Board of Trustee Regular Board Meeting

December 12, 2024

4:00 p.m.

Boardman Library Meeting Room/Zoom

The agenda, Director & CEO and Chief Financial Officer's reports and other materials are enclosed for your review. Please RSVP to the meeting on the board software

Meeting Book - December 12, 2024 Regular Board Meeting

I. Minutes — C Weimer
Motion to approve the minutes of the September 12, 2024 meeting as written and distributed

1. September 12 2024 Minutes

II. Chief Financial Officer's Report — M Mrofchak
Motion to approve

1. December 12 2024 CFO Report

III. Director & Chief Executive Officer's Report — A Fifarek

1. December 12 2024 CEO Report

IV. Committee Reports

1. President's Update — C Weimer
2. Finance, Audit, and Investment Committee — J Meehan
    - A. 2024 Revised Appropriations
      Motion to approve
        1. General Fund
            1. December 12 2024 Budget
        2. Building & Repair Fund
        3. Technology Development Fund
    - B. 2025 Temporary Appropriations
      Motion to approve
        1. General Fund
        2. Building & Repair Fund
        3. Technology Development Fund
    - C. Motion to transfer $1,000,000.00 from the General Fund to the Building & Repair Fund — J Meehan
    - D. Motion to transfer $500,000.00 from the General Fund to the Technology Development Fund — J Meehan
    - E. Motion to transfer to the Building & Repair 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
    - F. 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
3. Service & Personnel Committee — T Frost
   Motion recommending the adoption of the proposed resolutions recognizing the retirements of David Foster, Deborah McCullough, and Kevin Yurchekfrodl
    - A. D McCullough Resolution
    - B. K Yurchekfrodl Resolution
    - C. D Foster Resolution
4. Bylaws Committee — T Frost

Update

5. Building & Sites Committee — A Fifarek
Update

6. Development Committee — A Blackann
Update

7. Nominating Committee — C Weimer
Update

8. Executive Committee — C Weimer
Update

V. Motion recommending the 2025 Annual & Regular Board meeting be held on February 13, 2025. — C Weimer
Motion to approve

VI. Report from Legal Counsel — M Boetcher

VII. Items Too Late for the Agenda — C Weimer

VIII. Appointments, Transfers, Resignations, etc — C Weimer
Motion to approve

1. December 12, 2024

IX. Adjournment — C Weimer
Motion to adjourn

MINUTES

September 12, 2024

The regular meeting of the Board of Trustees of the Reuben McMillan Free Library Association was held on September 12, 2024 at 4:03 p.m. in the Newport Library meeting room. Presiding over the meeting was Board President Carole Weimer with the following members present in person: Denise Bayer Glinatsis, Alexa Sweeney Blackann, Terry Dimascio, Tom Frost, Jim Meehan, JoAnn Stock, and Ron Strollo. Present via zoom: Alex Benyo, Angela Duskey, and Mariel Sallee. Absent were: Timothy Bresnahan, Delores Crawford, Jamie Viano, Ralph Meacham, and Mayor Jamael Tito Brown. Also in attendance were Director and Chief Executive Officer Aimee Fifarek, Chief Financial Officer Mark Mrofchak, Deputy Financial Officer/Board Secretary Tina McBane, Atty. Martin Boetcher, and several staff members.

Zak Kozberg, Chief of Staff, gave an overview of the 2024 Library Levy that will be on the November ballot.

A Benyo made a motion to approve the minutes of the June 13, 2024 meeting as written and distributed. R. Strollo seconded the motion and the motion passed.

M. Mrofchak presented the Chief Financial Officer's Report. Receipts in the General Fund through July 31st were $14,077,197.62. The two major components of revenue within the General Fund are real estate collections (account #1210) which were $7,085,846.68 and corresponding homestead/rollback reimbursements, which were $433,023.29 (account #2210) and the Public Library Fund (account #2200), which was $5,909,519.78. Our real estate tax advances for the second half collections for 2024 started this month.

The Library's PLF distribution for July was below our estimate by 1% - this was the final payment received for the close of the state's fiscal year (June 30, 2024). A new PLF estimate was received for the State of Ohio's fiscal year starting July 1st which will provide estimated distributions from the PLF for the remainder of the year.

Adding receipts to the balance forward brought the total available for expenditure to $27,767,848.70. Expenditures thus far were $11,534,732.20 with an additional amount reserved through encumbrances for outstanding obligations of $2,963,595.39.

The Building and Repair Fund posted receipts of $496,623.02 through July 31st from investment income. Adding receipts to the balance forward brought the total available for expenditure to $21,566,389.83. Expenses in the fund were for investment fees and costs associated with various building improvements in the amount of $73,122.68 with an additional amount encumbered for projects of $156,132.80.

The Technology Development Fund posted receipts of $14,530.57 through July 31st from investment income. The balance forward brought the total available for expenditure to $3,874,916.96. Expenditures for investment fees and equipment totaled $123,267.42. The encumbrances for outstanding obligations as of July 31st were $23,920.64 for this fund.

The amount on deposit with First National Bank on July 31st was $22,504,542.03 where the sweep account was paying interest at an annual percentage yield of 2.02% and the money market account was paying 4.59%. Last year at this time, the sweep account and money market account were paying the same annual percentage yield as currently being paid.

The amount held at Farmers National Bank in a checking account on July 31st was $25,000. In addition, the library has a sweep account in the amount of $859,050.30 with an annual percentage yield of 5.51% and investments in CDARS in the amount of $5,774,175.53 with interest rates ranging from 2.79 to 4.25%. The amount held at Farmers Trust for investment on July 31st was $12,310,103.57 and was earning market yields at rates ranging from 2.55% to 5.25%.

As of July 31st, the Library Foundation account received $201,725.85 from trust distributions, interest income and donations. Expenditures totaled $68,438.82 leaving a balance forward of $1,863,458.39. Of that amount, $1,410,999.99 is restricted to honoring the requests of donors.

Additional items:

1. The Library advertised for bids for the “Brownlee Woods Library Parking Lot Expansion and Rehabilitation” project at an estimated cost of $78,000. Advertisements for proposals on this project were published in the Vindicator on August 2nd and August 6th with the bid opening being held on August 14th. The Library received one proposal which was more than 20% of the statutorily permitted exception. The Library rebid the project at an estimated cost of $120,000. Advertisements for proposals on this project were published in the Vindicator on August 26th and September 2nd with the bid opening being held

on September 11th. The Library received three bids for this project. The Library accepted the low bid from RT Vernal Paving & Excavating Inc in the amount of $118,965.

2. The Library Foundation audit has been completed. The Library received an unqualified audit opinion with no material/immaterial items to report.
3. The Library's operational audit has commenced with the Auditor of State's office. Fieldwork is currently in progress.
4. The Library's BWC audit is scheduled for September 18th in the Administrative office.

J. Meehan made a motion to approve the CFO's report. T. Frost seconded the motion with all members voting unanimously.

Director and Chief Executive Officer, A. Fifarek, referenced her written report that was included in the board packet.

Director & CEO's Report

September 6, 2024

Library News

Closing the chapter on another Canfield Fair

PLYMC took advantage of a new opportunity at this year's fair: the Rooster Sponsorship. For our contribution we had a prime table location near the grandstand every day of the fair – 10-11:30am and 5-6:30pm – as well as logo placement on the big screens. For the last half hour of each time slot, the Fair's Rooster Mascot came out for photo opportunities. It was a good middle ground between staffing our own booth and getting time at someone else's booth.

Upcoming Events

Literary Society Author Event September 19th – Register Today!

Tickets are still available for our annual dinner event and fundraiser, this year with popular novelist Sandra Brown. Support the Library's Foundation and get your tickets – or donate – at: https://interland3.donorperfect.net/weblink/weblink.aspx?name=E40983&id=36 or call (330) 740-6086. As always, it will be a wonderful evening to network and support PLYMC!

Celebrating Hispanic Heritage Month

From the Flag Ceremony (9/12 at Main Library) that kicks off this year's festivities to Flamenco in the Park (9/20 in Austintown Park) to painting sugar skulls (9/25 at Poland Library), we have a variety of events to celebrate this heritage month that runs September 15 – October 15. Check out our entire calendar at https://www.libraryvisit.org/happenings/ .

Experience Division

Public Services

Adult Initiatives

- Canfield started a Senior Social Hour program geared towards adults with special needs. Two or three different adult day cares attend the first session. This idea grew in part thanks to a CN staff member's attendance at the PLA conference.
- Main Library invited YSU's incoming International Students for a tour of the library and the opportunity to get their library cards this month. Over 50 students visited. Our librarians reciprocated the visit by representing PLYMC at YSU for welcome week to introduce students to our services for students.

Circulation Initiatives

- Community Engagement attended Student Orientation Night at Youngstown Community School with the Pop-Up Library, and we had 204 people visit us and we signed 34 people up for library cards in 2 hours.
- Student Library Card initiative launched again for this school year. This is an opportunity for any schools in Mahoning County to work with their IT Department and the Library to provide easy access to student library cards. This allows students limited access to borrowing materials and access to our online resources that can be used throughout the school year.

Customer Service Initiatives

- The Travel Branch, a key support element to our best practice reinforcement, has hired a supervisor. We expect to fill the two other positions by the end of this month.
- In response to library user interest, Matt Rose, our Digitization Specialist will begin offering public digitization classes.

Family Engagement

Youth Initiatives

- Summer Discovery ended on July 31 with 4,238 participants this year. This is an 18% increase over last year's 3,583 participants and the highest number since 2019. Participants remained engaged with the program throughout the summer with 47% or 1,982 participants completing the program. Finishers were celebrated at every branch during the second week of August with a total attendance of 824, up 16% from 708 last year. The program encouraged people of all ages to read, visit the library, and learn new things throughout the summer.
- Librarians offered story-time at the Canfield Fair in the Historic Village. Thursday, Friday and Saturday, librarians will be reading stories and helping children make crafts.
- Main Library hosted a Lego and Engineering Expo on August 24 with 112 people in attendance. This was the culminating event for the Ohio Department of Education Libraries Accelerating Learning grant for First Lego League (FLL). FLL participants were able to showcase their accomplishments. Austintown's Falco Tech and Girard's RoboCats robotic teams demonstrated their robots and shared information about high school level robotics, and two local engineers answered questions about robotics in engineering careers. This connected the dots between the FLL grant funded programs for second to fourth graders to future opportunities where they can continue to grow their interest and skills in robotics.
- Newport held a Snack and Stories book club program for teens, and it was well attended and very much enjoyed by participants.

Community Engagement

- Join us for Flamenco in the Park! a Hispanic Heritage Month celebration at Austintown Township Park at 6 p.m. on Friday September 20. Live flamenco music and dance performance presented by ABREPASO Flamenco, Northeast Ohio's premiere flamenco music and dance company. The Pop-Up Van will also be on site.

  PLYMC is partnering with the League of Women Voters of Greater Youngstown in September to offer two non-partisan programs to explain the amendment proposal for an Independent Redistricting Commission. They will be held at the Main and Boardman Libraries. One will be recorded and available on our website so that patrons unable to attend can view it at home.
- PLYMC will host the popular Young Adult Author, Natalie D. Richards, for TeenTober. Natalie will speak at Main Library and travel with our Teen Servies Librarian to four local schools to share her work and answer questions from fans and those aspiring to become authors.
- Main Library will play host to the Hispanic Heritage Opening Ceremony this year on September 12th. Main Library is glad to open our Event Space to celebrate the kick-off to festivities.

Marketing

- Social media posts featuring patrons continue to be popular. In August, our most popular post was a recap of the Austintown Tiny Art Contest. The post reached 5,230 people and had over 680 impressions. The winners of the art show were featured alongside their artworks.

- On Instagram our most popular post was celebrating staff at the Canfield Fair with the Rooster. We reached over 1,280 people.

Operations Division

There have been titanic changes in Operations this summer with both COO Debby McCullough and Facilities Maintenance Manager Dave Foster retiring after many years of service each. While our COO search is still open, I am happy to report that Dave Crowe, long-time Assistant Manager of the Facilities Department, has been promoted to the Manager position and is already having a tremendous impact on PLYMC. We are searching for his new Assistant Manager now.

Facility Updates

Brownlee

Only one bid came in for the project and it was substantially over the expected project costs, so we rebid with updated pricing information. New bids are due this week on Wednesday, and we hope to have a larger selection from which to choose. In the meantime, the Facilities Team is proceeding with the work we plan to do in house: new building soffit lighting, parking lot fixture changes, and landscaping. Work is being done as equipment is delivered.

East

We have received suggested materials and design options from our contractor, GPD Group, for the building exterior and are discussing while final documents are being prepared.

Poland

The delivery of the geotechnical report on the lower-level floor clears the way for the remainder building assessment to be done. We expect that to be done in September and October with a full report delivered prior to the holidays.

Facilities Master Plan

We have identified our preferred vendor from among our finalists and have begun negotiations. Many thanks to my fellow Interview Team members: Trustee Terry DiMascio, CFO Mark Mrofchak, and Facilities Manager Dave Crowe.

Human Resources Division

Personnel

New hires:

Administration

- Zak Kozberg- Chief of Staff

CMT

- Megan McElhaney- PT, Public Service Generalist I
- Daniel Pirone – FT Public Service Generalist I
- Corin Syrianoudis- FT, Public Service Generalist I in the Telephone Contact Center

Resignations and Retirements:

Retirements

Administration

- Debby McCullough, Chief of Operations, 52 years
- Dave Foster, Facilities & Construction Director – 32 years

CMT

- Glenda Watson, PT, Public Service Generalist I, 17 years
- Kevin Yurchekfrodl, FT Maintenance Chief, 30 years

Resignations

- 3 Full-Time (PLAY), 1 Full-Time (CMT)

Promotions:

Administration

- David Crowe – Facilities Maintenance Manager from Asst Facilities and Building Mgr
- Darren DeBolt- Safety and Security Manager from Safety and Security Specialist
- Leah Garofali- Training and Scheduling Specialist from Public Service Coordinator

CMT

- AJ Barrett- Maintenance Chief from Maintenance Technician
- Mike Highfield – Maintenance Chief from Maintenance Technician
- Emma Knickerbocker- Credentialed Specialist, Maker from Material Handler

PLAY

- Renee Beverly- Assistant Supervisor (Libr 3) at AU from Program Lead at AU (Libr 2)
- Jenna Williams- Traveling Supervisor (Libr 4) from Generalist Librarian (Libr 1)

CMT to PLAY

- Ron Albright – Generalist Librarian (Libr 1) from Public Service Generalist I
- Jessica Bellish – Generalist Librarian (Libr 1) from Public Service Generalist I
- Chloe Miklos- Librarian 1- Generalist from Public Service Generalist I

Vacancies (currently https://www.libraryvisit.org/employment/

- Administration: 2 Full-Time: Chief Operating Officer, HR Labor Specialist
- CMT – 6 Full-Time, 1 Part-Time: 5 Public Service Generalist 1, 1 Maintenance Technical, 1 Material
  Handler (16 hours)
- PLAY – 4 Full-Time: 2 Librarians, 1 Specialist, 1 Supervisor

Education and Engagement

The Education Department had a busy summer training new staff members, meeting with branch and departmental staff for engagement meetings, and planning our annual Staff Day, which took place August 6th. The theme for Staff Day 2024 was "Belonging" with keynote speaker Jarrod Harden. Staff spent the day reconnecting and participating in team-building activities.

Safety and Security

NOTE: This department, currently reporting to the Human Resources Division, will transition to the Operations Division once a new COO is hired.

Safety & Security Manager

- Conducted personal safety in-services for staff in June and August. This class teaches de-escalation and disengagement techniques for staff when managing an aggressive patron.
- Continued to distribute covid tests to branch libraries – we have seen a spike in requests from the public over the last month.
- Held our 2nd qtr. Safety Committee meeting (July). Reviewed incident report trends and safety/security initiatives for the quarter.
- Received approval from the Union to begin CCTV upgrade across the system. This initiative will allow the library system to upgrade end of life standalone DVD CCTV systems at East, Tri-Lakes, Newport, Canfield, Boardman, Struthers, and Poland. It will also include installing new CCTV systems at Springfield, Brownlee Woods, and Sebring which currently do not have a CCTV system.
- Met with Youngstown Fire Department to discuss how to secure the central stairwell leading to the 3rd floor at Main Library. There have been several incidents of the public accessing this “staff only” area.

- Began planning for Austintown afterschool program – ensure police/security detail are assigned.

Social Worker—this data is for June to present

- Incident reports reviewed: 97
- Suggestions regarding IR: 19
- Staff Assistance / Mr. Masters: 4
- Housing assistance for patrons via phone or in person: 37
- Community liaisons: 6
- Referrals to community support agencies / PATH program: 39
- Document Assistance (SSA / Medicaid): 2
- Staff referrals or questions regarding behaviors / services: 27 Intense patrons: 1

Meeting Rooms/Vendors

- 1544 users in July and 1302 users in August with study rooms as the most used
  - There were 475 meeting room bookings
  - There were 832 study room bookings
  - There were 619 unique users booking the meeting and study rooms.

Information Technology Division

Technology Department

- IT upgraded all computers at Struthers and public catalog computers at all locations
- The CTO filed and received all e-rate reimbursement requests

Collections & Technical Services Department

- Working with members of IT to combine the Special Delivery and Pop-Up Library collections in order to make material availability display more understandable to patrons when seeing items in the PLYMC catalog.
- Continuing to field calls from other libraries about our process for developing and managing the library of things.

Finance Division

Please see the CFO's report included in the meeting book

CEO's Office

Development

- Literary Society Author Event = Invitations 1200 = Sponsorships $26,075
- Main Donor Reception – October 24 – Main Library 5:00 p.m.
- Sensory Playground Reception – 5:00 p.m. September 25
- Friends of PLYMC
    - Upcoming Events/Fundraisers
        - September 21 - East – Lavender and Lace Luncheon
        - September 25 – General Membership Meeting - Boardman
        - October 4 – Reuben McMillan – Noble Creature Beer Birthday Celebration
        - October 14 – Boardman – Cookie Table Luncheon
    - Past Events/Fundraisers
        - Bookstore – Back to School Sale
        - July – Boardman – Book Sale
        - August – Austintown – Garage, Book, & Vendor Sale
- Donations
    - Ciarniello Memorial $1,400
    - Established Louise Ward Estate – New Fund for Foundation – Early Childhood Literacy $77,000
- Development/Communications/PR Marketing/Experience – Meeting

Strategic Communications

Springfield Library K9 Retirement:

- https://www.wkbn.com/news/local-news/springfield-twp-oh-news/springfield-twp-police-k9-team- retires-as-new-duo-takes-over/

Aug 28 Aimee's interview with WFMJ over workforce development:

- https://www.wfmj.com/clip/15485126/workforce-development-with-the-public-library-of- youngstown-and-mahoning-county

Coverage of Sandra Brown Literary Society Event:

- https://www.mahoningmatters.com/news/local/article290475109.html
- https://businessjournaldaily.com/the-update-ballet-names-new-directors-valley-chefs-in-tasting- event/
- https://www.metromonthly.net/public-library-to-present-best-selling-author-sandra-

brown-sept-19/ Summer Discovery wrap up:

- https://www.morningjournalnews.com/news/local-news/2024/08/calendar-22/
- How to participate in Public Library of Youngstown Summer Discovery |

Mahoning Matters Poland after GCI report release in August:

- https://www.wkbn.com/news/local-news/poland-news/poland-library-issues-update-on- geotechnical-survey/
- https://www.wfmj.com/story/51246012/poland-library-issues-update-on-structural-concerns-library- is-safe-to-use
- https://www.mahoningmatters.com/news/local/article29125

8720.html Blue Envelope:

- https://www.wkbn.com/news/local-news/hundreds-of-blue-envelopes-distributed-to-improve- traffic-stop-communication/

Director & CEO Activities

Local

- August 6 – Staff Day
- August 7 – Quarterly Building & Repair Budget Meeting
- August 8 – Bylaws Committee Meeting
- August 10 – Library Branch Finisher Parties
- August 12 – Right to Read Panel
- August 13 – Population Coalition Meeting
- August 14 – Rotary Steak Fry
- August 19th and 29th – Conducted interviews with Strategic Masterplan Finalists
- August 28 – Workforce Development & Strategic Partners Interview with Matt Stone at WFMJ
- August 29 – Salute to Business with the Youngstown Warren Regional Chamber
- August 29 – Tax Levy Training for all staff
- August 30 – Blue Envelope Distribution Event at the Canfield Fair with Mahoning County Prosecutor Gina DeGenova, Mahoning County Sheriff Jerry Green, and William Whitacre, Superintendent, Mahoning County Board of Developmental Disabilities
- August 30 & 31, September 1 & 2 – Worked 5 shifts at the Library Table at the Canfield Fair with various administrative staff members.
- Youngstown Rotary Lunch Meeting – every Wednesday
- Youngstown Rotary Board of Directors – the first Wednesday of each month

State

- Metro Director's Meeting – the first Wednesday of each month (online)

National

- Urban Library Council Director's Call – every Thursday (online)

For the President's Update, C. Weimer urged all trustees to attend the Literary Society Event and announced the Annual Campaign will begin later in the Fall.

J. Meehan, Chair of the Finance, Audit, and Investment Committee presented the 2024 revised appropriation and the 2025 proposed appropriations. J. Meehan made a motion to approve the total of $24,312,430.95 in the General Fund for 2024. A. Blackann seconded the motion and the motion carried. J. Meehan moved to approve the appropriations in the Building & Repair Fund of $3,122,500.00. T. Frost seconded the motion and the motion passed. For the Technology Development Fund, J. Meehan made a motion to approve appropriations of $528,721.00. J. Schmutz seconded the motion with all members voting unanimously.

For 2025, J. Meehan made a motion to approve the proposed appropriations totaled $25,412,309.01 in the General Fund. J. Schmutz seconded the motion with all members voting aye. J. Meehan moved to approve the appropriations in the Building & Repair Fund of $3,172,000.00. T. Dimascio seconded the motion and the motion passed. J. Meehan made a motion to approve the Technology Fund appropriations of $528,721. T. Frost seconded the motion and the motion carried.

J. Meehan made a motion recommending adoption of resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. R. Strollo seconded the motion and the motion passed.

J. Meehan made a motion to establish the Louise M Ward Early Childhood Literacy Fund in the amount of $77,289.18. A. Blackann seconded the motion and the motion carried.

T. Dimascio, Chair of the Building & Sites Committee, gave an update on the Master Facilities Plan, and East and Poland branches.

T. Frost, Chair of the Bylaws Committee, made a motion to approve the updated/amended board policies on the Consent Agenda.

205

GUIDELINES FOR NOMINATING COMMITTEE

NOTE FOR WORKING COPY ONLY: the deleted content below has been shifted to policy 206 in its entirety. This working copy is intended primarily for consideration

of the content shift. If agreed, the content can then be reviewed, edited, and/or augmented as needed.

The Nominating Committee will comply with the Code of Regulations to fill vacancies on the Board of designated trustee seats.

The following criteria shall be used in nominating candidates for election to the Board of Trustees:

1. Candidates cannot be excluded on the basis of sex, race, national origin, handicap or religious beliefs.

2. Candidates should be known and respected by the community, having proved worthy of a position of responsibility and trust.

3. The Nominating Committee will seek to fill vacancies with persons living in various areas of the county in order to maintain, insofar as possible, a balance of geographic representation.

4. The Nominating Committee will endeavor to seek persons with experience and professions in activities which would provide expertise on the Board.

5. Candidates should have independence of judgment and not be subject to any possible conflict of interest.

6. The Nominating Committee should be convinced that a prospective candidate is able to provide the time, support and interest necessary to the Board's activities. Lack of such support and interest could result in no re-nomination.

The Board is not required to elect the candidate nominated by the above nominating authorities or those nominated by the Nominating Committee.

Expectations for Trustees, once appointed, may be found in Policy 206, [TITLE].

When considering serving as a trustee, if there are issues or concerns about any of these expectations, they should be discussed with either the Board President, a member of the Nominating Committee or the Director.

206 (NEW)

The Public Library of Youngstown and Mahoning County
Board of Trustee Expectations of Service

NOTE FOR WORKING COPY ONLY: the content below has been shifted from policy 205 in its entirety. This working copy is intended primarily for consideration of the content shift. If agreed, the content can then be reviewed, edited, and/or augmented as needed.

Being on the Board of Directors is a public role.

- Board members' names are required to be listed in various legal filings (such as the US Internal Revenue Service Form 990 filing) which are available, public records. Additionally, Board members' names and roles are listed in many Library publications (such as Happenings), the Annual Report, and events.

Board meeting attendance is expected.

- The full Board of Directors has regular meetings 4 times per year and typically has special meetings at least once or twice per year. These meetings are typically held late afternoon during the workweek. The expectation is that Board members will attend and participate in each Board meeting.
- Meeting locations vary and are typically held in libraries with meeting room capacity sufficient to accommodate the Board.

Board members are expected to conduct themselves in a professional manner.

- All individuals associated with the Library are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Library, there is an obligation to practice honesty and integrity in fulfilling our responsibilities and to comply with all applicable laws and regulations.
- Board members may be required to sign a Code of Ethics document.
- While serving on the Board, members will become aware of confidential and/or sensitive information solely due to serving in their position on the Board. Board members are expected to keep such information confidential.

Board members duties are varied.

- The Board of Trustees oversees the finances of the corporation by establishing and adopting a budget and by utilizing other appropriate means.
- The Board of Directors has the authority to delegate specific tasks to appointed committees.
- Members of the Board will serve on one or more committees, each of which meet according to the needs of the Library. It is expected that trustees will attend committee meetings and participate in their deliberations.
- The Library maintains Directors' and Officers' Insurance to protect both the organization and the individual Board members from legal fees and damages which may arise from serving on the Board.
- Fundraising and development are critical parts of the Board member's role. Board members are expected to maintain active membership in the Friends of the Library.
- Board members are expected to take an active part in expanding individual and business prospects for Foundation support by submitting names and appropriate information.
- Board members are expected to participate in fundraising efforts. There is not any minimum dollar amount or number of events to be attended, but rather 100% participation of the Board of Directors is expected.

It is recognized and understood that serving as a trustee is a volunteer position. And, over the course of a 3-year term, many things in a person's life may change. Therefore these expectations are just that—expectations—not hard and fast rules.

308

Privacy Practices

The Board of Trustees of the Public Library of Youngstown and Mahoning County hereby makes notice that it has instituted privacy practices associated with Group Health Insurance Plans provided by the Library to its employees, its employee dependents and, as applicable, retired employees.

It is the intent of the Board that said practices shall be in compliance with the privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 ("HIPPA") to maintain the privacy of Protected Health Information and to provide individuals covered under our group health plan with notice of our legal duties and privacy practices concerning Protected Health Information.

611

EQUAL SERVICE POLICY

It is the policy of the Public Library of Youngstown and Mahoning County to serve all persons (patrons, employees and job applicants) fairly and equally.

No qualified individual shall be excluded from participation in or be denied the benefits of services, programs, or activities of the Library, or be subjected to discrimination based upon race, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, age, genetic information, disability, marital status, veteran status, or other protected group status.

R. Strollo seconded the motion. The motion carried.

A Blackann, Chair of the Development Committee, gave an update on the Literary Society and encouraged everyone to attend. There were no updates for the Executive, Nominating, and Service & Personnel Committees.

T. Frost made a motion to approve the Appointments, Transfers, and Resignations. T Dimascio seconded the motion and the motion passed.

There being no further business, a motion was made by J. Schmutz to adjourn the meeting, seconded by R. Strollo with all voting aye and the meeting concluded at 4:45 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

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

October 31, 2024

	2023 Encumbrances Forward	2024 Budget	2023 Encumbrances & 2024 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	$ 1,469,486.86	$	$ 1,469,486.86	$	$ 1,469,486.86	$	$
Balance Forward January 1, 2024		13,690,651.08	13,690,651.08		13,690,651.08		
RECEIPTS							
1210 General Property Tax - RE Gross		9,500,000.00	9,500,000.00	0.00	9,417,126.31		82,873.69
2130 Federal Grant-Other		900.00	900.00	0.00	863.68		36.32
2131 Federal Government/Grant E-Rate		179,634.05	179,634.05	0.00	162,823.81		16,810.24
2170 Federal Grants Restricted		100,000.00	100,000.00	0.00	83,849.47		16,150.53
2200 State of Ohio/PLF		10,197,863.17	10,197,863.17	771,385.53	8,404,345.68		1,793,517.49
2210 State of Ohio/TLR/Rollback & Homestead		942,309.07	942,309.07	428,534.20	863,300.29		79,008.78
3110 Patron Fines & Fees		18,000.00	18,000.00	1,692.60	16,900.21		1,099.79
3140 Copy Machines		500.00	500.00	0.00	7.30		492.70
3141 Debit Card Machines		65,000.00	65,000.00	6,303.29	62,780.34		2,219.66
3199 Other Patron Fees		14,500.00	14,500.00	1,190.68	10,260.22		4,239.78
4120 Interest		630,000.00	630,000.00	60,691.88	625,048.16		4,951.84
6120 Restricted Contributions/Grants		5,000.00	5,000.00	0.00	0.00		5,000.00
8300 Rental Income		29,520.00	29,520.00	1,225.00	9,825.00		19,695.00
8710 Refunds for Overpayments		7,500.00	7,500.00	0.00	4,455.42		3,044.58
8720 Insurance Reimbursements		29,109.86	29,109.86	2,957.38	29,047.62		62.24
8798 Reimbursements From Grants		1,000.00	1,000.00	0.00	500.00		500.00
8799 Other Refunds		20,000.00	20,000.00	809.38	10,339.28		9,660.72
8999 Miscellaneous		5,000.00	5,000.00	144.36	2,184.82		2,815.18
TOTAL RECEIPTS	0.00	21,745,836.15	21,745,836.15	$ 1,274,934.30	19,703,657.61	$ 0.00	$ 2,042,178.54
TOTAL RECEIPTS & BALANCE	$ 1,469,486.86	$ 35,436,487.23	$ 36,905,974.09		$ 34,863,795.55		
EXPENDITURES							
1100 Salaries	$ 74,893.13	$ 10,601,564.97	$ 10,676,458.10	$ 775,633.92	$ 8,300,413.17	$ 460,156.32	$ 1,915,888.61
1400 Retirement Benefits	0.00	1,476,876.49	1,476,876.49	104,224.44	1,140,434.81	0.00	336,441.68
1600 Insurance Benefits	217,200.66	2,580,960.93	2,798,161.59	188,432.98	2,024,949.86	600,976.74	172,234.99
1900 Other Employee Benefits	3,379.50	59,200.00	62,579.50	938.90	24,160.87	6,392.20	32,026.43
TOTAL SALARIES & BENEFITS	295,473.29	14,718,602.39	15,014,075.68	1,069,230.24	11,489,958.71	1,067,525.26	2,456,591.71
2100 General & Administrative Supplies	208,471.85	1,000,500.00	1,208,971.85	154,203.07	631,974.07	384,199.16	192,798.62
2200 Property Maintenance Repairs	13,485.46	73,500.00	86,985.46	4,744.76	64,561.64	15,875.38	6,548.44
2300 Motor Vehicle/Fuel Supplies & Parts	14,085.52	40,000.00	54,085.52	1,719.31	20,576.98	6,633.71	26,874.83
TOTAL SUPPLIES	236,042.83	1,114,000.00	1,350,042.83	160,667.14	717,112.69	406,708.25	226,221.89
3100 Travel & Meeting Expenses	14,189.06	157,500.00	171,689.06	12,883.16	94,322.29	10,343.52	67,023.25
3200 Communications, Printing & Publicity	87,807.52	568,540.00	656,347.52	39,789.97	306,972.81	139,913.99	209,460.72
3300 Property Maintenance	263,448.69	1,827,540.00	2,090,988.69	94,500.52	1,170,506.83	458,320.57	462,161.29
3400 Insurance	0.00	143,592.00	143,592.00	88,001.00	107,672.75	0.00	35,919.25
3500 Rents/Leases	37,112.20	96,245.00	133,357.20	1,593.58	53,588.48	39,102.35	40,666.37
3600 Utilities	31,228.49	446,000.00	477,228.49	29,588.32	342,165.94	108,450.94	26,611.61
3700 Professional Services	148,097.36	777,561.56	925,658.92	92,861.77	393,289.44	236,176.55	296,192.92
3800 Library Material Control Services	2,576.34	256,250.00	258,826.34	7,359.65	203,526.75	62,373.39	(7,073.80)
3900 Other Contracts/Purchased Services	3,618.44	30,000.00	33,618.44	186.50	24,002.32	7,002.91	2,613.21
TOTAL PURCHASED/CONTRACTED SVCS	588,078.10	4,303,228.56	4,891,306.66	366,764.47	2,696,047.61	1,061,684.22	1,133,574.82

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

October 31, 2024

	2023 Encumbrances Forward	2024 Budget	2023 Encumbrances & 2024 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	133,592.95	886,000.00	1,019,592.95	57,456.08	396,632.23	335,470.75	287,489.97
4200 Periodicals	4,949.71	33,000.00	37,949.71	398.88	28,206.85	3,873.92	5,868.94
4300 Audio Visual	62,261.35	210,000.00	272,261.35	9,723.53	92,714.08	83,304.94	96,242.33
4500 Electronic Information/Public Use	90,154.72	1,063,500.00	1,153,654.72	123,186.85	979,059.10	249,571.98	(74,976.36)
4600 Interlibrary Loan	0.00	45,000.00	45,000.00	0.00	42,347.72	2,960.18	(307.90)
4900 Library Material/All Other	107.77	15,000.00	15,107.77	879.20	8,456.97	3,566.63	3,084.17
TOTAL LIBRARY MATERIALS	291,066.50	2,252,500.00	2,543,566.50	191,644.54	1,547,416.95	678,748.40	317,401.15
5500 Furniture & Equipment	21,274.68	100,000.00	121,274.68	8,759.00	84,879.31	26,152.31	10,243.06
5700 Motor Vehicles	0.00	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL CAPITAL OUTLAY	21,274.68	150,000.00	171,274.68	8,759.00	84,879.31	26,152.31	60,243.06
7100 Dues & Memberships	37,551.46	60,000.00	97,551.46	443.00	40,848.50	20,218.41	36,484.55
7200 Taxes & Assessments	0.00	6,600.00	6,600.00	0.00	5,390.39	0.00	1,209.61
7500 Refunds & Reimbursements	0.00	6,500.00	6,500.00	110.98	3,738.30	0.00	2,761.70
7900 Other Miscellaneous	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER OBJECTS	37,551.46	74,100.00	111,651.46	553.98	49,977.19	20,218.41	41,455.86
8999 Unallocated Appropriations	0.00	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL EXPENSES	1,469,486.86	22,812,430.95	24,281,917.81	1,797,619.37	16,585,392.46	3,261,036.85	4,435,488.49
9980 Transfers to Building & Repair Fund	0.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
9999 Transfers to Technology Fund	0.00	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL TRANSFERS	0.00	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
TOTAL EXPENSES & TRANSFERS	$ 1,469,486.86	24,312,430.95	25,781,917.81	1,797,619.37	16,585,392.46	$ 3,261,036.85	$ 5,935,488.49
ENCUMBERED BALANCE FORWARD					3,261,036.85		
BALANCE FORWARD		11,124,056.28	11,124,056.28		15,017,366.24		
TOTAL EXPENSES/TRANSFERS/BALANCES		$ 35,436,487.23	$ 36,905,974.09		$ 34,863,795.55		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Building Repair Fund
October 31, 2024

	2023 Encumbrances Forward	2024 Budget	2023 Encumbrances & 2024 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	$ 100,550.80	$	$ 100,550.80	$	$ 100,550.80	$	$
Balance Forward January 1, 2024		21,069,766.81	21,069,766.81		21,069,766.81		
RECEIPTS							
4121 Interest	0.00	630,000.00	630,000.00	9,446.18	591,789.17	0.00	38,210.83
6112 Contributions	0.00	500.00	500.00	0.00	0.00	0.00	500.00
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	0.00	0.00	0.00	1,000,000.00
TOTAL RECEIPTS		1,630,500.00	1,630,500.00	$ 9,446.18	591,789.17	0.00	1,038,710.83
TOTAL RECEIPTS & BALANCES	$ 100,550.80	$ 22,700,266.81	$ 22,800,817.61		$ 21,762,106.78	$ 0.00	$ 1,038,710.83
EXPENDITURES							
3781 Investment/Banking Fees	$ 0.00	$ 12,000.00	$ 12,000.00	$ 1,765.40	$ 9,702.46	$ (882.73)	$ 3,180.27
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	100,550.80	2,555,000.00	2,655,550.80	4,625.00	110,425.47	486,390.00	2,058,735.33
5511 Equipment	0.00	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00
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	255,500.00	255,500.00	0.00	0.00	0.00	255,500.00
TOTAL EXPENSES	100,550.80	3,122,500.00	3,223,050.80	$ 6,390.40	120,127.93	$ 485,507.27	$ 2,617,415.60
ENCUMBERED BALANCE FORWARD					485,507.27		
BALANCE FORWARD	0.00	19,577,766.81	19,577,766.81		21,156,471.58		
TOTAL EXPENSES & BALANCES FORWARD	$ 100,550.80	$ 22,700,266.81	$ 22,800,817.61		$ 21,762,106.78		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Technology Development Fund
October 31, 2024

	2023 Encumbrances Forward	2024 Budget	2023 Encumbrances & 2024 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	$ 31,386.75	$	$ 31,386.75	$	$ 31,386.75	$	$
Balance Forward January 1, 2024		3,860,386.39	3,860,386.39		3,860,386.39		
RECEIPTS							
2132 Federal Grant Government/E-Rate	0.00	25,687.99	25,687.99	0.00	17,484.45	0.00	8,203.54
4122 Interest	0.00	30,000.00	30,000.00	0.00	14,530.57	0.00	15,469.43
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	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL RECEIPTS		555,687.99	555,687.99	$ 0.00	32,015.02	0.00	523,672.97
TOTAL RECEIPTS & BALANCES	$ 31,386.75	$ 4,416,074.38	$ 4,447,461.13		$ 3,923,788.16	$ 0.00	$ 523,672.97
EXPENDITURES							
3782 Investment/Banking Fees	$ 0.00	$ 600.00	$ 600.00	$ 91.08	$ 503.41	$ (45.53)	$ 142.12
5550 Equipment	31,386.75	528,121.00	559,507.75	19,248.96	158,487.93	103,021.09	297,998.73
TOTAL EXPENSES	31,386.75	528,721.00	560,107.75	$ 19,340.04	158,991.34	$ 102,975.56	$ 298,140.85
ENCUMBERED BALANCE FORWARD					102,975.56		
BALANCE FORWARD	0.00	3,887,353.38	3,887,353.38		3,661,821.26		
TOTAL EXPENSES & BALANCE FORWARD	$ 31,386.75	$ 4,416,074.38	$ 4,447,461.13		$ 3,923,788.16		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

October 31, 2024

Petty Cash - General Fund	$ 456.00	
Change/Branches/Petty Cash - General Fund	4,494.00	
All other investments & bank accounts - General Fund	16,803,966.23	
Balance, General Fund		$ 16,808,916.23
Balance, Building & Repair Fund		21,541,428.05
Balance, Technology Development Fund		3,733,410.07
		42,083,754.35
Bank Error		0.00
PayPal fees		0.00
Bank debits/credits		(11,627.71)
NSF checks		0.00
Merchant E-Solutions/Section 125 funding/Square/Stripe		(28.60)
Investment earnings		0.00
Total Cash and Investment all Funds per Library		$ 42,072,098.04
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	11,339,473.45	
Bank Balance - Money Market - First National Bank	11,252,181.47	
Bank Balance - Employee Section 125 Funding Account First National	10.00	
Deposits in Transit From Merchant E-Solutions/Sierra to First National Bank	54.40	
Deposit in Transit/Bank Debit	0.00	
Outstanding Checks - First National Bank - Operating Funds	(40,956.22)	
Balance on Deposit First National Bank		23,000,763.10
Investment Descriptions		
Farmers National Bank - Sweep	$ 870,402.44	
Farmers National Bank - CDARS Program (see attached list)	5,830,984.02	
Farmers Trust Company managed investments (see attached list)	12,339,998.48	
Total investments		19,041,384.94
Petty Cash		456.00
Change/Branches/Petty Cash - Supplies		4,494.00
Total Cash and Investments per Depositories		$ 42,072,098.04

006433

Since 1887
FARMERS NATIONAL BANK
330.533.3341
1.888.988.3276
20 South Broad St. | P.O. Box 555 | Canfield, OH 44406

Address Service Requested

Statement Date: 10/31/2024
Primary Account: XXXXXXXX6548

006433 0.6200 AV 0.545 TR00026
REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
305 WICK AVE
YOUNGSTOWN, OH 44503-1003

PUBLIC FUNDS SWEEP ACCOUNT — Account: XXXXXXXX6548

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
09/30/24	$866,715.93	$3,686.51 (1)	$0.00	10/31/24	$870,402.44

Minimum Balance $866,715.93
Average Balance $866,715.93
Total Days In Statement Period 10/01/24 Through 10/31/24: 31

+ Other Credits

Date	Description	Amount
10/31	Interest	$3,686.51
	Total of 1 Other Credits	*$3,686.51*

% Interest

Average Ledger Balance:	866,715.93	Interest Earned:	3,686.51
Interest Paid This Period:	3,686.51	Days In Period: 10/01/24-10/31/24:	31
Interest Paid 2024:	38,268.72	Annual Percentage Yield Earned:	5.12%

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

GFBK-002-006433-001-001-241101 006433 S07
44503100305

Continued on Next Page

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

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Since 1887 FARMERS NATIONAL BANK

RETURN SERVICE REQUESTED

REUBEN MCMILLAN FREE LIBRARY
305 WICK AVE
YOUNGSTOWN, OH 44503

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

Account
REUBEN MCMILLAN FREE LIBRARY

Date
10/31/2024

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. These deposits have been placed by us, as your agent and custodian, in deposit accounts through CDARS.

Summary of Accounts

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
	11/10/2022	11/07/2024	4.25%	$878,856.75	$878,856.75
	11/10/2022	11/07/2024	4.25%	891,561.72	891,561.72
	07/14/2022	07/10/2025	2.79%	840,456.63	840,456.63
	09/29/2022	09/25/2025	3.64%	585,587.95	585,587.95
	10/20/2022	10/16/2025	3.94%	850,803.22	850,803.22
	10/20/2022	10/16/2025	3.94%	909,464.41	909,464.41
	11/10/2022	11/06/2025	4.25%	874,253.34	874,253.34
TOTAL				**$5,830,984.02**	**$5,830,984.02**

Farmers Trust Company Youngstown Office
42 McClurg Road
Youngstown, OH 44512

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

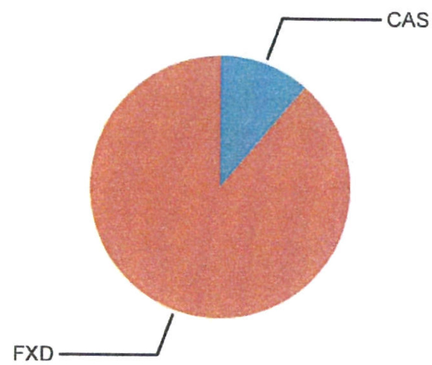
FARMERS
TRUST COMPANY

Public Library Yng Mah County
Mark J. Mrofchak, CFO
305 Wick Ave.
Youngstown, OH 44503

Account:	
Report Period:	From 10/1/2024 To 10/31/2024
Administrator:	Meredith Wearsch
Phone:	330-740-1227
Portfolio Manager:	Dale Standley
Phone:	330-740-1207

Portfolio Summary

	Market Value	% Portfolio	Est. Income
Cash & Equivalents (CAS)	$1,384,969.55	11.25%	$65,813.74
Fixed Income (FXD)	$10,922,567.03	88.75%	$272,262.50
Total Assets	$12,307,536.58	100.00%	$338,076.24
Total Account Balance	**$12,307,536.58**		



Activity Summary

	Current Period	Year To Date
Beginning Market Value	**$12,388,104.19**	**$11,887,575.21**
Receipts		
Dividend	$4,687.53	$64,189.08
Interest Income	$1,072.14	$269,753.31
Total Receipts	$5,759.67	$333,942.39
Disbursements		
Institution Fees	($1,000.00)	($10,000.00)
Interest Income	$0.00	($6,633.73)
Total Disbursements	($1,000.00)	($16,633.73)
Change in Market Value	**($85,327.28)**	**$102,652.71**
Ending Market Value	**$12,307,536.58**	**$12,307,536.58**

1512-02-0000249-0016-0002052

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

FARMERS TRUST COMPANY

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	$0.00		$0.00				
	Total Cash	$0.00		$0.00	0.00			
	Money Market Funds							
250,000.00	FTC CONSERVATIVE FUND	$250,000.00	$1.00	$250,000.00	2.03	$0.00		4.66
	TOTAL Money Market Funds	**$250,000.00**		**$250,000.00**	**2.03**	**$0.00**		**4.66**
	Money Market Mutual Funds							
1,134,969 .55	MONEY MKT OBLIGS TR FH GOV OBL FD	$1,134,969.55	$1.00	$1,134,969.55	9.22	$0.00		9.54
	TOTAL Money Market Mutual Funds	**$1,134,969.55**		**$1,134,969.55**	**9.22**	**$0.00**		**4.77**
	TOTAL Cash & Equivalents	**$1,384,969.55**		**$1,384,969.55**	**11.25**	**$0.00**		**4.75**
	Fixed Income							
	U.S. Government Agency Obligations							
300,000	FEDERAL HOME LOAN BANKS CONS BD 3.625%25	$300,000.00	$99.47	$298,410.29	2.42	($1,589.71)		3.64
1,000,000	FEDERAL HOME LOAN BANKS CONS BD 3.77%26	$1,000,000.00	$99.13	$991,344.23	8.05	($8,655.77)		3.80
	TOTAL U.S. Government Agency Obligations	**$1,300,000.00**		**$1,289,754.52**	**10.48**	**($10,245.48)**		**3.77**
	U.S. Treasury Notes							
2,000,000	UNITED STATES TREAS NTS 2.75%05/15/25	$1,978,355.89	$99.10	$1,981,914.06	16.10	$3,558.17		2.78
500,000	UNITED STATES TREAS NTS 3%07/15/25	$498,035.33	$99.10	$495,507.81	4.03	($2,527.52)		3.03
500,000	UNITED STATES TREAS NTS 3.125%08/15/25	$494,150.50	$99.03	$495,136.72	4.02	$986.22		3.16
250,000	UNITED STATES TREAS NTS 0.375%11/30/25	$237,579.35	$95.86	$239,658.20	1.95	$2,078.85		0.39
250,000	UNITED STATES TREAS NTS 4.125%06/15/26	$250,117.18	$99.86	$249,648.44	2.03	($468.74)		4.13
500,000	UNITED STATES TREAS NTS 0.75%08/31/26	$475,515.76	$93.99	$469,960.94	3.82	($5,554.82)		0.80
1,000,000	UNITED STATES TREAS NTS 1.25%12/31/26	$923,115.12	$94.08	$940,820.31	7.64	$17,705.19		1.33

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

FARMERS TRUST COMPANY

Asset Statement

Units	Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/27	$1,005,321.76	$97.79	$977,929.69	7.95	($27,392.07)		3.32
750,000	UNITED STATES TREAS NTS 2.25%08/15/27	$719,410.78	$95.04	$712,822.27	5.79	($6,588.51)		2.37
1,000,000	UNITED STATES TREAS NTS 2.25%11/15/27	$938,700.68	$94.63	$946,250.00	7.69	$7,549.32		2.38
300,000	UNITED STATES TREAS NTS 0.625%11/30/27	$266,769.33	$89.89	$269,660.16	2.19	$2,890.83		0.70
200,000	UNITED STATES TREAS NTS 3.875%11/30/27	$201,905.17	$99.22	$198,445.31	1.61	($3,459.86)		3.91
500,000	UNITED STATES TREAS NTS 1.25%06/30/28	$454,795.39	$90.18	$450,878.91	3.66	($3,916.48)		1.39
750,000	UNITED STATES TREAS NTS 2.875%08/15/28	$727,464.98	$95.49	$716,191.41	5.82	($11,273.57)		3.01
TOTAL U.S. Treasury Notes		**$9,171,237.22**		**$9,144,824.23**	**74.30**	**($26,412.99)**		**2.43**
U.S. Treasury Notes & Bonds								
500,000	UNITED STATES TREAS NTS 0.25% 05/31/25	$483,791.71	$97.60	$487,988.28	3.96	$4,196.57		0.26
TOTAL U.S. Treasury Notes & Bonds		**$483,791.71**		**$487,988.28**	**3.96**	**$4,196.57**		**0.26**
TOTAL Fixed Income		**$10,955,028.93**		**$10,922,567.03**	**88.75**	**($32,461.90)**		**2.49**
GRAND TOTAL ASSETS		**$12,339,998.48**		**$12,307,536.58**	**100**	**($32,461.90)**		**2.75**

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			**$0.00**	**$12,335,238.81**
Receipts				
Interest Income				
	INTEREST TAXABLE			
10/1/2024	FTC CONSERVATIVE FUND		$1,072.14	$0.00
Total Interest Income			**$1,072.14**	**$0.00**
Dividend				
	DIVIDEND			
10/1/2024	MONEY MKT OBLIGS TR FH GOV OBL FD		$4,687.53	$0.00
Total Dividend			**$4,687.53**	**$0.00**

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

FARMERS TRUST COMPANY

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Disbursements				
Institution Fees				
FEE PAYMENT				
10/10/2024	Automatic fee collection for account 650367014 for Period Ending 9/30/2024.		($1,000.00)	$0.00
Total Institution Fees Collected from Account			**($1,000.00)**	**$0.00**
Investment Activity				
Sweep Sales (2) 10/1/2024 to 10/31/2024		(1,000.00)	$1,000.00	($1,000.00)
Sweep Purchases (1) 10/1/2024 to 10/31/2024		5,759.67	($5,759.67)	$5,759.67
Total Investment Activity		**4,759.67**	**($4,759.67)**	**$4,759.67**
Ending Balances			**$0.00**	**$12,339,998.48**

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
LIBRARY FOUNDATION ACCOUNT
October 31, 2024

Balance, January 1, 2024				
Checking			$ 360,469.42	
Investment Accounts			1,369,701.94	$ 1,730,171.36
RECEIPTS				
Distributions from Trust Accounts:				
Restricted funds:				
Account #03-9 Growth Fund				
Alice Clarke Fund	$ 1,899.02			
Justice Clarke Fund	20,500.14			
Myron Roh Fund	1,399.19			
Paul E. & Dorothy F. Rees Fund	643.52			
Philippine Kerwer Fund	391.16			
Dr. James Houck Fund	334.39			
Robert H. Donahugh Fund	709.77			
Henry Stambaugh Fund	2,151.39			
James McEwen Fund	3,523.62	$ 31,552.20		
Account #05-4 Income Fund				
Nancy Breaden Fund	11,188.50			
Ruth Bowers Fund	2,171.30			
Elizabeth Lowmiller Barnhill Fund	2,839.20			
W. Sturgeon VanGorder - Elizabeth Slotta	8,439.75			
Kenneth M. Lloyd	903.76			
George Boughton	2,055.79			
Edward W. Powers Charitable Fund	984.60			
Martha Muransky	296.31			
Carol A. Bacon-Endowed Fund for Authors	1,407.11			
Rebecca Showman Host An Author Fund	185.32	30,471.64		
Account #02-1 R.D. Fowler Fund		289.83		
Account #6453 Jane Jackson		3,765.72		
Account #01-3 Wick Dennison		13,527.01		
Unrestricted Income funds:				
Account #04-7				
David & Caroline Theobald Fund	158.16			
Louisa Andrews Fund	662.79			
Ida Clarke Fund	1,734.80			
Caroline Wick Fund	318.84			
James C. Foutts Fund	514.66			
Olive Arms Fund	680.36			
Luela Walker fund	178.27			
Willam Merrick Fund	707.98			
Ida Osborne Fund	707.98			
M. Bernard Hirshberg Fund	195.83			
Louisa Edwards Fund	235.99			
Norma Jones Fund	2,352.40			
Reserve Account Fund	9,118.36			
Amelia Gail Sarbu	7,539.22 $	25,105.64	104,712.04	
Donations			249,382.65	
Interest Income			48,240.72	
Miscellaneous			82.24	
TOTAL RECEIPTS				402,417.65
TOTAL RECEIPTS & BALANCE FORWARD				$ 2,132,589.01
DISBURSEMENTS				
Books & Related Purchases/Expenditures per Terms of Gifts			89,920.39	
Legal Fees			0.00	
Audit Fees			10,300.00	
Miscellaneous			2,579.39	
Memorial Gifts			0.00	
Public Relations/Marketing			30,000.00	
TOTAL EXPENDITURES				$ 132,799.78
BALANCES FORWARD				
Checking First National Bank			494,427.26	
Money Market Account First National Bank			1,505,361.97	1,999,789.23
TOTAL DISBURSEMENTS AND BALANCES FORWARD			**	$ 2,132,589.01

** Use restricted by terms of trusts in the amount of $1,560,491.73

Director & CEO’s Report

December 6, 2024

Upcoming Events

Whether you and your pets are coming to Austintown for holiday photos and letters to Santa Paws (Dec 7), making Old-Fashioned Gingerbread at Newport (Dec 12) or welcoming the Winter Solstice – and the longer days to come – at Sebring (Dec 21), there is PLENTY do at PLYMC this holiday season. Find it all at https://www.libraryvisit.org/happenings/.

Current Events @ Your Library

With the latest levy campaign concluded – hurrah! – we are already hard at work on our plans for 2025 and beyond. The voters have given us their support and we will not waste a minute of the next five years. Thank you for all your hard work and support of the levy campaign this year!

A key component of our future work will be our Strategic Facilities Masterplan Project, which kicked off November 14th. The project encompasses an evaluation of all our buildings and their major systems, a community engagement component, and a deep dive into Mahoning County and PLYMC data to outline trends that can tell us where to direct our efforts and capital dollars in the coming years. Our partners in this – Bialosky and Library Strategies – are keeping us on our toes and have already started their data collection and building evaluations. The process is scheduled to run through May.

Experience Division

Public Service

Adult Initiatives

- Making culinary connections: As with the Culinary Literacy programs at Main, patrons have embraced the additional food programs offered in the old Newport cafe space by both Community Engagement and NP staff, with full rosters and waitlists. The interest is obviously there, and we see opportunity for wellness programs expanding.
- The America 250 Ohio committee is hard at work preparing for the next 2 years of programs celebrating Ohio’s history and contributions to America. This includes working with YSU to judge a portion of the History Day projects submitted for local and regional competitions.

Circulation Initiatives

Staff have embraced the intranet as an opportunity to share their creative displays promoting our collections. See some examples from the intranet below. You will see both pop culture references and seasonal displays.

Customer Service Initiatives

Making teen connections: Yes, there are incident reports involving teens, but we are also building connections with them. Staff at Canfield used an incident as the springboard for increasing engagement with their afterschool teens, allowing staff to get to know their teen patrons better and giving teens the opportunity to get to know us and the resources we provide. NP's teens programs have been drawing a regular group and the branch's Xbox still sees frequent use, prompting staff to consider not only replacement of the aging system but building programming around it. For the first time, CM is starting to see afterschool teens as well, perhaps because of us now having a few years of regular classroom visits and outreaches under our belt.

Family Engagement

Youth Initiatives

- Bluey featured prominently in youth programs at MK, CN, and coming soon to CM in December. These programs drew over 300 people and counting. Several patrons sent letters to Bluey, and a few received responses. Please see some samples of those messages below.
- Santa program at Poland on 11/30 drew 360 people. Families thanked staff for bringing Santa to Poland and were thrilled by how things worked out. This was the largest program that Poland has hosted in several years.
- Discovery Rooms are being designed for the East Early Literacy Spaces. A Discovery Room is a themed room that allows open ended exploration and play to help children use their imagination, burgeoning literacy skills, and curiosity to discover a new topic or idea. Thanks to the annual appeal we believe we will be able to launch this idea soon.
- PLYMC submitted 2 grants under the direction of Pam Brockway for Youth Activities. One grant is an LSTA grant to the State of Ohio to create a Literacy focused service model at our MK library that includes a Family Place Library opportunity. We will hear about this grant in early December. The second grant is a national grant to support summer programs for children in neighborhoods who may not be able to travel to a local library. It is a collaboration between our JEDI Specialist Alex Harper and our Community Engagement department. We will learn about the results of that application in the new year.

Community Engagement

Community Engagement will again represent PLYMC at Youngstown's Light Up Night on December 6th. Due to recent issues with the Pop-Up vehicle, the team will be located in DeYor Center with Santa himself.

Marketing

Featured Facebook post for the month was the annual Veteran's Day video. For the first time we partnered with Warren Trumbull on this project and the result was an overwhelming number of submissions. For the first time ever, our video had to be longer than 10 minutes. Check out the result through this link.

Collection Displays

Operations Division

Facilities & Operations Updates

Newport

- Parking lot island landscaping improvements.
- Removed intrusive grasses & shrubbery.
- Tilled the soil and planted grass.
- Relocated healthy plants to other areas.
- Removal of the plants and shrubs from the center islands will resolve the issue with trash and debris collecting in the plants.

Brownlee Woods

- Added lighting to the side driveway.

Sebring

- Permits were approved for internal refresh. Currently working with Sebring City Manager to find a temporary space to operate out of while renovations are being completed. Work to begin at the end of December.

Poland

- Hydrojet all lower-level sewer lines / cleaned grease trap
- Repaired area of small fire near Yellow Creek.

- Replaced dead Yews.

Main

- Painted lower hallway at staff entrance.
- Carpet cleaning throughout the building.

Springfield

- Drywall repairs & paint in high-ceiling area.

MK

- Upgraded duct sensors in meeting room.
- Resolved Leviton lighting panel issues.
- Upgraded exterior door closing system.
- Replaced staff toilet with air assist commode to help with sewer line issues.

Boardman

- 4 new handicap door openers

All

- Purchased and hung pine wreaths & roping for the holidays.
- Landscape clean-up & leaf removal.
- Control systems change for daylight savings time / less daylight.
- Purchased new small trailer.

Maintenance Statistics

- 62 maintenance tickets resolved in November.

Social Work Statistics

- None this month.

Safety Statistics

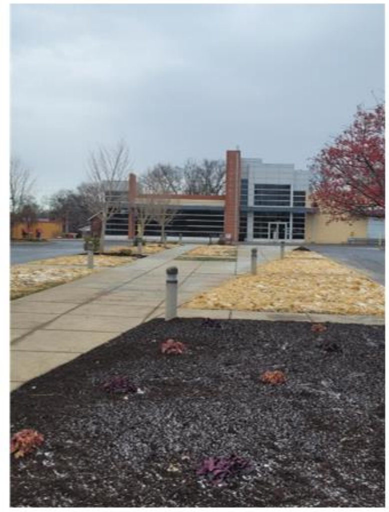
- None this month.

Rental Coordination Statistics

- 460 large & small meeting room bookings were made in November
- 909 study room bookings were made in November

New Trailer (with existing scissor lift)

MK – New Door Openers (above and top right)



Newport Winter Landscaping

Human Resources Division

Personnel

New hires

- None

Resign/Retire

- Rosemarie Maderitz- PT Clerk/Public Service Generalist I - resignation

Promotions

- Dave Taylor- Maintenance Trades/Craftsperson to Maintenance Chief

Vacancies

ADMIN

- Finance Specialist

CMT

- Maintenance Technician–pending external hire to start in January
- Maintenance Trades/Craftsperson (internal)
- FT PSG1 – AU
- PT PSG1- MN

PLAY

- Librarian 3- Family Engagement

- Librarian 7 Supervisor- MK
- FT Librarian 1 – Youth Services - MK

Education & Engagement

- We held our second annual employee recognition event at Westside Bowl on November 10th. We had a record turnout and spent much needed time with each other eating, visiting, and bowling all while celebrating the passage of the levy.
- We have begun the process of implementing our new learning management system, Bridge.
- Held orientation, training, and onboarding for new hires from September and October.
- Visited staff at branches to check in on morale and engagement.

Information Technology Division

- Selected a Cloud backup solution for Office 365 – Veeam Cloud. Will deploy in early 2025.
- Worked with maintenance leadership on the IT related items regarding their new roles and new IT devices.
- Planned MK Maker redeployment with Erin.
- Identified and ordered IT items to be added as part of Sebring Library Refreshed.
- Purchased Pcs with which to upgrade those of the administrative staff in early 2025.
- Ordered and scheduled Main the replacement of the last Modena AV units with Barco ones (week of 12/16).
- TS is selecting and adding new materials. Also prepping to redeploy the Juvenile Research Collection that has been on the 4th floor at Main Library.

Finance Division

Please see the CFO's report included in the meeting book

CEO's Office

Development

- Fundraising
  - Started work on Literary Society Author Event - Author Search
  - Annual Campaign is ready will be mailed by November 25
    - Focus of the campaign is for Early Literacy Supplies for Newport and East Libraries
  - Met with Shawntee Burton, Philanthropic Services Director, of the Community Foundation to establish a relationship
  - Working on the 2025 Development Plan and Development Budget

  - Seeking Corporate Sponsors for 2025 Fundraising Event
  - Attended the Library Support Network Sessions: 1. Grant Writing Secrets, 2. Data Driven Decisions; Bridging Analytics - Fundraising and Policy
  - Attended the Association of Fundraising Professionals National Philanthropy Day Awards Event

- Memorial Donations
  - Gene McCullough - Bacon Fund, Literary Society Author Events - $495.00
  - Janet Yacopi - Martha Muransky Fund, Children's Programs - $125.00
  - Sue Kelly - Canfield Branch - $225.00
  - Donna DeNiro - Poland Branch - $2,865.00
  - Mary Ann Ciamiello - Special Delivery - $1,400.00
  - Pieron Family Memorial - Austintown Branch - $1,500.00

- Friends of PLYMC
  - Boardman Friends - Successful Cookies Table Fundraiser Profit $935.00, 60 people attended
  - Friends of PLYMC planning March 1 - Books, Beer & Buffet Fundraiser at Penguin City Beer Co. with special raffles
  - Springfield Friends - Planned a fundraising and friendraising event at Hallowed Ground Coffee Co. - Dec. 10, 2 - 5:00 pm, with Christmas Cookies, proceeds from a special drink to benefit children's programs at the Springfield, and a surprise character appearance
  - Working with Taylor Horn, Treasurer, Mary Ellen Wilcox, and Jim Meehan on Austintown Friends 990 after disbanding their 501c3
  - East Friends - Kwanzaa Celebration set for Dec. 14, 11:00 to 1:00 pm at East Library

Strategic Communications

Press: Ohio Capital Journal Story about Levys in Ohio for Libraries

- https://ohiocapitaljournal.com/2024/09/30/library-levies-making-up-significant-parts-of-operating-budgets-head-for-ohio-november-ballots/
- https://www.crainscleveland.com/politics-policy/library-levies-head-ohio-november-ballots
- https://www.highlandcountypress.com/#gsc.tab=0

Oct 7th article in Business Journal about partnerships to help small businesses

- https://businessjournaldaily.com/partnership-aims-to-equip-small-businesses-with-tools-to-succeed/

And the Daily Buzz

- https://businessjournaldaily.com/partnership-aims-to-help-small-businesses-grow-insight-prepares-to-acquire-trumbull-hospitals/?utm_source=Youngstown+Publishing+Company&utm_campaign=bee86ea267-EMAIL_CAMPAIGN_10_8_2020_10_1_COPY_01&utm_medium=email&utm_term=0_d70048470c-bee86ea267-401206682

Oct 16th Aimee' interview with Gina M on WYSU

- https://wysu.org/show/doing-good/2024-10-16/amy-fifarek

Oct 22nd Aimee on WFMJ in the morning

- https://www.wfmj.com/clip/15491228/library-renewal-levy-on-the-ballot-in-mahoning-county

Oct 22nd Veterans Programming stories

- https://www.mahoningmatters.com/news/local/article294350959.html
- https://www.wfmj.com/story/51663066/youngstown-warren-libraries-honoring-veterans-in-tribute-video
- https://www.wkbn.com/news/local-news/submissions-requested-for-library-veterans-memorial/

Oct. 24: Sebring Mobile Market Coverage

- https://www.wfmj.com/story/51678566/public-library-of-youngstown-and-mahoning-county-mobile-market-team-up-to-feed-families-in-sebring

Nov 2: Freedom to Read – In Event Coverage

- https://www.wkbn.com/news/local-news/youngstown-news/youngstown-library-celebrates-freedom-to-read/

Nov 4: Springfield Library Veterans Wall

- https://www.wkbn.com/news/local-news/springfield-twp-oh-news/veterans-honor-wall-grows-in-springfield/?fbclid=IwY2xjawGWbANleHRuA2FlbQIxMQABHYJZ_zQTfEZbtge3ojTNYJUYn41HNJSgh1IN8qObSH5n7QImt7zrhhmiAw_aem_W3lhXB7umQh8i2YyN-8aTw

November 20: Part 1 of 3 stories on Dee Crawford's show about the Library post-levy:

- https://www.wkbn.com/news/local-news/in-depth-how-local-libraries-use-your-tax-dollars/

All 3 segments:

- https://www.wytv.com/news/local-news/in-depth-how-local-libraries-use-your-tax-dollars/

Director & CEO Activities

Local

November 13 – Good Evening, Boardman!

November 15 – OLC Board Meeting in Columbus, OH

November 18 – Population Coalition Meeting

Youngstown Rotary Lunch Meeting – every Wednesday

Youngstown Rotary Board of Directors – the first Wednesday of each month

State

Metro Director’s Meeting – the first Wednesday of each month (online)

National

Urban Library Council Director’s Call – every Thursday (online)

Reuben McMillan Free Library Association
General Fund Budget
Board Meeting of December 12, 2024

	2024 Adopted Budget	2024 Revised Budget	2025 Proposed Budget	2025 Temporary Budget
	9/12/2024	12/12/2024	9/14/2024	12/12/2024
Balance Forward	$ 13,690,651.08	$ 13,690,651.08	$ 11,124,056.28	$ 11,374,630.15
RECEIPTS				
1210 General Property Tax - RE Gross	9,500,000.00	9,417,186.31	8,975,334.68	9,058,112.53
2130 Federal Government/Grants	900.00	900.00	900.00	900.00
2131 Federal Government/E-Rate	179,634.05	162,823.81	160,000.00	160,000.00
2170 Federal Grants Restricted	100,000.00	100,000.00	100,000.00	100,000.00
2200 State of Ohio/PLF	10,197,863.17	10,396,837.22	10,197,863.17	10,159,657.52
2210 State of Ohio/TLR/Rollback & Homestead	942,309.07	863,300.29	942,309.07	951,490.13
3110 Patron Fines & Lost Books	18,000.00	20,000.00	18,000.00	18,000.00
3140 Copy Machines	500.00	50.00	500.00	500.00
3141 Debit Cards	65,000.00	75,000.00	65,000.00	65,000.00
3199 Other Patron Fees	14,500.00	14,500.00	14,500.00	14,500.00
4120 Interest	630,000.00	730,000.00	630,000.00	700,000.00
6120 Restricted Contributions/Grants	5,000.00	5,000.00	5,000.00	5,000.00
8000 Rental Income	29,520.00	23,800.00	29,520.00	23,800.00
8710 Refunds for Overpayment	7,500.00	7,500.00	7,500.00	7,500.00
8720 Insurance Reimbursements	29,109.86	34,109.86	29,109.86	29,109.86
8798 Reimbursement From Grants	1,000.00	1,000.00	1,000.00	1,000.00
8799 Other Refunds	20,000.00	20,000.00	20,000.00	20,000.00
8999 Miscellaneous	5,000.00	5,000.00	5,000.00	5,000.00
Subtotal Receipts	21,745,836.15	21,877,067.49	21,201,536.78	21,319,570.04
TOTAL RECEIPTS AND BALANCE FORWARD	$ 35,436,487.23	$ 35,567,718.57	$ 32,325,593.06	$ 32,694,200.19
EXPENDITURES				
1100 Salaries	$ 10,601,564.97	$ 10,593,367.56	$ 11,742,415.60	$ 11,783,540.60
1400 Retirement Benefits	1,476,876.49	1,475,728.85	1,635,861.32	1,641,618.82
1600 Insurance Benefits	2,580,960.93	2,590,817.33	2,600,947.50	2,753,011.81
1900 Other Employee Benefits	59,200.00	59,200.00	59,200.00	60,000.00
TOTAL SALARIES & BENEFITS	14,718,602.39	14,719,113.74	16,038,424.42	16,238,171.23
2100 General Office & Programming Supplies	1,000,500.00	1,100,500.00	1,000,500.00	1,128,592.00
2200 Property Maintenance Repairs	73,500.00	73,500.00	71,000.00	73,500.00
2300 Motor Vehicle/ Fuel Supplies & Parts	40,000.00	40,000.00	40,000.00	40,000.00
TOTAL SUPPLIES	1,114,000.00	1,214,000.00	1,111,500.00	1,242,092.00
3100 Travel & Meeting Expenses	157,500.00	162,500.00	157,500.00	202,500.00
3200 Communications, Printing & Publicity	568,540.00	571,540.00	533,540.00	572,540.00
3300 Property Maintenance	1,827,540.00	1,767,540.00	1,697,540.00	1,796,830.00
3400 Insurance	143,592.00	146,092.00	135,592.00	135,592.00
3500 Rent/Leases	96,245.00	96,245.00	96,245.00	102,245.00
3600 Utilities	446,000.00	446,000.00	446,000.00	446,000.00

Levy proceeds as shown in accounts 1210 and 2210 represent 47% of total budgeted revenue.

Based on actual revenue received to date plus estimates on the remaining distributions for 2024 from the ODT estimate that was released in July, 2024. This represents 48% of total budgeted revenue.

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

Reuben McMillan Free Library Association General Fund Budget Board Meeting of December 12, 2024	**2024** **Adopted** **Budget** 9/12/2024	**2024** **Revised** **Budget** 12/12/2024	**2025** **Proposed** **Budget** 9/14/2024	**2025** **Temporary** **Budget** 12/12/2024
3700 Professional Services	777,561.56	774,647.68	768,117.59	764,772.85
3800 Library Material Control Services	256,250.00	286,250.00	256,250.00	275,975.00
3900 Other Contracts & Purchased Services	30,000.00	32,500.00	25,000.00	25,000.00
TOTAL PURCHASED & CONTRACTED SERVICES	4,303,228.56	4,283,314.68	4,115,784.59	4,321,454.85
4100 Books	886,000.00	633,500.00	889,500.00	900,000.00
4200 Periodicals	33,000.00	33,000.00	32,000.00	40,000.00
4300 Audiovisual Materials	210,000.00	212,000.00	210,000.00	232,000.00
4500 Electronic Information Public Use	1,063,500.00	1,310,500.00	1,061,000.00	1,610,000.00
4600 Interlibrary Loan	45,000.00	48,500.00	45,000.00	55,000.00
4900 Library Material / All Other	15,000.00	15,000.00	15,000.00	15,000.00
TOTAL LIBRARY MATERIALS	2,252,500.00	2,252,500.00	2,252,500.00	2,852,000.00
5500 Furniture & Equipment	100,000.00	100,000.00	70,000.00	100,000.00
5700 Motor Vehicles	50,000.00	50,000.00	50,000.00	170,000.00
TOTAL CAPITAL OUTLAY	150,000.00	150,000.00	120,000.00	270,000.00
7100 Dues & Memberships	60,000.00	60,000.00	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	1,000.00	1,000.00	1,000.00	1,700.00
TOTAL OTHER OBJECTS	74,100.00	74,100.00	74,100.00	74,800.00
8999 Unallocated Appropriations	200,000.00	-	200,000.00	200,000.00
TOTAL EXPENSE	22,812,430.95	22,693,028.42	23,912,309.01	25,198,518.08
9980 Transfers to Building & Repair Fund	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
9999 Transfers to Technology Development Fund	500,000.00	500,000.00	500,000.00	500,000.00
TOTAL TRANSFERS	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00
TOTAL EXPENSE & TRANSFERS	24,312,430.95	24,193,028.42	25,412,309.01	26,698,518.08
Unencumbered Balance Forward	11,124,056.28	11,374,690.15	6,913,284.05	5,995,682.11
TOTAL EXPENSES & BALANCE FORWARD	$ 35,436,487.23	$ 35,567,718.57	$ 32,325,593.06	$ 32,694,200.19

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of December 12, 2024

	2024 Adopted **Budget** 9/12/2024	2024 Revised **Budget** 12/12/2024	2025 Proposed **Budget** 9/12/2024	2025 Temporary **Budget** 12/12/2024
Balance Forward	21,069,766.81	21,069,766.81	19,577,766.81	20,881,266.81
RECEIPTS				
4121 Interest	630,000.00	630,000.00	630,000.00	630,000.00
6112 Contributions	500.00	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	1,000,000.00	1,000,000.00
Total Receipts	1,630,500.00	1,630,500.00	1,630,500.00	1,630,500.00
Total Receipts & Balance Forward	$ 22,700,266.81	$ 22,700,266.81	$ 21,208,266.81	$ 22,511,766.81
EXPENDITURES				
3781 Investment/Banking Fees	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00
5110 Purchase of Land	-	-	-	-
5210 Land Improvements	-	-	-	-
5310 New Buildings	-	-	-	-
5410 Building Improvements/Capital Leases	2,555,000.00	1,370,000.00	2,600,000.00	4,797,700.00
5511 Equipment	300,000.00	300,000.00	300,000.00	300,000.00
8998 Unallocated Appropriation	255,500.00	137,000.00	260,000.00	479,770.00
Total Expenses	3,122,500.00	1,819,000.00	3,172,000.00	5,589,470.00
Unencumbered Balance Forward	19,577,766.81	20,881,266.81	18,036,266.81	16,922,296.81
Total Expenses & Balance Forward	$ 22,700,266.81	$ 22,700,266.81	$ 21,208,266.81	$ 22,511,766.81

See Detail Sheet.

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of December 12, 2024

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 financial 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 $75,000 or more in 2024 require public bidding).

Budget Year	2024	2025
Austintown		
Interior refresh		250,000.00
Roof repairs		40,000.00
HVAC replacement		75,000.00
Poland		
Exterior painting		150,000.00
Exterior carpentry work		50,000.00
Elevator upgrade		275,000.00
Retaining wall repairs		800,000.00
Architectural review repairs		1,000,000.00
East		
Exterior siding/repairs		900,000.00
Parking lot repair		35,000.00
Newport		
HVAC replacement		43,700.00
Brownlee		
Parking lot expansion	120,000.00	
Main		
Masonary repair-20% of total	100,000.00	100,000.00
Sebring		
General updates	100,000.00	50,000.00
Replace carpeting		29,000.00
Reseal and strip all parking lots	50,000.00	
Reserve for unscheduled projects	1,000,000.00	1,000,000.00
Subtotal	$ 1,370,000.00	$ 4,797,700.00
Investment Fees	12,000.00	12,000.00
Furniture/Equipment	300,000.00	300,000.00
Contingency factor of 10%	137,000.00	479,770.00
Total With Contingency	$ 1,819,000.00	$ 5,589,470.00

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of December 12, 2024

	2024 Adopted **Budget** 9/12/2024	2024 Revised **Budget** 12/12/2024	2025 Proposed **Budget** 9/12/2024	2025 Temporary **Budget** 12/12/2024	
Balance Forward	3,860,386.39	3,860,386.39	3,887,353.38	3,871,565.39	
RECEIPTS					
2132 Federal Government/E-Rate	25,687.99	20,000.00	25,687.99	25,000.00	
4122 Interest	30,000.00	20,000.00	30,000.00	20,000.00	
9951 Transfer From Other Funds	500,000.00	500,000.00	500,000.00	500,000.00	
Total Receipts	$ 555,687.99	$ 540,000.00	$ 555,687.99	$ 545,000.00	
Total Receipts & Balance Forward	$ 4,416,074.38	$ 4,400,386.39	$ 4,443,041.37	$ 4,416,565.39	
EXPENDITURES					
3782 Investment/Banking Fees	$ 600.00	$ 700.00	$ 600.00	$ 700.00	
5550 Equipment	528,121.00	528,121.00	528,121.00	519,585.00	
Total Expenses	528,721.00	528,821.00	528,721.00	520,285.00	See Detail Sheet.
Unencumbered Balance Forward	3,887,353.38	3,871,565.39	3,914,320.37	3,896,280.39	
Total Expenses & Balance Forward	$ 4,416,074.38	$ 4,400,386.39	$ 4,443,041.37	$ 4,416,565.39	

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of December 12, 2024

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.

	2024	2025
Upgrades to existing equipment and data-network:		
Annual system wide targeted replacement computers -15%	$ 150,000.00	$ 165,000.00
Public Use Tech Items (such as Xbox, iPad, tablets, laptops)	20,000.00	20,000.00
Replacement self check units	18,000.00	20,000.00
MN maker space or programing area - placemarker	20,000.00	7,000.00
Replacement switches - actual cost prior to e-rate reimbursement	28,000.00	24,500.00
Replace AWE stations with NABI tablets, mounted iPads, and ABC Mouse Stations (as AWE break)	1,400.00	2,800.00
Replace old UPS battery units		5,200.00
New VMWare Servers	3,000.00	3,500.00
Replacement/new laptops/surfaces, as needed (for branch kits and staff use)	60,000.00	60,000.00
Replace MK maker items when needed	2,500.00	2,500.00
Replacement tablets, iPads	4,900.00	4,900.00
Access points (e-rate) - actual cost prior to e-rate reimbursement	3,250.00	2,700.00
Replace one meeting room projector, if needed	5,500.00	5,500.00
Assorted maker space supplies	2,200.00	2,200.00
Network cabling - additional and repairs	16,000.00	16,000.00
Color copiers	2,900.00	2,900.00
Digitization equipment	10,000.00	10,000.00
Mac refresh (laptops/i-pads) for Marketing department	9,500.00	9,500.00
Voice gateways	4,000.00	-
AT&T hardware to migrate branches from copper to cellular for VOIP failover and security upgrade	3,900.00	3,000.00
RFID tags	27,000.00	20,000.00
New door counters	18,400.00	25,300.00
Replacement-MN Genealogy Scanpro	12,600.00	13,000.00
CCTV camera updates	48,960.00	36,150.00
Network rack upgrades at BR, ST, and SP	8,100.00	2,700.00
MN AV hardware (unwarranted)		8,000.00
Contingency (10%)	48,011.00	47,235.00
Investment fees	600.00	700.00
	$ 528,721.00	$ 520,285.00

Whereas, Deborah “Debby” McCullough has served as a dedicated employee of The Public Library of Youngstown & Mahoning County (PLYMC) for 51 years, retiring on August 1st, 2024.

Whereas, Debby’s PLYMC career began in July 1972 as an Apprentice Librarian in training before eventually being assigned to the North branch as a Librarian. In September 1976, she moved to the Science & Industry dept. at Main Library.

Whereas, Debby became Assistant Head Librarian in 1977 in the Readers’ Assistant dept at Main, then promoted to Head Librarian at North branch in January 1979, moving to Head Librarian of Main Library’s Reference dept. in September 1980. From there, she advanced to Regional Coordinator, Adult works/services of the Central Region in April 1985 then moved into the position of Regional Coordinator, Adult Services for all library locations in February 1990.

Whereas, Debby became the Adult Services Specialist for all locations in February 1992 before advancing to the administrative position of Manager of Adult Services in December 1996. Her title changed in December 2012 to Manager of Public Service Operations. before she was promoted to the Library’s Deputy Director, now called Chief Operations Officer, in November 2014. She held this post until her retirement.

Now, Therefore, Be It Resolved, that the Board of Trustees of the Reuben McMillan Free Library Association hereby expresses its respect and admiration to Deborah “Debby” McCullough and, on behalf of the citizens of this community, recognizes his considerable contribution to the library system.

Be It Further Resolved, by the Board of Trustees of the Association, that the following resolution be spread upon the minutes of the Association, and that a copy be presented to Deborah “Debby” McCullough.

Whereas, Kevin Yurchekfrodl has served as a dedicated employee of The Public Library of Youngstown & Mahoning County (PLYMC) for 29 years, retiring on June 30th, 2024.

Whereas, Kevin began his PLYMC career in November 1994 as a Custodian in the Maintenance Department. In January 1999, the position was renamed Maintenance.

Whereas, Kevin was promoted to Maintenance Chief of the Maintenance dept in January 2014, a position he held until his June 2024 retirement.

Now, Therefore, Be It Resolved, that the Board of Trustees of the Reuben McMillan Free Library Association hereby expresses its respect and admiration to Kevin Yurchekfrodl and, on behalf of the citizens of this community, recognizes his considerable contribution to the library system.

Be It Further Resolved, by the Board of Trustees of the Association, that the following resolution be spread upon the minutes of the Association, and that a copy be presented to Kevin Yurchekfrodl.

Whereas, David Foster has served as a dedicated employee of The Public Library of Youngstown & Mahoning County (PLYMC) for 31 years, retiring on July 6th, 2024.

Whereas, David began his PLYMC in December 1992 as a Maintenance Foreman in the Maintenance Department.

Whereas, David was promoted in October 2005 to the Maintenance Dept Supervisor position of Building & Grounds Supervisor. The title was changed to Manager of Facilities & Constructions in December 2012 and to then to Director of Facilities & Construction in November 2014. He has held the position until his July 2024 retirement.

Now, Therefore, Be It Resolved, that the Board of Trustees of the Reuben McMillan Free Library Association hereby expresses its respect and admiration to Davids Foster and, on behalf of the citizens of this community, recognizes his considerable contribution to the library system.

Be It Further Resolved, by the Board of Trustees of the Association, that the following resolution be spread upon the minutes of the Association, and that a copy be presented to David Foster.

December 12, 2024						
Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
NEW EMPLOYEES						
Cooper, Tatiana		Public Service Generalist/MK		15.60	hr	10/14/2024
Detweiler, Olivia		Public Service Generalist/Austintown		15.60	hr	9/16/2024
Esterly, Emily		Public Service Generalist/Austintown		15.60	hr	10/14/2024
Headley, Ella		Material Handler/Newport		15.00	hr	9/16/2024
Jones-Burney, Victoria		Culinary Arts Cred Specialist/MN		21.13	hr	9/16/2024
Pond, Margaret		Public Service Generalist/TCC MN		15.60	hr	10/14/2024
Sharp, Kira		HR Spec Labor & Emp Relations/Admin		63,500.00	yr	9/24/2024
Shaver, Jordan		Chief Operations Officer/Admin		86,376.00	yr	10/14/2024
Shipton, Julia		Librarian 1/Austintown		22.18	hr	10/14/2024
Wagner, Ciara		Public Service Generalist/Newport		15.60	hr	9/16/2024
TRANSFERS & CHANGES IN RATE						
Barrett, Andrew	Maintenance Chief/Maintenance	Asst Facilities Manager/Admin	25.23	28.26	hr	10/28/2024
LEAVE OF ABSENCE						
Cunningham, Kathy	Public Service Generalist/Newport					10/7/2024
Wirtz, Cassandra	Public Service Generalist/MN					9/9/2024
RETURN FROM LEAVE OF ABSENCE						
Cunningham, Kathy	Public Service Generalist/Newport					11/18/2024
Wirtz, Cassnadra	Public Service Generalist/MN					11/19/2024
RESIGNATIONS & TERMINATIONS						
Ayers, Lily	Librarian 1/MK					7/5/2024
Maderitz, Rosemarie	Public Service Generalist/MN					11/6/2024
McLaughlin, Megan	Public Service Generalist/BR					10/2/2024
Platt, Linday	Librarian 7/MK					8/30/2024