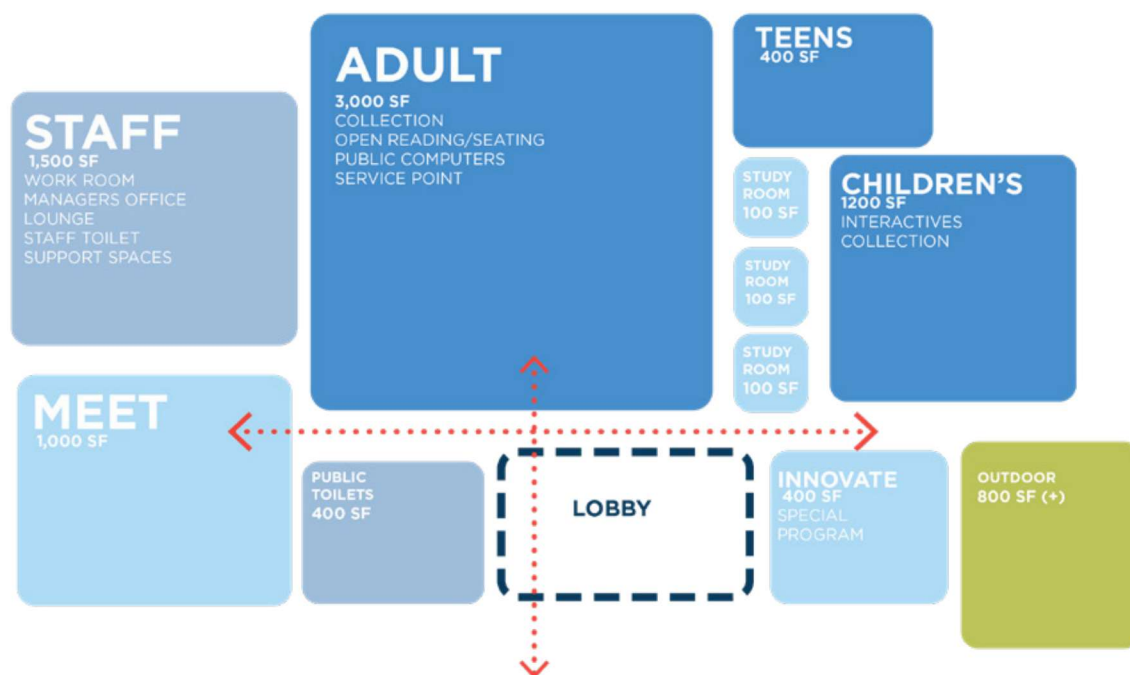
Branch Recommendations



Recommendations

- Relocate branch to a new site that will support both the Struthers and Brownlee Woods communities
- Provide study rooms/smaller meeting rooms
- Create access to outdoor reading spaces/reading garden
- Establish a meeting room sized to support community programming
- Improve visibility and accessibility
- Develop an enhanced business center & computer area
- Provide a dedicated children's area with small scale interactives
- Consider the need for a defined teen area, which may not be enclosed, or may be used for other functions in off peak times

Future Vision



POTENTIAL PROGRAM ADJACENCY

RELOCATE

Total Cost of Implementation:
\$6,800,000

Due to the amount of overlap in branch service areas between the Brownlee Woods and Struthers branches, it was recommended that the Brownlee Woods branch be consolidated with a new Struthers branch.

With the number of maintenance issues in the existing Struthers branch and the potential consolidation of Brownlee Woods with this branch, it is recommended that this branch be relocated to a new location that is better able to support the Struthers and Brownlee Woods communities. A new, +/- 9,000 sf standalone branch will enable the library to continue providing a high level of service with improved visibility and accessibility while significantly reducing maintenance costs.

Consideration should be given as to how this building & site will be used in the future. One potential option would be to relocate the Community Engagement branch from their existing leased space into a renovated Struthers branch that gives the program space to expand in the future at a property controlled by the Library.



Addendum to 2022 Yellow Creek/ Lowellville Road Land Use Assessment

March 2024
Struthers, OH 44471

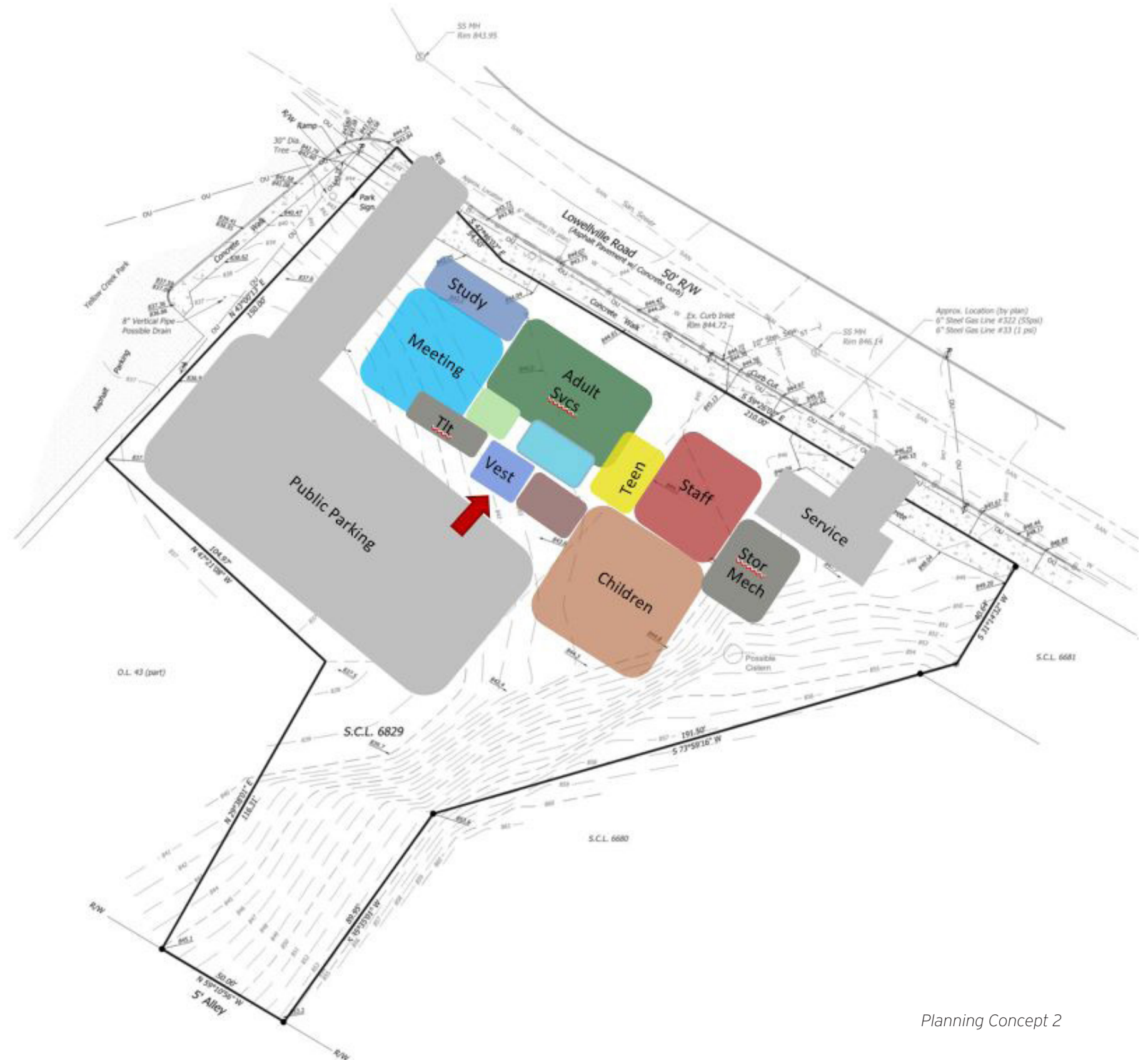
+ Addendum

**Public Library of Youngstown & Mahoning County
Addendum to May 2022 Yellow Creek/Lowellville Road Land
Use Assessment Report**

In fall 2021, the City of Struthers and The Public Library of Youngstown & Mahoning County (PLYMC) commissioned a study to determine the viability of developing a property on Lowellville Road in Struthers, OH as the future home of the PLYMC Struthers Branch library. The results are documented in the attached report prepared in May 2022. The report concluded that the site could accommodate a new 11,000 SF Struthers Branch, and outlined two potential ways to develop the property.

The purpose of this Addendum is to: 1) confirm a preferred option, 2) update the projected cost estimate, and 3) include a probable timeline for the project, should funding be made available through the Appalachian Community Innovation Centers Grant Program.

Of the two options outlined in the following report, Option 2 (Planning Concept 2) is preferred by PLYMC. This locates the branch library on higher ground relative to the adjacent creek, and presents a longer façade to Lowellville Road, enhancing opportunities to showcase services offered to the public.



Planning Concept 2

Project:	Public Library; Youngstown & Mahoning Counties		&estimate
	Struthers Library Struthers, Ohio		
Design:	Bostwick Design Partnership		
SUMMARY of "CONCEPTUAL OPTIONS ESTIMATE"			February 26, 2024 PCS Project: 21-108 Lead: TK/BL Checked: BL
DIVISION	BUILDING COMPONENT		TOTAL
			11,000 GSF
1.0	GENERAL REQUIREMENTS		\$ 163,749
2.0	EXISTING CONDITIONS		\$ 34,213
3.0	CONCRETE		\$ 286,617
4.0	MASONRY		\$ 86,554
5.0	METALS		\$ 487,593
6.0	WOOD and PLASTICS		\$ 148,822
7.0	THERMAL and MOISTURE PROTECTION		\$ 215,706
8.0	OPENINGS		\$ 273,088
9.0	FINISHES		\$ 427,648
10.0	SPECIALITIES		\$ 50,428
11.0	EQUIPMENT		\$ 3,163
12.0	FURNISHINGS		\$ 31,016
13.0	SPECIAL CONSTRUCTION		---
14.0	CONVEYING SYSTEMS		---
21.0	FIRE SUPPRESSION		\$ 69,575
22.0	PLUMBING		\$ 126,500
23.0	HVAC		\$ 430,100
25.0	AUTOMATION		---
26.0	ELECTRICAL SYSTEMS		\$ 366,850
27.0-28.0	COMMUNICATION, ELECTRONIC SAFETY and SECURITY		\$ 126,500
31.0-33.0	SITE WORK		\$ 474,502
SUBTOTAL ALL TRADES WORK (Prevailing Wage Assumed)			\$ 3,802,621
ESCALATION		5.50%	\$ 209,145
DESIGN / ESTIMATING CONTINGENCY		15.00%	\$ 570,394
SUBTOTAL TRADES WORK, ESCALATION and CONTINGENCY			\$ 4,582,160
		Cost per SF	\$ 417
GENERAL CONDITIONS		9.00%	\$ 412,394
BONDS and CONTRACTOR INSURANCE		3.00%	\$ 137,465
CMR CONTINGENCY		3.00%	\$ 137,465
CMR FEE		3.50%	\$ 160,376
PERMIT FEE		0.50%	\$ 22,911
TOTAL PROBABLE CONSTRUCTION COSTS:			\$ 5,452,770
		Cost per SF	\$ 496
PROJECT COST ADDERS: (Soft Costs, Recommended Adder of 33%)			\$ 1,799,414
CONSTRUCTION CHANGE ORDER CONTINGENCY; (unforeseen conditions)			With Above
A/E and OTHER CONSULTANTS' FEES and REIMBURSABLES			With Above
MATERIALS and SOILS TESTING Allow			With Above
SEWER and TAP FEES, PERMITS and ETC.			With Above
FF & E: FURNITURE, SHELVING, RACKS and ETC.			With Above
COMPUTERS, SOFTWARE, TELEPHONES and OTHER TELEDATA EQUIPMENT			With Above
LEGAL FEES, BOND COUNCIL, OWNER'S RISK INSURANCE, PUBLISHING, ETC.			With Above
OWNER COSTS FOR FINAL CLEANING and MOVE-IN			With Above
ASBESTOS, LEAD and OTHER HAZARDOUS MATERIALS ABATEMENTS			Not Included
TOTAL PROBABLE PROJECT COSTS:			\$ 7,252,185

This estimate is based on the documents dated December 10, 2021, conversations with the design team and our best assumptions at this time.
https://pcsprojectconstruction.sharepoint.com/estimate/Projects/2022/22-058_Bostwick_Design_Struthers/2024-02-26_22-ABC_BDP_Struthers.xlsx

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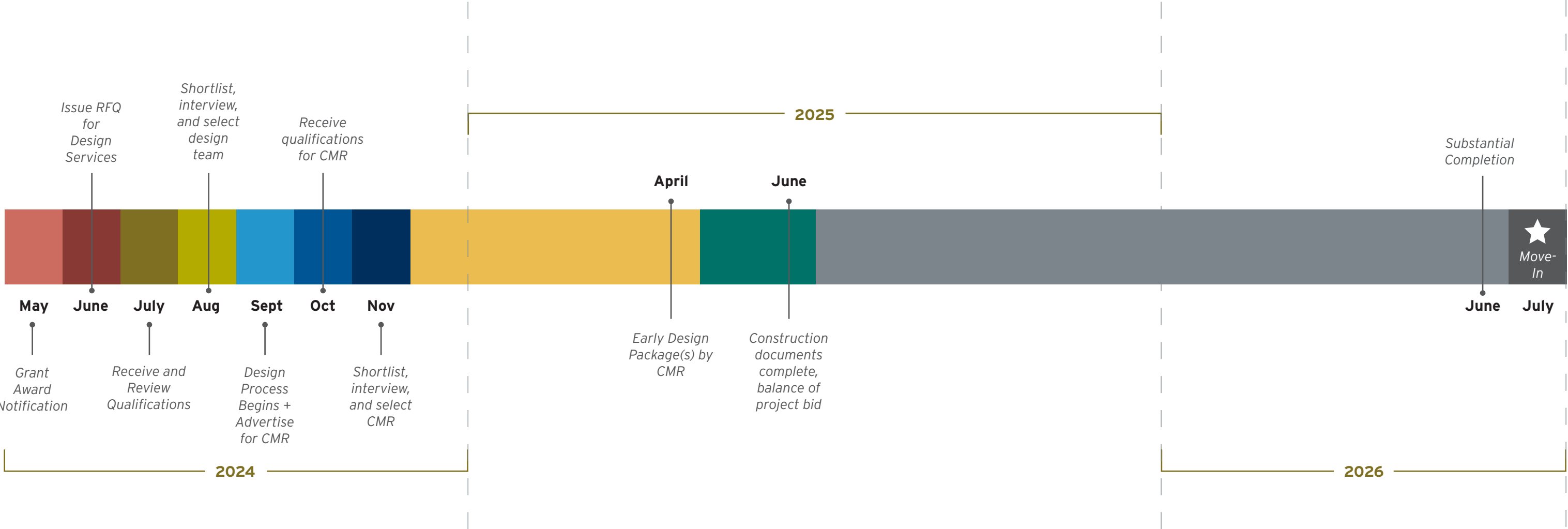
The cost estimate included in the May 2022 study specific to Option 2 has been updated and included here for reference. This update reflects estimated costs assuming construction could start in summer 2025, with a completion date of summer 2026.

+ Addendum

A probable timeline for the project follows, assuming funding for the project is granted May 2024 as outlined in the grant application information shared with applicants.

Additional details regarding the analysis and options for development of this site for the PLYMC Struthers Branch Library are included in the original report that follows.

Design Team Selection	45-60 Days
Schematic Design	65-80 Days
CMR Selection	60-70 Days (coincides with design process)
Design Development	75-90 Days
Construction Documents	80-90 Days
Bidding + GMP	45-60 Days
Construction	10-12 Months
Move-in	30-45 Days





Yellow Creek/ Lowellville Road Land Use Assessment

May 2022
Struthers, OH 44471

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Executive Summary

01 Executive Summary

Purpose

Redevelopment of rural Ohio River towns left devastated by the exodus of the steel industry requires vision, passion, and creativity. The City of Struthers, Ohio, is among those towns, and Struthers Mayor Catherine Cercone Miller is bringing that vision to spark development in her hometown. An opportunity that supports her objective includes two vacant parcels at the corner of Yellow Creek Park and Lowellville Road, the owners of which are interested in developing in collaboration with the Mayor for the benefit of the city. Yellow Creek Park has historical significance to the initial settlement of Struthers as this is where the first Iron Blast Furnace west of the Allegheny Mountains was built in late 1700s.

Struthers City Auditor Christina Bohl felt this site could bring visibility and accessibility to a new Struthers Branch of the Public Library of Youngstown and Mahoning County (PLYMC) and encouraged Mayor Cercone Miller to approach the library Director and CEO Aimee Fifarek to discuss the opportunity. The current Struthers Branch is one of the oldest branches in the PLYMC system that has not received a major renovation or addition, and it was agreed that this site may be able to capitalize on the complementary missions of PLYMC and the City, sparking development and supporting a community of lifelong learners in a new way. The first step would be to commission a feasibility study to test the viability of the site for recommended development options generally, and for development of a library specifically. This report documents the feasibility study process and results.

Findings

The study included a “Highest and Best Use Analysis” which determined that the location and characteristics of this site support a new branch library among the possible development options. To test the library development option, a building program was prepared to establish an appropriate size, which was then test-fitted in a conceptual site plan and informed by a survey commissioned by the City.

The program documented a new Struthers Branch library should be 11,400 SF to accommodate the type and size of spaces that the current 6,700 SF branch does not provide the community adequately. The conceptual site plans demonstrated that a library of this size could fit on this site and include adequate parking, with an estimated project cost ranging from \$6.0M to \$6.2M. While feasible, it should be noted the shape and topography of the lot present several limitations and expenses that a more rectilinear site with less topography would not.

While the site could support the development of a new Struthers Branch, it was also noted that the library alone will not be a catalyst for the kind of sustainable development necessary for broad impact, but could certainly contribute to the City’s emerging comprehensive plan. A financial analysis of the library and development options for surrounding sites determined that, at present, sustainable development in Struthers would also require public subsidies.

This report includes details of the summary outlined above, and an outline of recommendations to inform decisions about how development of this site can support the vision of a revitalized Struthers.



Process

Bostwick Design Partnership proposed a three-phase process to accomplish the goals of this study. The outline as proposed is outlined below. The final order in which these tasks were carried out varied based on availability of data to inform the conceptual planning and estimating.

Phase 1: Analyze Possibilities for Positive Economic Development

- 1. Review city comprehensive plans and any relevant master plans
- 2. Review demographic trends
- 3. Evaluate site conditions and development options:
 - a. Existing use and transportation patterns
 - b. Document zoning requirements
 - c. Document site’s infrastructure and environmental conditions *
 - i. Site survey including boundary, topography, existing utilities, easements (if they exist)
 - ii. Geotechnical testing to confirm soils condition and capacity

* NOTE the survey was commissioned by the City of Struthers for this report. Geotechnical services were not prepared, nor was a Phase One environmental study, both of which would be necessary should development proceed.

 - d. Establish a maximum buildable area based on site documentation and analysis
 - e. Analyze Highest and Best Use for site assessing the effectiveness of site attributes on potential and proposed development programs.
- 4. Confirm viability of site development based on alignment with site attributes, limitations and known project needs and objectives.

Phase 2: Site Concept Development

- 1. Develop conceptual program
 - a. Assign space needs in gross SF to proposed services and requests, and prepare a program of requirements to accommodate known library total SF.
 - b. Create site and building planning options through a facilitated, interactive ‘building block’ planning session.
 - c. Prepare conceptual site and building plans based on preferred option among viable plans developed in workshop.
- 2. Develop economic projections using:
 - a. Cost driven analysis of site developments costs, construction, financing, and operations.
 - b. Market driven analysis using operating expenses to arrive at a justifiable capital budget.
- 3. Assessment of known and unknown project risks.

Phase 3: Financial Feasibility

- 1. Assist with the identification of potential capital funding sources to develop the site.
- 2. Prepare financial pro forma for project development to highlight the effectiveness of possible and probable financing options.
- 3. Develop a cost/benefit analysis of proposed public subsidy, if used.

Participants

The content of this document was made possible through the collected wisdom of all who generously offered their time to participate in the process. Key participants from the City of Struthers, PLYMC, and the consultant team are listed below.

City of Struthers and Comprehensive Plan Consultants:

- Catherine Cercone Miller, Mayor of Struthers
- Christina Bohl, Struthers City Auditor
- Kristen Olmi, KO Consulting
- Samantha Yannucci, KO Consulting

Public Library of Youngstown and Mahoning County

- Aimee Fifarek, Director and Chief Executive Officer
- Deborah McCullough, Chief Operating Officer
- Maggie Henderson, Strategic Communications Officer
- Cheri Goldner, Public Service Manager - Neighborhood Services

Bostwick Design Partnership and Estimating Consultant

- Pam Neckar, Partner and Chief Financial Officer
- Rick Ortmeier, Partner
- Malena Grigoli, Designer
- Brandon Lawlor, President of & estimate

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Context

02 Context

Struthers, Ohio

Struthers is located Southeast of Youngstown along the Mahoning River where John Struthers built the first iron blast furnace along the Yellow Creek in late 1700’s, the first west of the Allegheny Mountains. The iron products forged in Struthers were an integral part of winning of the War of 1812. A large decrease in demand for these products following the war led to the area remaining dormant for almost 70 years. In 1865, John Struthers’ son returned to the area and laid out a plan for the village around the central railroad, committed to building a vibrant community. At the turn of the 20th century, Youngstown Iron Sheet and Tube Company erected a plant. The presence of the railroad and the iron plant was the nexus for Struthers to become its own municipality.

River communities along the Mahoning and Ohio Rivers were known collectively as the Steel Valley, employing tens of thousands of workers for decades until what has become known as “Black Monday.” On September 19, 1977, Youngstown Sheet and Tube abruptly furloughed 5,000 workers in one day. That started the domino of plant closures, leaving over 100,000 unemployed and forced to leave the area.

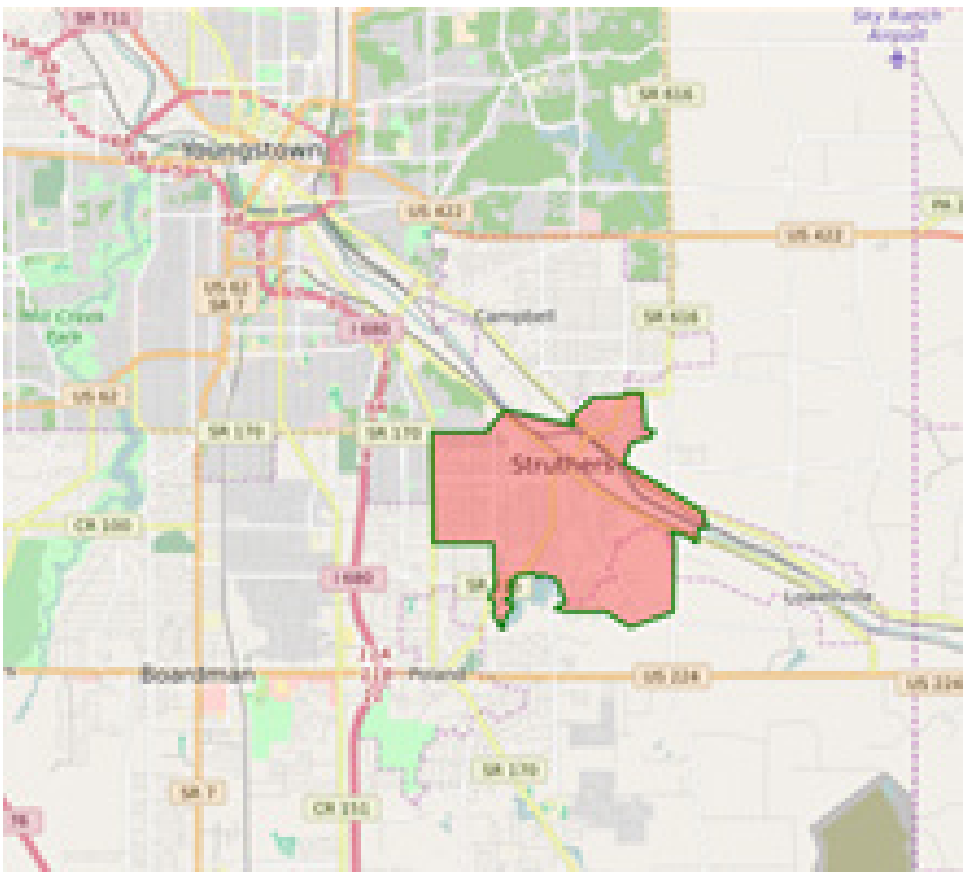
The long-term effects remain, as the greater Youngstown area continues to be one of Ohio’s weaker economies. Located near GM’s Lordstown Automotive Plant, the area took another blow when that GM plant closed in 2019. The oil and gas industry has also been strong in the region, but the volatility of this area’s close ties with that industry has increased over the past several years. Food manufacturer Schwebel’s has been among the only major steady, stable employer for decades.

In 2020, Mayor Catherine Cercone Miller was elected as the first female Mayor of Struthers, and the first in Mahoning County. She is committed to a vision that revitalizes the industrial river town where she was born and raised. She wants to reshape the community’s relationship with the Mahoning River and Yellow Creek, proposing and supporting development opportunities that promote sustainability and education. Creating a more sustainable

Struthers and Mahoning River Valley aligns with the repurposing of the Lordstown Automotive Plant to serve the electric vehicle market.

Facts on Struthers:

- Current population is 9,951 which has remained relatively stable over the past decade.
- Median age is 39
- 92% of population is White
- 75% of the housing structures were built prior to 1959
- 10% of the housing stock is vacant
- Average household income is \$39,710.
- Current unemployment level is 6.6%



Project Location

The Project Site

The Mayor’s vision represents an exciting future for Struthers, one that can change the past and current realities in the City. According to CoStar, over the past 2 years, only 7,545 SF of new space has been constructed in the City of Struthers. The majority of the storefronts in downtown Struthers on Bridge, State and Main Street remain vacant. As a result, the City is capturing properties into its landbank whenever possible for use in their revitalization strategy.

The City has initiated a comprehensive plan process, the details of which can be found on the online platform prepared for that effort: <https://discover.cityofstruthers.com/en/>.

Among the development opportunities that support Mayor Cercone Miller’s initiatives are two adjoining vacant parcels just east of the access drive to Yellow Creek Park on Lowellville Road - specifically Mahoning County parcels 38-8-156 and 38-8-155. The current owners of these properties support Mayor Cercone Miller’s vision and are interested in learning how they may support it. Struthers City Auditor Christina Bohl felt this site could bring visibility and accessibility to a new Struthers Branch of the Public Library of Youngstown and Mahoning County (PLYMC) and encouraged Mayor Cercone Miller to approach the library Director and CEO Aimee Fifarek to discuss the opportunity. This development would elevate the library’s stature in the community and serve as a catalyst for a revitalization vision. The opportunity was of interest to the library as a vehicle to improve library service to the community, noting the limitations inherent to the existing Struthers Branch located at 95 Poland Avenue, a 6,700 SF branch uphill and a few blocks west of the proposed site.



Project Site: Zoning

The parcels fall within the Commercial A district of the City of Struthers Zoning Ordinance. The annotated site plan below indicates additional zoning and relevant reference information.

Parcel 38-8-156
19 Lowellville Rd
Owner: 19 Lowellville LLC

Size per County:

- 0.48 Acres / 20,909 SF

Calculated Size (regrid.com):

- 0.47291 Acres / 20,609 SF

Zoning:

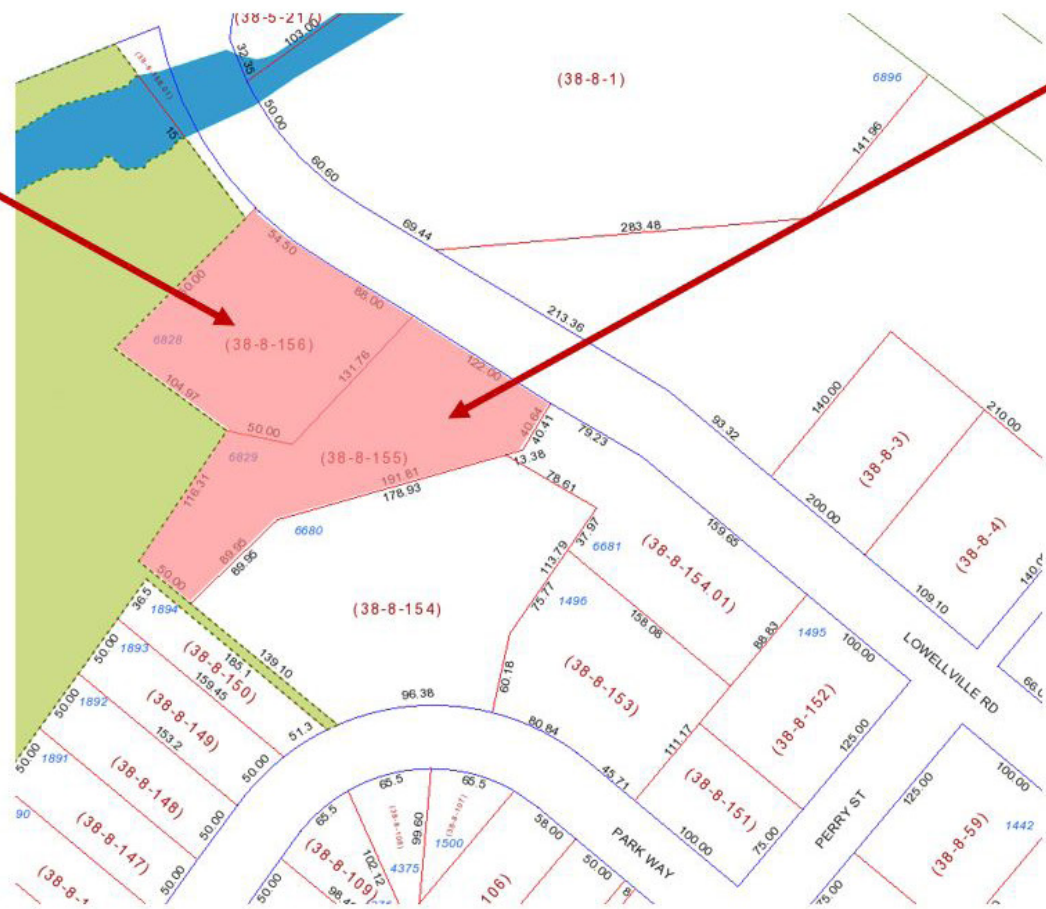
- Commercial A

Combined Lot Size

- 0.96 Ac. / 41,818 SF per County
- 1.00843 Ac. / 43,946 SF per regrid

For Reference: Library Lot Size

- 0.67 Ac. / 29,185 SF per County
- 0.67291 Ac. / 29,325 SF per regrid



Parcel 38-8-155
___ Lowellville Rd
Owner: Yellow Creek Properties

Size per County:

- 0.48 Acres / 20,909 SF

Calculated Size (regrid.com):

- 0.53552 Acres / 23,337 SF

Zoning:

- Commercial A

Zoning District: Commercial A	
Height Restrictions	
• All Bldgs:	35' 2.5 Stories
• Public Bldgs:	75' 6 Stories increased setbacks apply
Setbacks	
• Rear Yard	16' 1 Story
	20' 2 Story
• Side Yard	5'
• Set Back	Existing Bldgs no setback Review Ordinance Language
Parking	No Specific Req's for Library Review Ordinance Language
Note:	
Analysis assumes lot consolidation to avoid shared property line setback restrictions	

Project Site: Traffic Volume

When determining the highest and best use for development on a site, it is necessary to understand the volume of traffic around the site. As indicated on the map, the highest volume of traffic is on South Bridge Street where 8,471 cars pass dailing according to ODOT. The traffic volume recorded in closest proximity to the existing branch is 2,211 cars daily, as opposed to the proposed site which sees 6,030 vehicles daily.

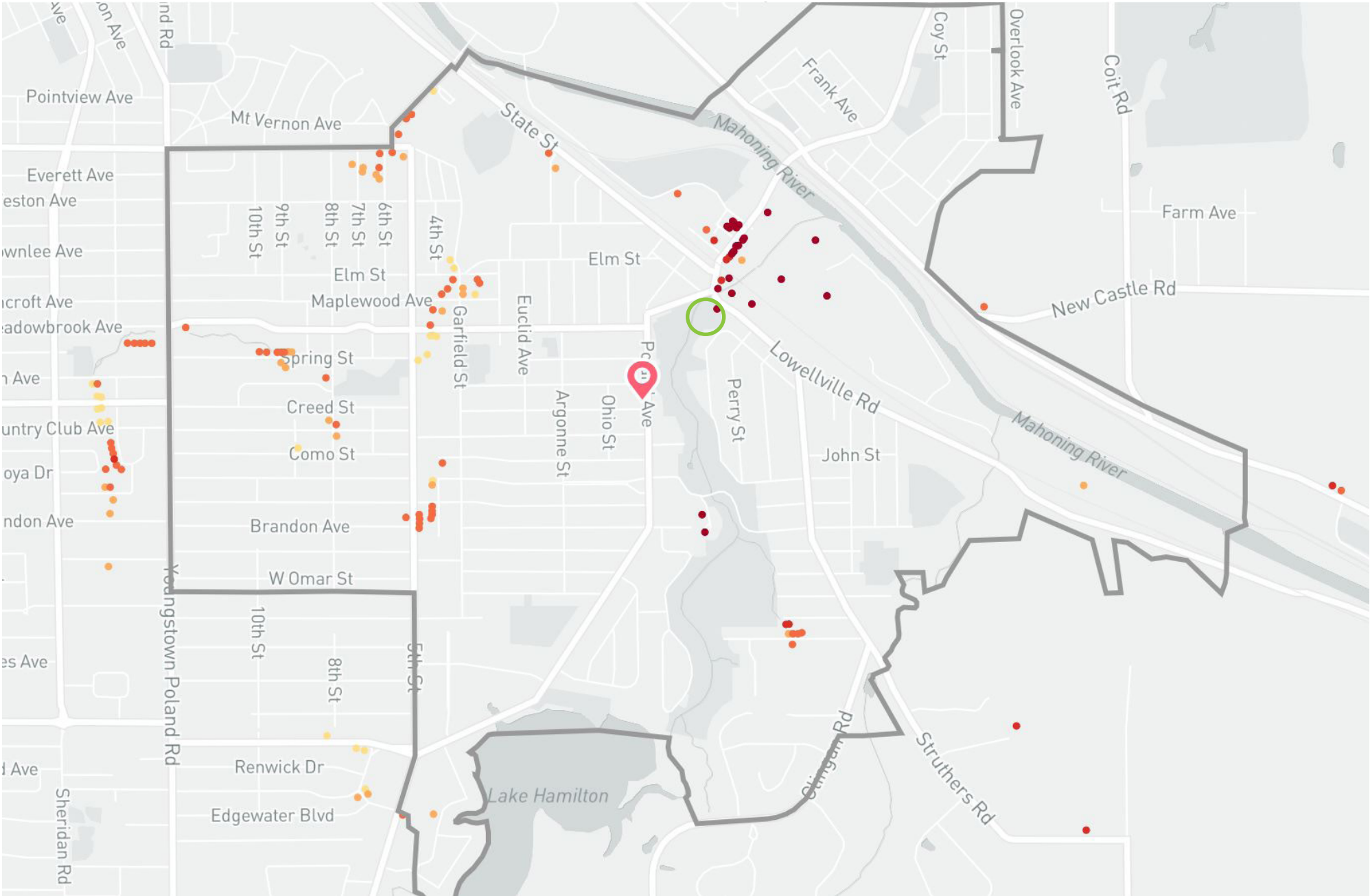
Traffic Count

- A: 2,211
- B: 5,126
- C: 6,030
- D: 8,471



Project Site: Flood Risk Assessment

According to FEMA, the site is not located in a historical flood plain, however climate change presents the possibility of an elevated future risk of flooding. According to research drawn from the website Flood Factor: “There are 154 properties in Struthers that have greater than a 26% chance of being severely affected by flooding over the next 30 years. This represents 2% of all properties in the city.” The parcels that make up the proposed site are included in this risk group.



Flood Factor Site - https://floodfactor.com/city/struthers-ohio/3975126_fsid

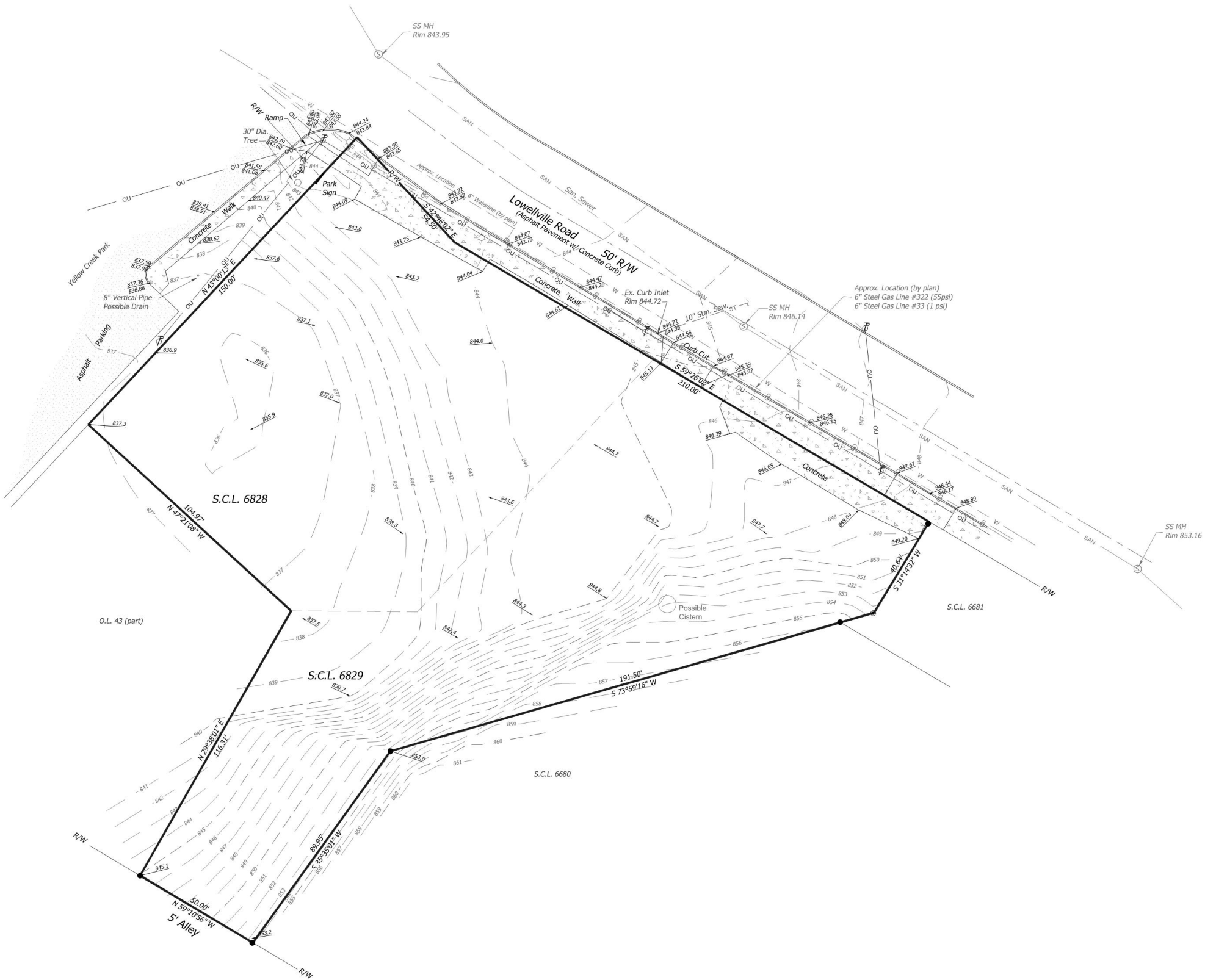
Project Site: Survey

In early January, the City of Struthers approved a proposal from Chamberlain Surveying of Columbiana, OH to prepare a site survey for the parcels being studied. The survey was completed on March 1, 2022 and forwarded to the team for reference.

The survey quantified the dimensions and shape of the parcels, noted the surface conditions and materials, documented adjacent utilities, and provided topography at one-foot intervals across the entire site.

A few notes on the property based on the survey:

- Parcel 38-8-155 to the east is approximately half an acre, and irregularly shaped.
- Parcel 38-8-156 to the west is approximately half an acre, and roughly square.
- There is a steep slope along the entire southern edge of the property, which makes it a challenge to build within a range of 30 feet near Lowellville Road to 40 feet in the center of the site.
- Nearly the entire roughly 50-foot-wide portion of Parcel 38-8-155 at the south edge of the site is not buildable due to the steep slope.
- The site includes a triangular shaped plateau of relatively flat land along Lowellville Road at the center of the site, and another relatively flat section of land at the low point, the southwest portion of Parcel 38-8-156.
- There is a relatively gentle but consistent 6- to 8-foot slope that runs from the northwest corner of Parcel 38-8-156 diagonally through the site to the south/southeast.
- A “Possible Cistern” is noted in the sloped portion of Parcel 38-8-155, which would require further investigation but this report assumes this would not hinder site development.



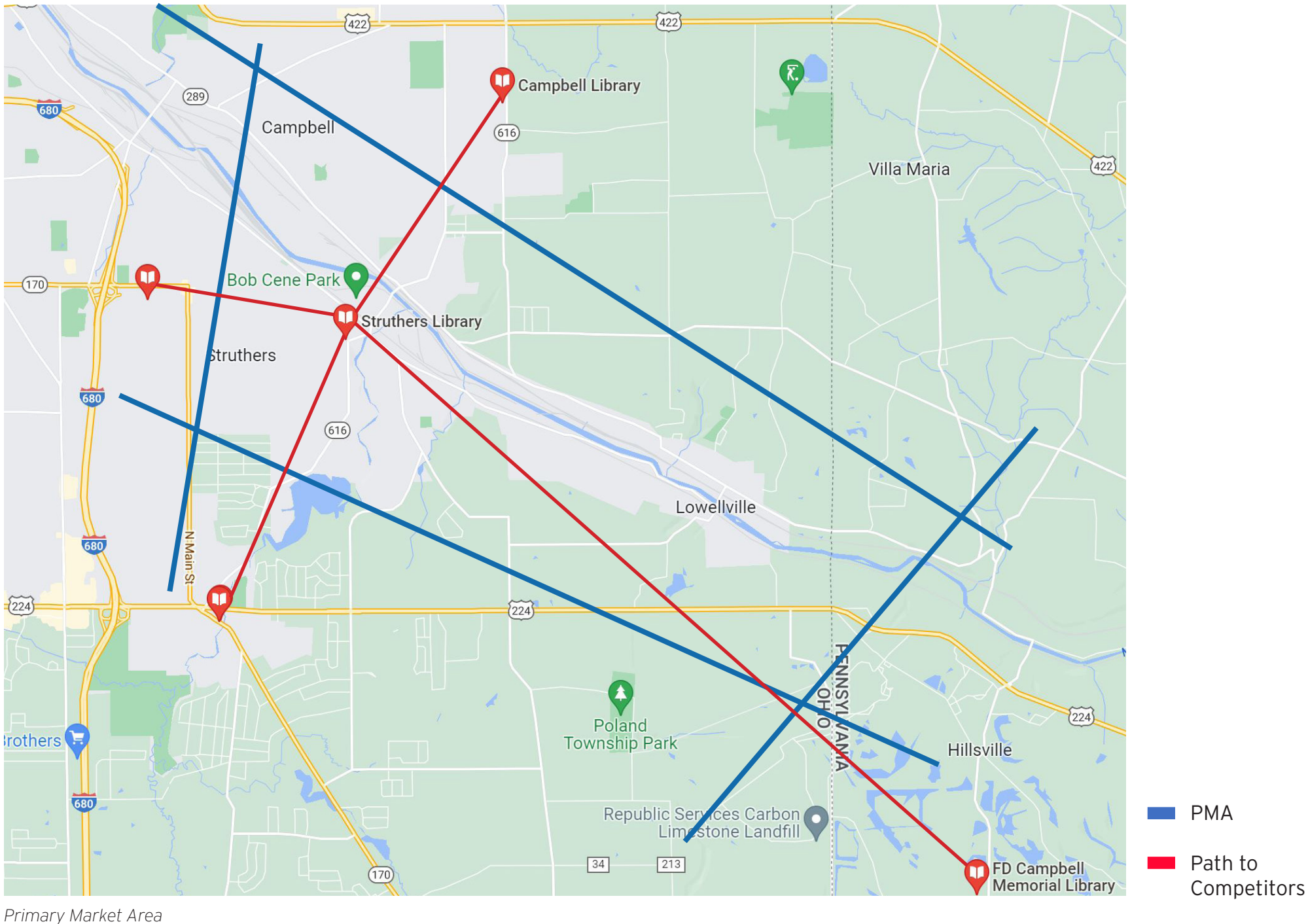
02 Context

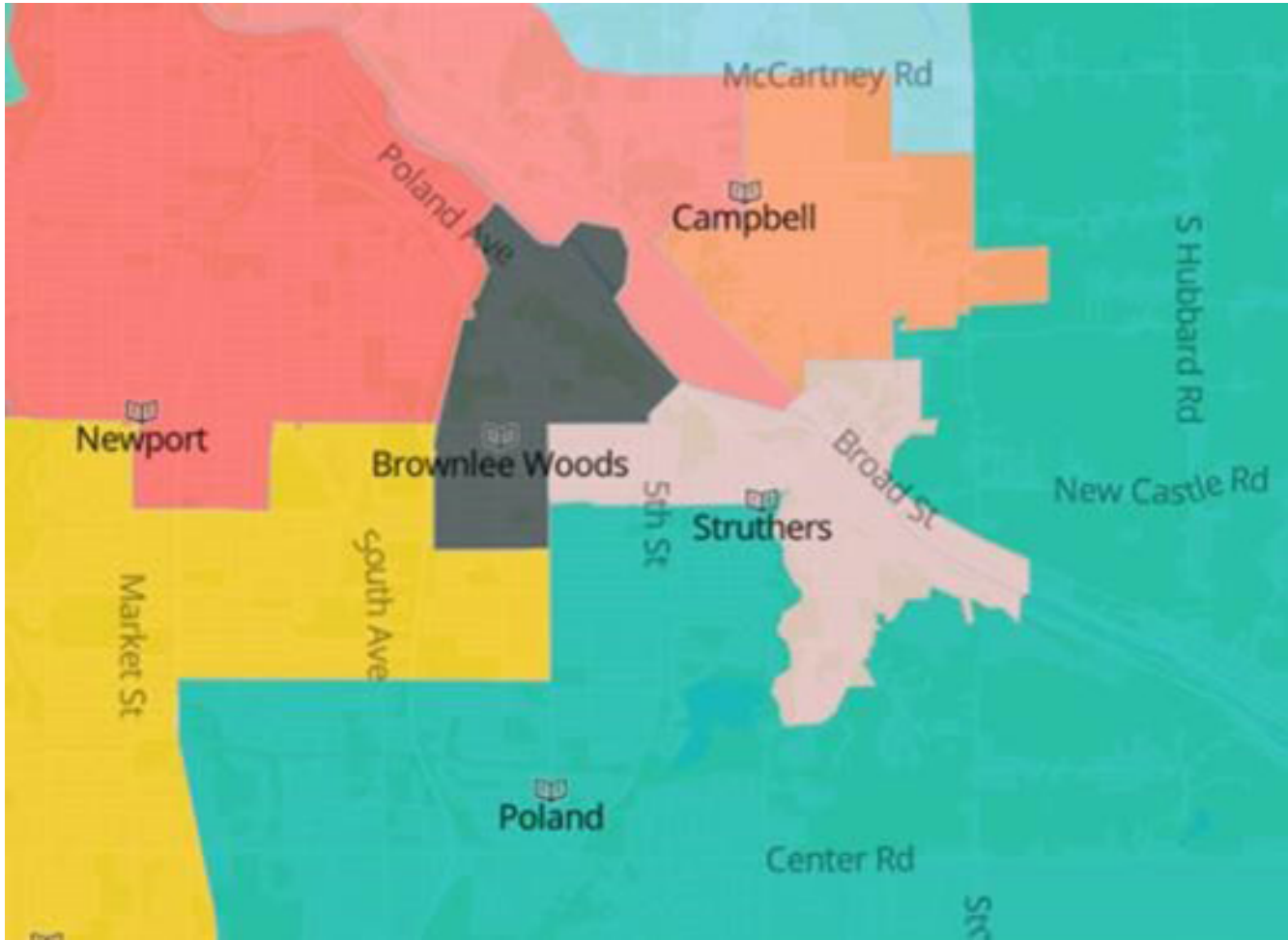
Market Analysis

A “Primary Market Area” (PMA) calculates the geographic area from which patrons can be expected to be drawn by analyzing the demographic data around nearest public library locations. While a PMA can be generated for each proposed site use, this study prepared a PMA for library usage. The PMA for a library on the proposed site include Campbell, Brownlee Woods, Poland and Bessemer, PA libraries as the nearest libraries and were used as “end points” in the model. Combined with analyzing the actual patron data, we discovered that branch usage follows major commuter lines bordered by I-680 on the west and OH 224 on the south. The Mahoning River serves as a barrier for business on either side of the river. Census tracts included in the PMA are: 100% of the households in 8103, 8106, 8107, 8108, 8110.01, 8111, 8013; 50% of 8102; and 25% of 8109. This totals 8,835 households with a 2021 calculated income of \$495,939,809.

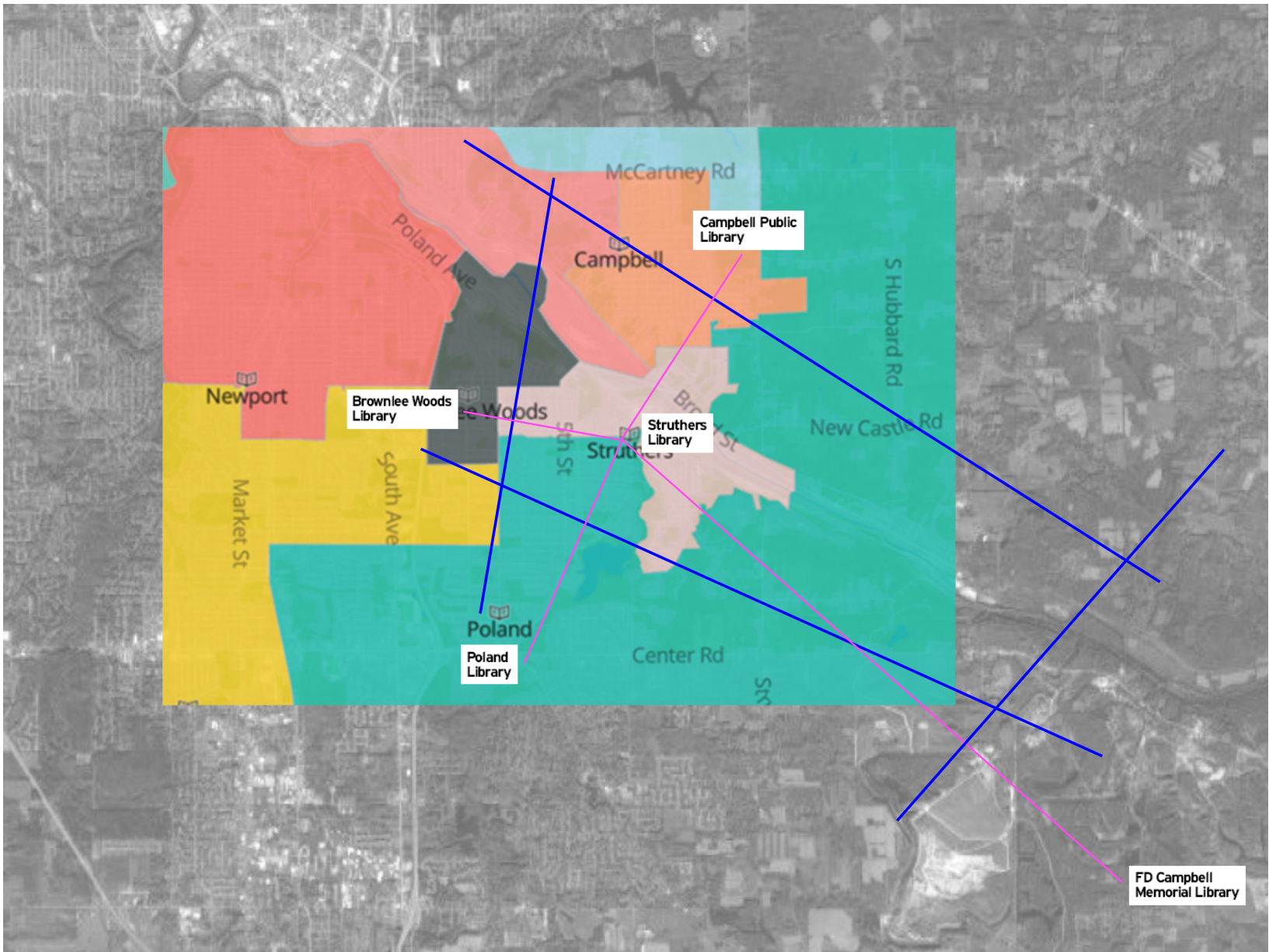
It is appropriate to compare PMA to the “Area of Dominant Influence” (ADI), which for the library is the census tract where most cardholders reside. PLYMC identified the ADI census tract as 8108 for the Struthers Branch. 4,230 households reside in census tract 8106, 8107, and 8108 with a 2021 calculated income of \$226,502,930.

For the existing Struthers Branch in the first quarter of 2022, the library reported 527 active households (12th of 15 PLYMC locations) and 635 active customers (10th of 15 PLYMC locations). The Struthers Branch added 53 new cardholders the first quarter of 2022 (as compared to nearby Boardman at 686). Of Struthers customers, 44.10% are occasional users (every 3 months or more), with “Staying Connected” (computer users) at 12.7% and “Page Turners” (Readers) at 8.48% represented as types of users.





ADI: Area of Dominant Influence
Reference OrangeBoyStats provided by PLYMC



PMA & ADI Overlap



Property Development
Options

03 Property Development Options

Highest and Best Use Analysis

A highest and best use (HBU) analysis considers how specific site attributes impact potential uses, objectively identifying the best uses for a site. Each use and attribute is scored using a five-point scale, with the ratings defined as follows: -2 not ideal to 2 ideal, with 0 being neutral. The HBU for this is site is as detailed in the graph included here.

Summary of the analysis is as follows:

- Both single family and multifamily housing are not suitable for this site because there is no room for future expansion, plus a portion of the parcel is not buildable therefore the site cannot be maximized for housing. Housing prices would benefit from the views of the park and access to the trail system but not enough to overcome the other negative impacts of site attributes.
- The site does not get enough automobile traffic to support big box grocery or retail, nor is it large enough to provide adequate parking given the fact that the site is not 100% suitable for development.
- The highest and best use for the site is a daycare. The daycare would see value in the views - they would have room to expand, and given that the average age of 39 in the city, there is likely to be the residential base to support the daycare.
- A library, small box retail, or dining services were also determined as appropriate for the site.

The most prominent beneficial attribute of the site is the proximity to downtown Struthers and the direct connectivity to Yellow Creek, providing enjoyable outdoor recreation. While the HBU noted several possible uses, the focus of this report was to study developing the site for a library use.

Note that the attributes that the HBU uses to determine the viability of the site are primarily based on the surroundings, the access and zoning usage opportunities. An aspect of this site specifically, as noted in the survey narrative, is the topography.

The slope along the southern edge is a limiting factor for some of the possible uses, depending on the size of facility and parking needs. The slope across the center of the site adds an expense to development of other than small buildings, given that most developments would cross the 6- to 8-foot slope across the center of the site, and therefore would need to balance the floor level and access from parking. This assumption complicates but would not preclude site development for a library or other uses.

Highest and Best Use Analysis									
Site Attributes		Uses							
		Supermarket	Daycare	Dining	Retail Goods/ Services	Library	Offices	Single Family Housing	Multi Family Housing - Townhomes
	Visibility/Views	2	2	2	2	2	1	2	2
	Auto Traffic	-2	2	1	1	1	1	2	2
	Adequate Parking	-2	2	2	2	2	2	2	2
	Pedestrian Access	0	0	0	0	0	0	0	0
	Highway Access	1	0	0	0	0	0	0	0
	Noise Level	2	2	2	2	2	0	2	2
	Resident Base	-1	1	1	1	1	0	2	2
	Infrastructure	2	2	2	2	2	2	2	2
	Condition of Parcel	2	2	2	2	2	-2	-1	-2
	Zoning/Regulations	2	2	2	2	2	2	-2	-2
	Size of Parcel	2	2	2	2	2	2	2	2
	Future Expansion	-2	2	2	2	2	2	-2	-2
	Totals	6	19	18	18	18	10	9	8

Mission Synergies:

The shared goal for all stakeholders is that redevelopment of this site serve as a catalyst for the City's vision, and directly support the emerging comprehensive plan. Struthers is embracing sustainability as a priority, a goal that will afford them the opportunity to consider future needs and be more self-reliant as society, the environment, and the economy change over time.

The vision for the City of Struthers is to create and sustain infrastructure to enable residents of all ages and abilities to meet all of their basic needs comfortably and safely and thrive independently. Struthers desires to be a City that is walkable and bikeable. The City invests in strong social infrastructure that is embedded into its vital systems - transportation, education, storm protection, security, and land use. This embedded social infrastructure offers residents plenty of recreational and social opportunities. This creates greater social cohesion and a deep sense of community.

The City desires to diversify its economy, with the backbone of its wealth in the new green economy - particularly green manufacturing. Districts designated as Strategic Areas of Growth have been developed with greater density and a mix of uses that increase quality of life for neighborhood residents. This has created strong neighborhood identity, and every neighborhood has at least one community gathering space - they are always buzzing with activity.

Downtown wants to be an area where people come to walk and shop year-round. Many of the building owners have incorporated dwelling units into buildings and parcels, and other human-centered improvements - such as sidewalk and intersection treatments, regularly programmed events and activities, and the development of public plazas - have created a favorable environment for small businesses.

The River District will thrive with new businesses that connect residents and visitors to the river, and offer unique dining and

retail experiences. Every weekend with fair weather is like a river fest in Struthers.

By making this thoughtful and equitable infrastructure and the diversification of its economy a reality, the City of Struthers can be more resilient than at any time in history.

PLYMC's Mission is to connect, inspire and enrich personal and community growth through their values of people, learning, innovation, and stewardship.

A new Struthers Branch at the base of Yellow Creek Park could align with the following separate but related PLYMC goals:

1. Evaluate the current system of facilities for service and cost effectiveness for residents of Mahoning County, and devise a facilities plan that can address long-standing facility issues.
2. Create spaces that welcome community gathering and interaction, while balancing the needs of the individual user. A preliminary program has been completed for the new branch which includes a community room, small study spaces and team meeting spaces.
3. Find ways to measure and evaluate the impact of the Library's presence in the community. PLYMC and the City of Struthers are aligned with the need for the Library and will collectively measure the impact from a library usage and economic driver impact.

The existing Struthers Library was built in 1957 and no major construction has been completed since. Located behind City Hall and tucked into a residential street there is limited visibility to the community.

03 Property Development Options

Struthers Branch Library Programming and Conceptual Planning

The building program included here was prepared in collaboration with PLYMC administration and staff, and established space needs that align with library service goals and community needs and requests. The spreadsheet identifies needs by department and in detail, which informed the planning process at this conceptual level, and would serve as a starting point to be validated moving forward in future design phases.

Integral to the programming process was an accounting of proposed collections for a new Struthers Branch. The spreadsheet included here identifies collections by type and quantity as proposed by PLYMC staff, and assigns a shelving count to each collection item, the square footage for which is accounted for in the building program.

Categories	Items Held	% on Shelves	Items in Library	Avg Items Per LF	Items on 3' Shelf	% Full Desired	Items Per Shelf	# of Shelves Needed
Books, Adult	5,476	90%	4,928	10	30	80%	24	205
Books, Juvenile	4,587	90%	4,128	12	36	80%	29	143
Books, Reference	208	95%	198	8	24	80%	19	10
Books, Large Print	315	85%	268	8	24	80%	19	14
Paperbacks, Adult	707	80%	566	10	30	80%	24	24
Paperbacks, Juvenile	276	80%	221	10	30	80%	24	9
Paperbacks, YA	33	80%	26	10	30	80%	24	1
Playaway + Launchpads	50	80%	40	20	60	80%	48	1
DVD, Adult + Non-hold	3,188	70%	2,232	20	60	80%	48	46
DVD, Juvenile	1,074	70%	752	20	60	80%	48	16
DVD, TV Series	336	70%	235	20	60	80%	48	5
Total								500

Program of Requirements

Public Library of Youngstown & Mahoning County Struthers Branch					
DRAFT Program of Requirements11/19/2021					
# Area	Description	Qty	ASF	Net ASF	Comments
1	Entrance and Circulation Services				
1.1	Vestibule/Lobby	1	100	100	
1.2	Materials Return	1	20	20	
1.3	Circulation Service Desk	2	40	80	
1.4	Self Check	2	20	40	
1.5	Holds	2	12	24	
1.6	Community Information	1	40	40	
1.7	Materials Locker 24 Hour	0	16	0	Can add if this becomes a goal
1.8	Catalog Stations	2	24	48	
	Non-Assignable Space Allowance			53	
	Subtotal			405	4.2% of Building Total Net ASF
2	Meeting and Gathering Spaces				
2.1	Community Room	1	800	800	Accommodate 50
2.2	Study Room - Small	4	90	360	
2.3	Program Storage	1	40	40	
2.4	FFE Storage	1	120	120	
	Non-Assignable Space Allowance			264	
	Subtotal			1,584	16.6% of Building Total Net ASF
3	New Materials + Business Center				
3.1	Display	1	60	60	Seasonal
3.2	Vending Area	1	60	60	
3.3	New/Popular Materials	7	15	98	5-hi shelves, 4 shelves used
3.4	Copy Area/Business Center	1	60	60	
3.5	Friend's Book Sale	0	12	0	Can add if this is something PLYMC accommodates here
	Non-Assignable Space Allowance			56	
	Subtotal			333	3.5% of Building Total Net ASF
4	Audio/Visual				
4.1	AV Misc Type	14	12	168	5-hi shelves, 4 shelves used
	Non-Assignable Space Allowance			25	
	Subtotal			193	2.0% of Building Total Net ASF

Public Library of Youngstown & Mahoning County Struthers Branch					
DRAFT Program of Requirements11/19/2021					
# Area	Description	Qty	ASF	Net ASF	Comments
5	Technology and Creation Spaces				
5.1	Public Access Computers + Signup	10	35	350	
5.2	Print Station	1	12	12	
5.3	Technology Learning Center	0	0	0	Can add if this becomes a goal
5.4	Media/Maker/Multipurpose Lab	1	100	100	Placeholder for discussion
	Non-Assignable Space Allowance			92	
	Subtotal			554	5.8% of Building Total Net ASF
6	Children's Services				
6.1	Children's Service Point	1	35	35	
6.2	Self Check	0	24	0	Can add if this becomes a goal
6.3	Public Access Computers	2	30	60	
6.4	Family Restroom	1	70	70	
6.5	Lounge/Caregiver Seating	4	40	160	
6.6	Children's Activity Table for 4	4	80	320	
6.7	Program/Story Area	1	100	100	
6.8	Early Literacy/Manipulatives	1	120	120	
6.9	Juv AV	6	12	72	3-hi shelves
6.10	Juv Bins	5	20	100	Bins hold 200
6.11	Juv Books	35	12	416	3-hi shelves
6.12	Juv Magazines	1	12	12	3-hi shelves
6.13	Storage	1	100	100	
	Non-Assignable Space Allowance			235	
	Subtotal			1,800	18.9% of Building Total Net ASF
7	Teen Services and Collections				
7.1	Public Access Computers	2	35	70	
7.2	Lounge Seating	6	35	210	
7.3	Study Table for 2	4	50	200	
7.4	YA Books	7	12	81	5-hi shelves, 4 shelves used
	Non-Assignable Space Allowance			90	
	Subtotal			691	7.2% of Building Total Net ASF
8	Adult Services and Collections				
8.1	Information/Shared Service Point	1	40	40	
8.2	Lounge Seating	8	35	280	

Public Library of Youngstown & Mahoning County Struthers Branch					
DRAFT Program of Requirements11/19/2021					
# Area	Description	Qty	ASF	Net ASF	Comments
8.3	Study Table for 2	6	50	300	
8.4	Fiction	24	12	291	5-hi shelves, 4 shelves used
8.5	Large Print	4	15	64	5-hi shelves, 4 shelves used
8.6	Nonfiction	26	12	312	5-hi shelves, 4 shelves used
8.7	Magazines	2	12	24	5-hi shelves, 4 shelves used
8.8	Oversize	1	12	12	5-hi shelves, 4 shelves used
	Non-Assignable Space Allowance			198	
	Subtotal			1,521	15.9% of Building Total Net ASF
9	Staff Work Area				
9.1	Branch Manager Office	1	100	100	
9.2	Open Workstation	5	50	250	
9.3	Shared Staff Work Area	1	250	250	
9.4	Return Drop	1	60	60	Locate near Children's
9.5	Book Truck Staging	6	8	48	Hold for possible drive-up window
9.6	Staff Storage	1	100	100	Walk-up or drive-up
9.7	Staff Breakroom	1	120	120	
9.8	Staff Restroom	1	60	60	
9.9	Lockers/Coats/Mail	1	80	80	
9.10	Deliveries	1	60	60	
	Non-Assignable Space Allowance			282	
	Subtotal			1,410	14.8% of Building Total Net ASF
10	Non-Assignable + Building Support Spaces				
10.1	Public Restroom	2	120	240	
10.2	Custodial	1	40	40	
10.3	Mechanical Room	1	300	300	
10.4	Electrical Room	1	120	120	
10.5	Telecommunications Room	1	80	80	
10.6	Building Storage - For exterior maintenance	1	100	100	
	Non-Assignable Space Allowance			176	
	Subtotal			1,056	11.1% of Building Total Net ASF
	Total Not Assignable SF			9,547	
	20% Non-Assignable Space Allowance			1,909	
	Total Building Gross Square Footage			11,457	

Total size of proposed new Struthers Branch = 11,457 GSF

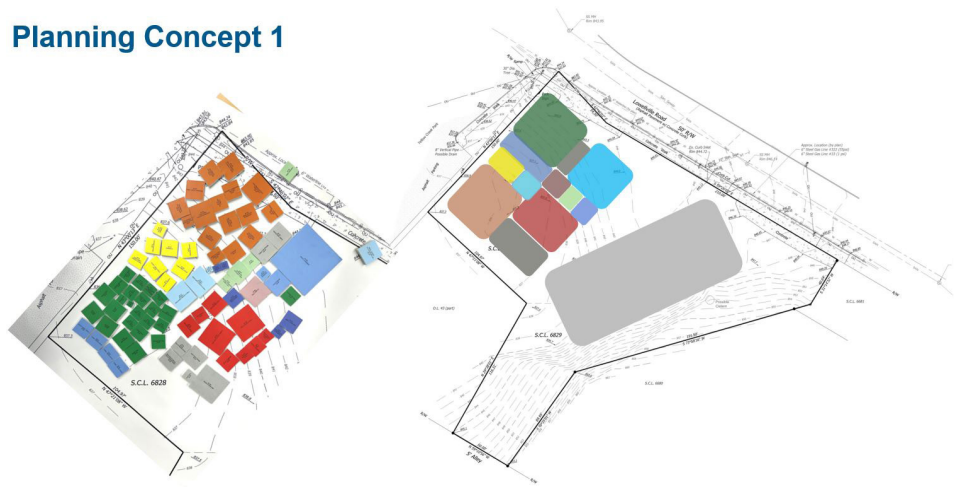
03 Property Development Options

Struthers Branch Library Conceptual Planning

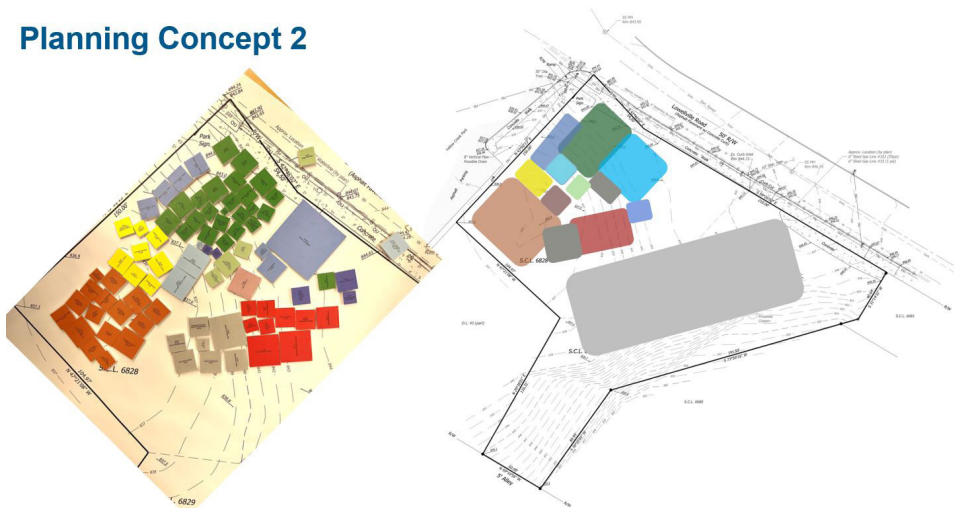
Once completed, the program was translated into graphic blocks to scale, to be used as a planning tool in a participatory workshop with the library, Mayor Cercone Miller, and representatives from KO Consulting. On March 31, a workshop was facilitated at the PLYMC Main Library, where the program “puzzle pieces” were used to explore and rapidly prototype several options for a branch library on the proposed site. This process was informed by a copy of the survey printed at the same scale as the program elements so as each possible layout was created the relationship of the program elements to each other and to the site were quickly and intuitively understandable. All options created during this workshop favored placing the library on the west end of the site along Yellow Creek Park.

After some internal discussion regarding the schemes that were developed on March 31, a follow-up discussion on April 15 with PLYMC added some options that placed the branch on the high side of the site, with parking to the south and west. Of all schemes discussed, two were annotated to inform conceptual cost estimates.

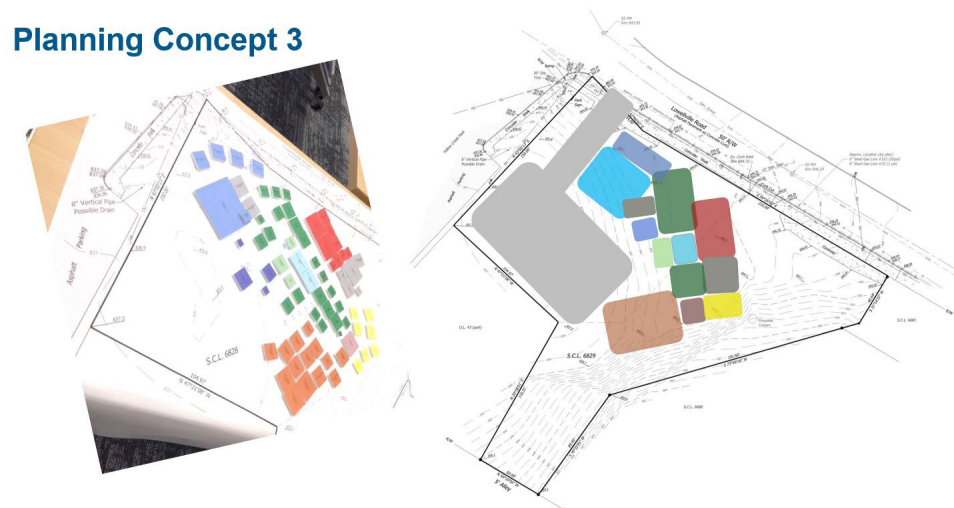
Planning Concept 1



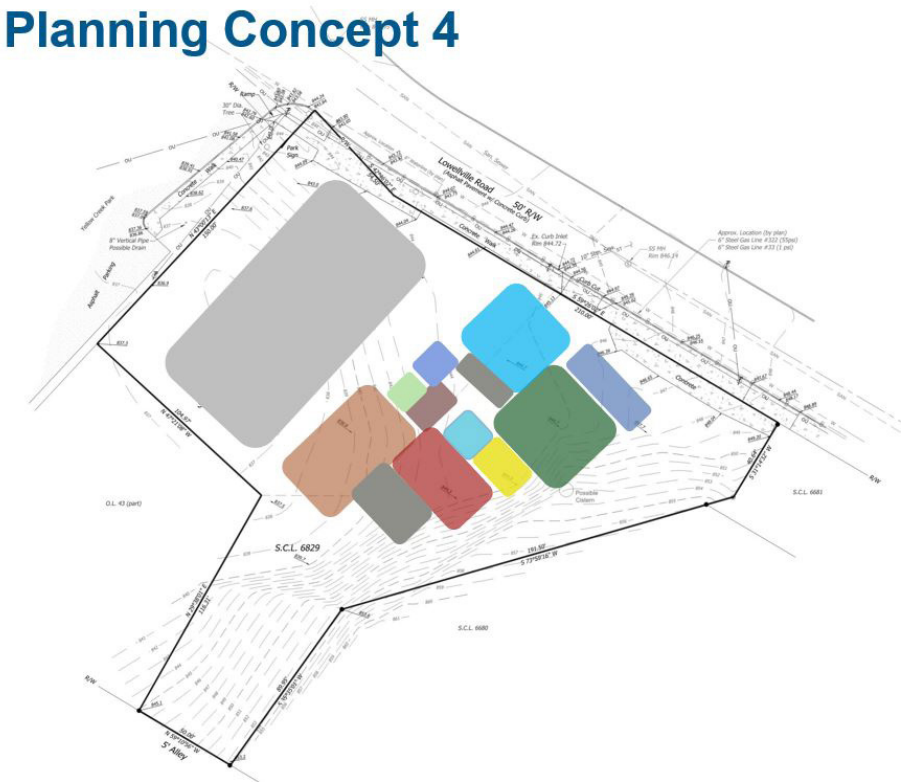
Planning Concept 2



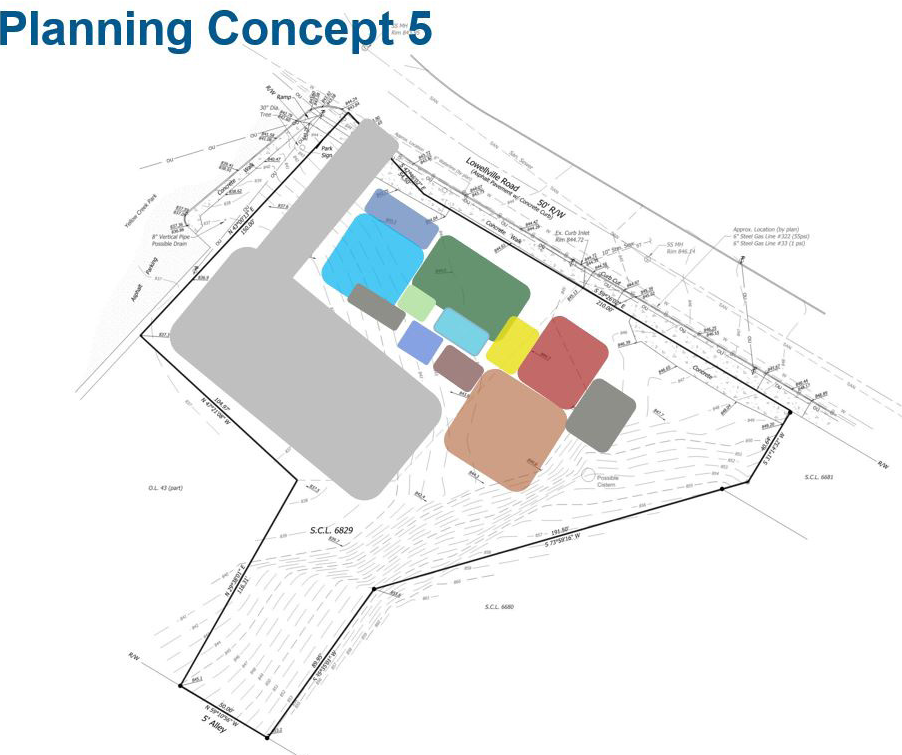
Planning Concept 3



Planning Concept 4



Planning Concept 5



Planning Concept 1

This concept locates a new Struthers Branch library along the west edge of the site, maximizing the physical and visual connection to the adjacent Yellow Creek Park. The library parking lot is centered on the remaining east half of the site, accessed by a short drive from Lowellville Road and angling through the site to minimize modifications to the steep slope along the south edge of the property.

In this scheme the library is built into the slope along the west edge of the site on parcel 38-8-156, which drops approximately eight feet from the highest point along Lowellville Road to the low point at the southwest corner.

The library entrance faces east, allowing visibility from Lowellville Road and ease of access from the center of the parking lot. The lot would also slope approximately eight feet from the high point at Lowellville down to the southwest.

The arrangement of spaces within the library locates the meeting room and adult services spaces along the street edge, with the children's area occupying the corner closest to the park. Staff areas and support spaces such as storage and mechanical rooms occupy the southeast corner of the branch.

The steeply sloped southern portion of parcel 38-8-155 would remain undeveloped.



03 Property Development Options

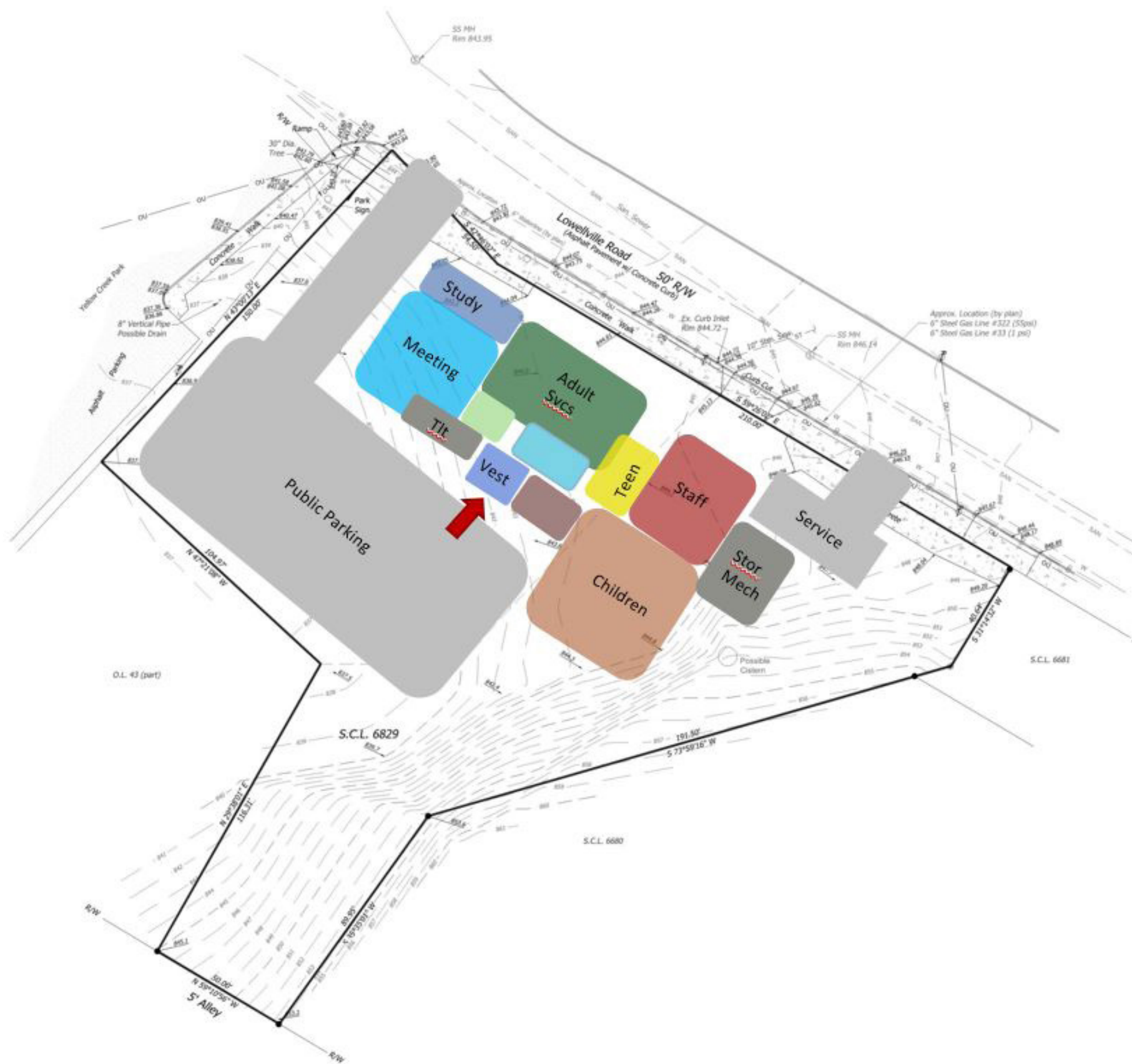
Planning Concept 2

This concept locates a new Struthers Branch library along Lowellville Road at the north edge of the site, minimizing the building’s footprint on sloping areas of the site. The library parking lot occupies the southwest portion of the site near Yellow Creek Park, and is accessed by a drive from Lowellville Road to the west of the branch. A small staff and/or service lot is proposed at the northeast corner of the site, accessed directly from Lowellville Road.

In this scheme the library is built along the north edge of the site on the relatively flat high portion of both parcels. The library entrance would face south, maximizing ease of access from the parking lot, but lacking direct visibility from Lowellville Road. Similar to the first concept, the parking lot would necessarily slope approximately eight feet from the low point to allow convenient and accessible entry access to the library.

The arrangement of spaces within the library locates the meeting room and study rooms along the west edge, with adult services spaces centered along the street edge. In this scheme children’s area occupy the southeast corner, away from the park but adjacent to outdoor space that could support programming. Staff areas and support spaces such as storage and mechanical rooms occupy the northeast corner of the branch, which may be accessed by the proposed service lot.

The steeply sloped southern portion of parcel 38-8-155 would remain undeveloped.



Conceptual Estimate

While the level of detail for the study remained at a conceptual level, the consultant &estimate provided an estimate organized by division of standard specification sections, drawing from relevant recent experience for projects of similar scope and complexity. The estimates were prepared based on 2022 dollars, which would necessarily be escalated on an annual basis to reflect the assumed cost for the point in time at which the library would be constructed.

While four concept diagrams were prepared in discussion, the two presented here represent what the consultant team believes the cost range to develop the site as a library for any of the proposed schemes. The estimate includes two totals, one for each of two conceptual plan options represented.

Some assumptions common to both estimates:

- The size of the branch was rounded to 11,000 Gross Square Feet (GSF) for simplicity
- Foundations would be spread footings of standard assumed depth, with a floor slab on grade
- Superstructure would be steel frame, with exterior cold-formed metal framing infill
- The exterior would be clad in masonry or material of equivalent cost, with aluminum framed windows
- On-site parking would be asphalt, with concrete aprons at Lowellville Road
- Some assumed landscaping would occur in areas adjacent to entrances
- Contingencies, escalation, and general conditions are as noted in the estimate summary
- Soft costs were included as an assumed 33% of the estimated construction value to calculate a project cost value

Project:	Public Library; Youngstown & Mahoning Counties		 May 6, 2022 PCS Project: 21-108 Lead: TK/BL Checked: BL
	Struthers Library Struthers, Ohio		
Design:	Bostwick Design Partnership		
SUMMARY of "CONCEPTUAL OPTIONS ESTIMATE"			
DIVISION	BUILDING COMPONENT	OPTION 1: 11,000 GSF	OPTION 2: 11,000 GSF
1.0	GENERAL REQUIREMENTS	\$ 107,894	\$ 110,748
2.0	EXISTING CONDITIONS	\$ 29,750	\$ 29,750
3.0	CONCRETE	\$ 265,523	\$ 249,232
4.0	MASONRY	\$ 67,584	\$ 75,264
5.0	METALS	\$ 423,994	\$ 423,994
6.0	WOOD and PLASTICS	\$ 128,710	\$ 129,410
7.0	THERMAL and MOISTURE PROTECTION	\$ 182,840	\$ 187,570
8.0	OPENINGS	\$ 224,268	\$ 237,468
9.0	FINISHES	\$ 362,318	\$ 371,868
10.0	SPECIALITIES	\$ 43,850	\$ 43,850
11.0	EQUIPMENT	\$ 2,750	\$ 2,750
12.0	FURNISHINGS	\$ 24,570	\$ 26,970
13.0	SPECIAL CONSTRUCTION	Not Included	Not Included
14.0	CONVEYING SYSTEMS	Not Included	Not Included
21.0	FIRE SUPPRESSION	\$ 60,500	\$ 60,500
22.0	PLUMBING	\$ 99,000	\$ 110,000
23.0	HVAC	\$ 363,000	\$ 374,000
25.0	AUTOMATION	With HVAC	With HVAC
26.0	ELECTRICAL SYSTEMS	\$ 297,000	\$ 319,000
27.0-28.0	COMMUNICATION, ELECTRONIC SAFETY and SECURITY	\$ 110,000	\$ 110,000
31.0-33.0	SITE WORK	\$ 397,042	\$ 412,610
SUBTOTAL ALL TRADES WORK (Prevailing Wage Assumed)		\$ 3,190,594	\$ 3,274,985
ESCALATION		5.50%	\$ 175,483
DESIGN / ESTIMATING CONTINGENCY		15.00%	\$ 478,590
SUBTOTAL TRADES WORK, ESCALATION and CONTINGENCY		\$ 3,844,667	\$ 3,946,358
Cost per SF		\$ 350	\$ 359
GENERAL CONDITIONS		8.50%	\$ 326,797
BONDS and CONTRACTOR INSURANCE		2.50%	\$ 96,117
CMR CONTINGENCY		3.00%	\$ 115,340
CMR FEE		4.00%	\$ 153,787
PERMIT FEE		0.50%	\$ 19,223
TOTAL PROBABLE CONSTRUCTION COSTS:		\$ 4,555,930	\$ 4,676,434
Cost per SF		\$ 414	\$ 425
PROJECT COST ADDERS: (Soft Costs, Recommended Adder of 33%)		\$ 1,503,457	\$ 1,543,223
CONSTRUCTION CHANGE ORDER CONTINGENCY; (unforeseen conditions)		With Above	With Above
A/E and OTHER CONSULTANTS' FEES and REIMBURSABLES		With Above	With Above
MATERIALS and SOILS TESTING Allow		With Above	With Above
SEWER and TAP FEES, PERMITS and ETC.		With Above	With Above
FF & E: FURNITURE, SHELVING, RACKS and ETC.		With Above	With Above
COMPUTERS, SOFTWARE, TELEPHONES and OTHER TELEDATA EQUIPMENT		With Above	With Above
LEGAL FEES, BOND COUNCIL, OWNER'S RISK INSURANCE, PUBLISHING, ETC.		With Above	With Above
OWNER COSTS FOR FINAL CLEANING and MOVE-IN		With Above	With Above
ASBESTOS, LEAD and OTHER HAZARDOUS MATERIALS ABATEMENTS		Not Included	Not Included
TOTAL PROBABLE PROJECT COSTS:		\$ 6,059,387	\$ 6,219,658

This estimate is based on the documents dated December 10, 2021, conversations with the design team and our best assumptions at this time.
[https://pcsprojectconstruction.sharepoint.com/estimate/Projects/2022/22-ABC Bostwick Design Struthers/2022-05-04 22-ABC BDP Struthers.xlsx](https://pcsprojectconstruction.sharepoint.com/estimate/Projects/2022/22-ABC%20Bostwick%20Design%20Struthers/2022-05-04%2022-ABC%20BDP%20Struthers.xlsx)

03 Property Development Options

As estimated, the estimated project cost of a new branch ranged from \$6.0M for Option 1 to \$6.2M for Option 2.

Some notes on similarities and differences between options:

- The amount of assumed fill for the site was estimated to be roughly equivalent on the project - Option 1 included more fill for the building while Option 2 included more fill for the parking.
- Option 1 indicated a building with a more rectangular footprint, and assumed simpler geometry resulting in a more efficient cost model.
- Option 2 included a footprint with more geometry, resulting in a slightly higher assumed complexity and cost model.
- Options 2 also included a secondary curb cut, a second small parking area, and a longer access drive for parking, resulting in a higher site cost.

Conceptual Estimate

While a new branch in Struthers aligns with the overall strategy of PLYMC, the timing of this move must be considered. In 2022, the renovation and expansion of the main library will be completed. Over the past several years, PLYMC has invested \$30 million dollars in capital improvements, all funded through grants and cash reserves. While Struthers is among the priorities, PLYMC must balance the strategic needs of all community branches. A calculated cost sharing strategy between the community and the library must be developed. In Struthers, the Mayor and their Economic Development Consultant is prepared to assist with securing a portion of development costs. At a minimum PLYMC would request that the City contribute to the site development costs, which are approximately \$500,000 based on the current estimate.

Additional funding may be available to support for specific uses within the space. PLYMC may choose to engage with the city and their Economic Development Consultant to secure program specific support via grants or other public subsidies. Therefore, it is important to understand the building costs relative to the program, as detailed in the chart included.

Program Breakdown					
Program	SqFt	% Building	Protated Building Cost Option 1	Protated Building Cost Option 2	
Entrance and Circulation Services	405	3.54%	\$144,150	\$147,747	
Meeting & Gathering Spaces	1584	13.83%	\$563,788	\$577,856	*
New Material + Business Center	333	2.91%	\$118,524	\$121,481	
Audio/Visual	193	1.68%	\$68,694	\$70,408	*
Technology and Creation Spaces	554	4.84%	\$197,183	\$202,104	*
Children's Services & Collections	1800	15.71%	\$640,668	\$656,654	
Teen Services & Collections	691	6.03%	\$245,945	\$252,082	
Adult Services and Collections	1521	13.28%	\$541,364	\$554,873	
Staff Work Areas	1410	12.32%	\$501,856	\$514,379	
Non-Assignable + Building Support Spaces	1056	9.22%	\$375,858	\$385,237	
Total Net Assignable SF	9547	83.34%	\$3,398,031	\$3,482,821	
20% Non-Assignable Space Allowance	1909	16.66%	\$679,464	\$696,418	
Total Building	11456	100.00%	\$4,077,494	\$4,179,239	
Site			\$478,436	\$497,195	
Total Probable Construction Cost			\$4,555,930	\$4,555,930	
*Potential for Development Funding					

03 Property Development Options

Sources and Uses

A source and use statement provides an understanding of the sources of funding for the uses associated with total project development costs, including soft costs. Soft costs include but are not limited to: construction change order contingency, architecture and engineering fees, materials and soils testing, sewer and tap fees, permits, furniture/shelving/equipment, computers, software, miscellaneous tele data equipment, legal fees, owner’s risk insurance, final cleaning and move in. Not included in soft costs is hazardous material abatements.

Sources and Uses Statement					
USES					
Description	Unit	Unit Type	Price Per	Total Cost Option 1	Total Cost Option 2
*Land Acquisition	1.01	Acre	\$0	\$0	\$0
Closing Costs			10%	\$0	\$0
Total Land Acquisition				\$0	\$0
Site Development				\$397,042	\$412,610
Building Components				\$2,793,552	\$2,862,375
Subtotal Trade Work				\$3,190,594	\$3,274,985
Escalation & Design/Estimating Contingency			20.50%	\$654,072	\$671,372
Subtotal Trade Work & Escalation/Contingency				\$3,844,666	\$3,946,357
GC/Bond/CMR Fee/Permits				\$711,264	\$730,077
Total Probable Construction Cost				\$4,555,930	\$4,676,434
Soft Costs			33%	\$1,503,457	\$1,543,223
Total Development Costs				\$6,059,387	\$6,219,657
*Overall market value of the two parcels is \$7,200. Development Costs assume land is donated to City.					
SOURCES					
Library Funding			78%	\$4,751,287	\$4,872,095
City: Land Acquisition & Site Development			8%	\$478,436	\$497,195
Potential Development Funding			14%	\$829,665	\$850,367
Total Sources			100%	\$6,059,387	\$6,219,657

Planning for Project Development/Site Control:

This analysis assumes that City of Struthers will donate the parcels identified for PLYMC to develop and own both parcels outright. The City will play a major role in funding the development of the site. Together, PLYMC and the City will work with Economic Development Consultants to maximize the use of public subsidies to fund the project.

Development Steps:

- 1. Financial Feasibility - 3 Months
 - a. PLYMC and City review financial feasibility and project impact on their positions
 - b. City of Struthers property acquisition negotiations with existing landowner
 - c. City to engage in investigation of public subsidies available for project funding
 - d. PLYMC and City negotiate and agree to Project Development cost sharing approach
 - e. PLYMC to determine is project is in line with strategic and financial goals.
- 2. Project Planning - 2 Months
 - a. Secure and Transfer Land
 - b. Secure project funding
 - c. Selection of Design & Consultant Team
- 3. Design - 9 Months
- 4. Construction - 12 Months
- 5. Occupancy - +

4

Conclusion

04 Conclusion

Economic Drivers

Understanding how using this site for a library will serve as an economic driver for the Struthers requires understanding the household income for those within the PMA who are target library users. The household income for residents within the Library PMA is \$495,241,664 vs the Library’s ADI which has total household income of \$246,335,422.

8,832 households could be expected to spend \$26,495,429 on dining, \$156,055,601 on retail goods, including grocery, and \$14,956,298 on consumer services as the charts detail.

Housing availability and viable employment opportunities are necessary to increase the need for goods and services in the area.

Developing the site with the library will bring limited income taxes to the city as fewer than five new employees will be needed to operate the library. The library is not a taxable entity and therefore does not pay property taxes which is another source of income for the City. A library will not create a positive economic cost benefit scenario for the City. It will, however, serve to satisfy the vision for the City of Struthers to create and sustain infrastructure to enable residents of all ages and abilities to meet all their basic needs comfortably and safely and thrive independently.

Demand Analysis Library PMA			
Total HH Income Inflated to 2021	\$495,241,664		
	PMA Total HH Income	% HH Income	Total-In-PMA Potential Sales
DINING			
Restaurants - Full Service	\$495,241,664	2.35%	\$11,638,179
Catering	\$495,241,664	0.20%	\$990,483
Restaurants - Limited Service	\$495,241,664	2.31%	\$11,440,082
Bars/Taverns	\$495,241,664	0.49%	\$2,426,684
Total/Net		5.35%	\$26,495,429
RETAIL GOODS			
Clothing/Shoes	\$495,241,664	2.086%	\$10,330,741
General Merchandise	\$495,241,664	6.534%	\$32,359,090
Home Furnishings	\$495,241,664	0.971%	\$4,808,797
Used Merchandise	\$495,241,664	0.156%	\$772,577
Health/Beauty	\$495,241,664	0.471%	\$2,332,588
Other Retail	\$495,241,664	0.582%	\$2,882,306
Gifts/Novelties	\$495,241,664	0.165%	\$817,149
Sporting Goods/Outdoors/ Bikes	\$495,241,664	0.425%	\$2,104,777
Hardware/Home/Garden	\$495,241,664	3.114%	\$15,421,825
Books/Music	\$495,241,664	0.135%	\$668,576
Office Supplies/Stationary	\$495,241,664	0.151%	\$747,815
Florists	\$495,241,664	0.057%	\$282,288
Luggage/Leather Goods	\$495,241,664	0.025%	\$123,810
Auto Parts	\$495,241,664	0.819%	\$4,056,029
Drugstores	\$495,241,664	2.461%	\$12,187,897
Jewelry	\$495,241,664	0.305%	\$1,510,487
Beer/Wine/Liquor Stores	\$495,241,664	0.475%	\$2,352,398
Household Appliances	\$495,241,664	0.165%	\$817,149
Specialty Foods	\$495,241,664	0.212%	\$1,049,912
Grocery	\$495,241,664	5.615%	\$27,807,819
Computer/Electronics/ Phone	\$495,241,664	0.841%	\$4,164,982
Toy/Craft/Hobby	\$495,241,664	0.165%	\$817,149

Demand Analysis Library PMA			
Total HH Income Inflated to 2021	\$495,241,664		
	PMA Total HH Income	% HH Income	Total-In-PMA Potential Sales
Gas Stations/Convenience	\$495,241,664	5.493%	\$27,203,625
Musical Instruments	\$495,241,664	0.088%	\$435,813
Total/NET		31.423%	\$156,055,601
Net Less Grocery		25.808%	\$128,247,781
CONSUMER SERVICES			
Cinemas	\$495,241,664	0.025%	\$126,157
Travel Services	\$495,241,664	0.051%	\$252,314
Optometrists	\$495,241,664	0.018%	\$89,052
Radio/Television/Electronic Services	\$495,241,664	0.033%	\$163,262
Tailoring/Alteration	\$495,241,664	0.001%	\$7,421
Misc. Repair	\$495,241,664	0.007%	\$37,105
Shoe Repair	\$495,241,664	0.001%	\$2,983
Bowling	\$495,241,664	0.006%	\$29,684
Other Services	\$495,241,664	0.273%	\$1,350,622
Locksmiths	\$495,241,664	0.003%	\$14,842
Real Estate Services	\$495,241,664	0.183%	\$905,362
Photography Services	\$495,241,664	0.015%	\$74,210
Dental Offices	\$495,241,664	0.193%	\$957,309
Banks	\$495,241,664	1.029%	\$5,098,227
Salon/Barber/Unisex	\$495,241,664	0.088%	\$437,839
Pet Store/Services	\$495,241,664	0.066%	\$326,524
Financial Services/ Insurance	\$495,241,664	0.214%	\$1,061,203
Fitness/Health/Dance/ Martial Arts	\$495,241,664	0.043%	\$215,209
Tax Preparation/Accounting	\$495,241,664	0.148%	\$734,679
Funeral Services	\$495,241,664	0.024%	\$118,736
Laundromat/Dry Cleaning	\$495,241,664	0.021%	\$103,894
Legal Services	\$495,241,664	0.415%	\$2,055,617
Auto Repair/Services	\$495,241,664	0.160%	\$794,047
Total/Net		3.02%	\$14,956,298

Summary of Findings

This study represents a unique alignment of vision for both the City of Struthers and the Public Library of Youngstown & Mahoning County. Under new leadership, the City is undergoing an unprecedented comprehensive plan to build a new future on historic foundations, leveraging opportunities inherent to Struthers in new ways. The library continues to advance its mission for residents county-wide, while seeking to maximize service effectiveness branch by branch through economically informed community analysis and targeted, locally-focused development partnerships. The City’s leadership inspired local property owners to offer land for consideration in support of economic development, which in turn inspired the City to seek a partnership with the library as a catalyst for that development.

This report demonstrates that the combination of parcels being considered for development on Lowellville Road adjacent to Yellow Creek Park could accommodate a new 11,000 SF Struthers Branch Library plus adequate parking. As noted in the body of the report, the shape and topography of the lot do not preclude a successful library project on this site, but they do present limitations and expenses that must be weighed in considering this site for development.

If the Library chooses to invest in a new branch in Struthers to achieve its mission, it could be successful for the Library. Struthers will need additional catalysts to spark revitalization of the City as a whole. Things to consider are revitalizing housing stock, manufacturing or industrial jobs or other large institutions who would increase employment wages and tax base for the City.

Bibliography

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<http://www.usa.com/struthers-oh-housing.htm#Year-Structure-Built>

Project:	Public Library; Youngstown & Mahoning Counties		&estimate February 26, 2024 PCS Project: 21-108 Lead: TK/BL Checked: BL
Design:	Struthers Library Struthers, Ohio		
Bostwick Design Partnership			
SUMMARY of "CONCEPTUAL OPTIONS ESTIMATE"			
DIVISION	BUILDING COMPONENT		TOTAL
			11,000 GSF
1.0	GENERAL REQUIREMENTS		\$ 163,749
2.0	EXISTING CONDITIONS		\$ 34,213
3.0	CONCRETE		\$ 286,617
4.0	MASONRY		\$ 86,554
5.0	METALS		\$ 487,593
6.0	WOOD and PLASTICS		\$ 148,822
7.0	THERMAL and MOISTURE PROTECTION		\$ 215,706
8.0	OPENINGS		\$ 273,088
9.0	FINISHES		\$ 427,648
10.0	SPECIALITIES		\$ 50,428
11.0	EQUIPMENT		\$ 3,163
12.0	FURNISHINGS		\$ 31,016
13.0	SPECIAL CONSTRUCTION		---
14.0	CONVEYING SYSTEMS		---
21.0	FIRE SUPPRESSION		\$ 69,575
22.0	PLUMBING		\$ 126,500
23.0	HVAC		\$ 430,100
25.0	AUTOMATION		---
26.0	ELECTRICAL SYSTEMS		\$ 366,850
27.0-28.0	COMMUNICATION, ELECTRONIC SAFETY and SECURITY		\$ 126,500
31.0-33.0	SITE WORK		\$ 474,502
SUBTOTAL ALL TRADES WORK (Prevailing Wage Assumed)			\$ 3,802,621
ESCALATION		5.50%	\$ 209,145
DESIGN / ESTIMATING CONTINGENCY		15.00%	\$ 570,394
SUBTOTAL TRADES WORK, ESCALATION and CONTINGENCY			\$ 4,582,160
		Cost per SF	\$ 417
GENERAL CONDITIONS		9.00%	\$ 412,394
BONDS and CONTRACTOR INSURANCE		3.00%	\$ 137,465
CMR CONTINGENCY		3.00%	\$ 137,465
CMR FEE		3.50%	\$ 160,376
PERMIT FEE		0.50%	\$ 22,911
TOTAL PROBABLE CONSTRUCTION COSTS:			\$ 5,452,770
		Cost per SF	\$ 496
PROJECT COST ADDERS: (Soft Costs, Recommended Adder of 33%)			\$ 1,799,414
CONSTRUCTION CHANGE ORDER CONTINGENCY; (unforeseen conditions)			With Above
A/E and OTHER CONSULTANTS' FEES and REIMBURSABLES			With Above
MATERIALS and SOILS TESTING Allow			With Above
SEWER and TAP FEES, PERMITS and ETC.			With Above
FF & E: FURNITURE, SHELIVING, RACKS and ETC.			With Above
COMPUTERS, SOFTWARE, TELEPHONES and OTHER TELEDATA EQUIPMENT			With Above
LEGAL FEES, BOND COUNCIL, OWNER'S RISK INSURANCE, PUBLISHING, ETC.			With Above
OWNER COSTS FOR FINAL CLEANING and MOVE-IN			With Above
ASBESTOS, LEAD and OTHER HAZARDOUS MATERIALS ABATEMENTS			Not Included
TOTAL PROBABLE PROJECT COSTS:			\$ 7,252,185

This estimate is based on the documents dated December 10, 2021, conversations with the design team and our best assumptions at this time.

https://pcsprojectconstruction.sharepoint.com/estimate/Projects/2022/22-058_Bostwick_Design_Struthers/2024-02-26_22-ABC_BDP_Struthers.xlsx

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By authorizing this project, the Board will allow staff to embark on the preliminary stages of the construction of a new facility within the City of Struthers. This authorization will not take the place of approvals needed from the Board for the various components of the process, as outlined below.

Phase I – Site Selection

Engage with the City of Struthers on the topic of construction and potential land donors

Engage with landowner(s) on land to be donated.

Enter into a memorandum of understanding (MOU) with the landowner(s) to allow evaluation and testing of donated land.

****Board Action Required: Approval of acquisition of donated land and/or other appropriate parcels of land for the project by Board vote at regular or special meeting.**

Phase II – Design

Issue an RFP for Architectural Services

***Board Action Required: Architect selection by Building and Sites Committee**

****Board Action Required: Approval to enter into a contract with selected Architect by Board vote at regular or special meeting.**

Work with the Architect on Community Engagement activities.

Work with the Architect to develop the design, create construction documents, and obtain necessary permitting.

Phase III - Construction

Issue an RFP for Construction Management Services

***Board Action Required: Select Construction Management Firm by Building and Sites Committee.**

****Board Action Required: Approval to enter into a contract with selected Construction Management Firm by Board vote at regular or special meeting.**

Act as Owner Representative for construction project through completion.

February 13, 2025						
Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
TRANSFERS & CHANGES IN RATE						
Adkins, Colleen	Emp Engagement & Exp Mgr/ADM		79,849.11	82,213.68	yr	12-21-25
Angelo, Courney	Marketing Manager/ADM		85,406.30	87,968.49	yr	12-21-25
Barrett, Andrew	Asst Facilities Maint Manager/ADM		29.67	30.56	hr	12-21-25
Beach, Cindy	Public Service Manager/ADM		92,392.90	95,164.69	yr	12-21-25
Bika, Jason	Computer Support Tech 2/ADM		27.35	28.17	hr	12-21-25
Brockway, Pamela	Public Service Manager/ADM		85,406.30	87,968.49	yr	12-21-25
Brown, Brandon	Computer Support Tech 1/ADM		23.93	24.65	hr	12-21-25
Casey, Tom	Chief Technology Officer/ADM		107,564.93	110,791.88	yr	12-21-25
Chaney, Mary Ann	Financial Coordinator/ADM		23.95	24.67	hr	12-21-25
Crowe, David	Facilities Maint Manager/ADM		79,819.11	82,213.68	yr	12-21-25
DeBolt, Darren	Safety and Security Manager/ADM		79,819.11	82,213.68	yr	12-21-25
Doyle, Courtney	Rental Coordinator/ADM		54,521.25	56,156.89	yr	12-21-25
Ebert, Randy	Public Service Manager/ADM		85,406.30	87,968.49	yr	12-21-25
Edwards, Rachel	Training Specialist/ADM		61,381.40	63,222.84	yr	12-21-25
Elder, Heather	Development Coordinator/ADM		22.44	23.11	hr	12-21-25
Fifarek, Aimee	Director & Chief Exec Officer/ADM		138,272.78	150,000.00	yr	12-21-25
Florkowski, Savannah	Marketing Spec- Web & Graph/ADM		61,381.40	63,222.84	yr	12-21-25
Freeman, Trina	Human Resource Coordinator/ADM		60,000.00	61,800.00	hr	12-21-25
Garofali, Leah	Training Specialist/ADM		54,521.25	56,156.89	yr	12-21-25
Goldner, Cheri	Public Service Manager/ADM		85,406.30	87,968.49	yr	12-21-25
Hagerty, Carly	Public Serv Generalist I/Com Engage	Public Serv Generalist II/Com Engage	16.79	17.46	hr	01-19-26
Hanshaw, Dianna	Computer Support Tech/ADM		25.28	26.04	hr	12-21-25
Kilgore, Juli	HR Spec-Employee Relations/ADM		77,005.76	79,315.93	yr	12-21-25
Kozberg, Zakai	Chief of Staff/ADM		100,000.00	103,000.00	yr	12-21-25
Lambert, Tasha	Admin Office Coordinator/ADM		54,521.25	56,156.89	yr	12-21-25
McBane, Christine	Dep Financial Officer/ADM		77,389.81	79,711.50	yr	12-21-25
McClellan, Michael	Systems Specialist/ADM		65,483.68	67,448.19	yr	12-21-25
McKinney, Will	System Administrator/ADM		85,406.30	87,968.49	yr	12-21-25
Mrofchak, Mark	Chief Financial Officer/ADM		107,372.99	110,594.18	yr	12-21-25
Novak, Brigid	Collection Access Manger/ADM		88,757.18	91,419.90	yr	12-21-25
Pennington, Jene	Public Serv Generalist II/Com Engage	Public Serv Sheduling Coord/ADM	39,249.60	53,333.00	yr	01-05-26
Phemester, Erin	Chief Experience Officer/ADM		113,032.36	116,423.33	yr	12-21-25
Ramdin-Repasky, Elizabeth	Chief Human Resource Officer/ADM		106,274.63	109,462.87	yr	12-21-25
Schaeffer, Laura	ILS Administrator/ADM		72,541.58	78,967.01	yr	12-21-25
Sharp, Kira	HR Spec-Labor & Emp Relations/ADM		69,241.98	71,319.24	yr	12-21-25
Shaver, Jordan	Chief Operating Officer/ADM		100,000.00	103,000.00	yr	12-21-25
Spencer, Amy	Culinary Literacy Director/ADM		66,515.92	68,511.40	yr	12-21-25
Stepp, Michael	Strategic Comm Officer/ADM		79,819.11	82,213.68	yr	12-21-25
Strohecker, Eric	Finance Specialist/ADM		66,667.00	68,667.01	yr	12-21-25
Tucker, Mandy	Marketing Spec-Graph&Dig/ADM		61,381.40	63,222.84	yr	12-21-25
Youngs, James	Social Worker/ADM		72,549.46	74,725.94	yr	12-21-25