The Public Library of Youngstown & Mahoning County

Board of Trustee Meeting

Boardman Library Meeting Room/Zoom

December 14, 2023

4:00 pm

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 14 2023 Board of Trustee Meeting

Minutes

C Weimer

Motion to approve the minutes of the September 14, 2023 meeting as written and distributed

Sept 14 Minutes

Consent Agenda

C Weimer

Motion to approve the updated/amended Finance Board Policies

Board Policy 208

Board Policy 210

Board Policy 211

Board Policy 213

Board Policy 214

Board Policy 730

Chief Financial Officer's Report

M Mrofchak

Motion to approve the Chief Financial Officer's Report

CFO Report

Director & Chief Executive Officer's Report

A Fifarek

2023-12 December Director & CEO's Report

Committee Reports

Finance, Audit & Investment Committee

J Meehan

2023 Revised Appropriations

Motion to approve

General Fund

Budget - December 14

Building & Repair Fund

Technology Development Fund

2024 Temporary Appropriations

Motion to approve

General Fund

Building & Repair Fund

Technology Development Fund

Motion to transfer $1,000,000.00 from the General Fund to the Building & Repair Fund.

Motion to transfer $500,000.00 from the General Fund to the Technology Development Fund

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

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

Motion to approve the review of Board Policy 212, Investment Policy Statement with no changes

Board Policy 212

Service & Personnel Committee Motion recommending the adoption of the proposed resolution recognizing the retirement of Diane Vicarel		T Frost
D Vicarel Resolution		
Bylaws Committee	Update	T Frost
Building & Sites Committee	Update	T Dimascio
Development Committee	Update	A Blackann
Nominating Committee	Update	A Benyo
Executive Committee	Update	C Weimer
Motion recommending the 2024 Annual Board Meeting be held on February 8, 2023		C Weimer
Report from Legal Counsel		M Boetcher
Items Too Late for the Agenda		C Weimer
Appointments, Tranfers, Resignations, etc Motion to approve		C Weimer
Appointments, Transfers, Resignations, etc.		
Adjournment Motion to adjourn		C Weimer

MINUTES

September 14, 2023

The regular meeting of the Board of Trustees of the Reuben McMillan Free Library Association was held on September 14, 2023 at 4:05 p.m. in the meeting room of the Canfield Library and via zoom. Presiding over the meeting in person was Board President Carole Weimer with the following members present: Alex Benyo, Alexa Sweeney Blackann, Terry Dimascio, Tom Frost, Judy Schmutz, JoAnn Stock, and Ralph Meacham. Present via zoom were: Delores Crawford, and Ron Strollo. Absent were: Tim Bresnahan, Jim Meehan, Mariel Sallee, Jamie Viano, 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, a few staff members and a few concerned citizens.

J. Schmutz made a motion to approve minutes of the June 8, 2023 meeting as written and distributed. A. Sweeney Blackann seconded the motion and the motion carried.

Mariel Sallee joined the meeting on zoom.

A. Benyo made a motion to change the order of the agenda and move up Items too Late for the Agenda since there were three people who requested to address the Board at the meeting. A. Sweeney Blackann seconded the motion and the motion passed.

The three speakers who addressed the Board were:

1. Robert Mastriana
   Subject: Poland Library Design Issues
2. Larry Warren
   Subject: Poland Library Historical Context
3. Jason Doctor
   Subject: Exterior and Interior Lighting Issues

M. Mrofchak presented the Chief Financial Officer's Report. Receipts in the General Fund through July 31st were $13,594,029.37. The two major components of revenue within the General Fund are real estate collections, which were $6,125,705.06 and the Public Library Fund, which was $6,405,463.50. The final settlement for the second half real estate tax collections is being finalized. Rollback reimbursements due to the library have been sent to the state for processing. The Library's PLF distribution for July was above our estimate by 7% (August's distribution was 3% above our estimate) - the State of Ohio continues to see the trend of revenues exceeding projections. The PLF percentage is now set in codified state law at 1.7% of the state's General Revenue Fund (GRF). Adding receipts to the balance forward brought the total available for expenditure to $27,016,379.35. Expenditures thus far were $10,610,286.47 with an additional amount reserved through encumbrances for outstanding obligations of $2,357,876.19.

The Building and Repair Fund posted receipts of $349,596.00 through July 31st from investment income and contributions. Adding receipts to the balance forward brought the total available for expenditure to $19,591,520.63. Expenses in the fund were for investment fees and costs associated with building improvements and equipment purchases in the amount of $1,275,828.02 with an additional amount encumbered for projects of $531,731.25.

The Technology Development Fund posted receipts of $26,803.85 through July 31st from federal E-Rate and investment income. The balance forward brought the total available for expenditure to $3,389,706.08. Expenditures for investment fees and equipment totaled $94,509.99. The encumbrances for outstanding obligations as of July 31st were $33,690.08 for this fund.

The amount on deposit at First National Bank at July 31st was $19,461,732.48 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 was paying interest at an annual percentage yield of .49% and the money market account was paying 1.36% respectively.

The amount held at Farmers National Bank in the checking account at July 31st was $25.00. In addition, there is a CD in the amount of $848,971.02 with an interest rate of .35% as well as investments held in the CDARS program of $5,553,688.51 which were earning interest at rates ranging from 2.79% to 4.25%.

The amount held at Farmers Trust for investment at July 31st was $11,836,923.28 and was earning yields at rates ranging from 2.91 to 4.94%.

As of July 31st, the Library Foundation account received $169,704.66 from trust distributions, interest income and donations. Expenditures totaled $34,110.66 leaving a balance forward of $1,543,577.18. Of that amount, $1,190,394.86 is restricted to honoring the requests of donors. J Schmutz made a motion to approve the CFO's report. A. Duskey seconded the motion with all members voting unanimously.

Director & CEO A. Fifarek referenced her written report that was included in the board packet.

Director & CEO's Report

September 8, 2023

Upcoming Events

- There are still tickets available for our Evening with David Baldacci, September 21st at Main

Library. He will be talking about his most recent book, Simply Lies. [Register today](!)

- Hispanic Heritage Month runs from September 15 to October 15. We will offer programs throughout the county. Patrons can pick up a passport at the first Hispanic Heritage Month program they attend will receive stamps in their passport for each program attended.
- Tailgate at the Library – Before you go to see the YSU take on Robert Morris on September 16, come to Main Library and enjoy all ages crafts and activities. Go Guins!
- Drop-In Public Input Sessions for Strategic Planning will be happening at Newport (9/19, 4-6pm), Brownlee Woods (9/20, 2-4pm), and Sebring (9/25, 3-5pm) Libraries.
- The East Friends will be hosting their Lavender and Lace Feast of Salads September 23rd 1-3pm at Main Library. Tickets are $20, with all proceeds supporting the Friends of the Library.

Find all library and friends events at https://www.libraryvisit.org/happenings/.

Invitation for Trustees – Staff Day Lunch

We are preparing for our upcoming Staff Day Education Event, and you're invited! Staff would like the opportunity to meet our Trustees and thought the best way to do that would be to extend an open invitation for lunch where you can mix and mingle with staff from all our libraries. The event is on Wednesday, November 15 at Main Library. If you are available to attend, please let me know. We will get you on the list and provide you with information on food options.

Operations Division – Buildings, Collections, and Facilities

- **Poland** branch resumed normal hours of operation on August 14, 2023 following the closing for painting, carpeting, updating electrical and lighting. Programs since opening have been well attended and people expressed great satisfaction with the building during our recent community input session. The library's clock tower is due to be repaired in October.

- **East** continues to positively impact students, recently hosting a clothing and school supply giveaway. At the National level, supervisor Amy Bowers continues her work on the Urban Libraries Council and National Summer Learning Association cohort working to bring STEM experiences to underserved middle-school aged children.

- GPD Group, Youngstown, was selected to evaluate the state of East Library's exterior and provide an analysis remediation plan. We should know more about the extent of the project work needed later this fall.

- At **Michael Kusalaba** this year's Makers Academy has Makerspace stats on the rise and on track to match or surpass pre-COVID levels soon. They have a healthy competition going with the DIY Space team at Main Library who are hosting their own Academy this year. MK Staff continue to build relationships in the community, regularly attending the meetings of all three West Side neighborhood groups (Rocky Ridge, Nosey Neighbors, Garden District) and some Youngstown Health Improvement Zone meetings.

- **Springfield** supervisor Jenni Hemphill has wrapped up another summer in Welker Park, where she represented the library during New Middletown's biggest event of the year (National Night Out) and offered story times. Springfield also celebrated its recent makeover with new service desks with an open house and hosted not one but three K9 officers and 34 attendees during its National K9 Day program.

- Visitors to **Main** have been on the increase this summer. Main Library staff welcomed over a hundred YSU International students again this year to promote library services, card signup, and to give a tour of what Main Library has to offer students.

Experience Division – Community Engagement, Family Engagement, Events & Partnerships, and Marketing

- The Sensory Room at Boardman has been used 76 times during its first month, including by many first-time library users. Twenty families completed a survey with unanimous agreement that the sensory room is a valuable resource and with high quality staff support. They all also reported that they plan to use the space again. Word is spreading online as well. The Library's post promoting the open house received 227 shares which helped us reach 24,876 Facebook users.

- The Summer Discovery program ended on July 31 with 3,583 participants, up 66%! Growth was seen in every age group, and at every branch that was fully open. Even with increased registration, the finisher rate of 33.8% is comparable to last year's rate of 35.6%. About 800 people joined in the Finisher Celebrations, which included games, activities and an ice cream truck.

- Saving Paper and Ink - Recently, the Library's rep from ABC reached out about upgrading the marketing team's printer. We received an updated quote including printing impressions, which is the total number of colors used per sheet (one color = one impression). In 2019, we were quoted for 148,500 impressions per quarter. Occasionally, we exceeded that amount. Today, based on our current usage, we were quoted for 76,800 impressions per quarter. By printing less, we've been able to save paper and ink as well as implement digital marketing tactics when appropriate.

- We have added White House Fruit Farms to the Pop-Up schedule. We've visited twice and will be back on September 20th, 11:00 AM to 1:00 PM.

- We've added Main Library back to the Mobile Market schedule. They will be here on

September 14th at 11:00 AM. We are also trying out Springfield to explore the interest in that community.

Finance Division

Please see the CFO's report included in the packet.

IT Division

The 2022-2023 E-Rate cycle closed with PLYMC receiving over $100,000 in reimbursement funds for internet access, network hardware and associated licensing purchased. The Federal program reimburses 90% of our internet costs and 85% of the cost for allowed network costs. Reimbursement rates are calculated based on Mahoning County's poverty level.

2023-2024 cycle is in progress now. We received preliminary approval for approximately $90,000 in reimbursements this year. Hardware has been purchased and is being deployed now by the IT Team. Thanks to CTO Tom Casey for his valuable work as PLYMC's E-Rate Manager.

Human Resources – Personnel and Professional Development

Our efforts from last year have paid off handsomely! After starting the year with 30 open positions we now have one. We've gone from 88% staffed to 99.5% staffing in 9 months and have a turnover rate of 3.5%. Thank you for your efforts in helping us recruit and retain staff.

Professional Development

- All Supervisors and PSMs have enrolled in an 8-week course on successfully managing libraries which begins on October 17th and runs until December 5th. The course focuses on fundamentals of staff relationships and management, HR Policies and processes, and leading teams through change.

Safety & Security

- Our new Safety and Security Specialist Darren DeBolt is already making a big impact on our preparedness by conducting one real life, system wide, tornado drill and a fire drill at Main. And updating our security training and checklists systemwide. We will be conducting fire drills at the rest of the branches during October, which is Fire Safety Month.

Personnel Changes

- Retirements: 1
    - Sybil Torella; Public Service Specialist 1; 22 Years 11.5 Months
- Resignations: 6
    - 1 for family reasons, 2 relocated out of state, 3 left for new positions (1 in a

different industry 1 for a promotional opportunity at another library),

- New Hires: 12
  - Darren DeBolt; Safety and Security Specialist
  - Cassandra Wirtz; Public Service Generalist 1
  - Andrea Sargent; Material Handler
  - Ben Corll; BR Supervisor
  - Rachael Warino; Public Service Generalist 1
  - Naomi Greskovich; Public Service Generalist 1
  - Chloe Miklos; Public Service Generalist 1
  - Renae Ault; CM Supervisor
  - Rachael Estudante; Community Wellness and Health Literacy Specialist
  - Imagin Whitehouse; Public Service Generalist 1

Promotional Selections:

- Steven Kather- From TCC Generalist 1 to Patron Advisor
- Lily Henderson- From Public Service Generalist 1 to Public Service Specialist 1
- Ken Longmore- From Public Service Generalist 1 to Patron Advisor
- Francesca DApolito- From PT Librarian 1 to FT Librarian 1

CEO's Office – CEO, Development, and Strategic Communications

Strategic Communications – Media and Government Relations

- Held five strategic plan community conversations: Greenford, Canfield, Michael Kusalaba, Main and Poland Libraries.

- Compiling Survey Reponses. As of this writing, we have received 768 responses that community members have turned in written or online. They are giving us good data on how people are using our services as well as suggestions for enhancement. Overall, people love their library!

CEO's Activities

Local

- Greenford Fireman's Festival/Community Input Session – August 15
- Meeting with Austintown School Leadership about after-school – August 16
- Lattes and Legislators Chamber event with Sen. Rulli – August 21
- Canfield Community Input Session – August 22
- Greenford Township Trustee Meeting – August 22
- Michael Kusalaba Community Input Session – August 30

- Meeting with Dionne Dowdy of United Returning Citizens – August 31
- Main Community Input Session – September 6
- Poland Community Input Session – September 7

State
- n/a

National
- n/a

A. Fifarek announced that the Library had won two awards for the Main Renovation Project – AIA Ohio second place 2023 People's Choice Award and second place in the category of additions, renovations, and restorations.

C. Weimer announced that there were still tickets available to the Literary Society Event on September 21, 2023. C. Weimer reminded the trustees that part of their obligation to be a trustee is to support Library events. She would also like for all trustees to become members of the Friends of the Library organization. Applications will be sent to all trustees.

In the absence of J. Meehan, Chair of the Finance, Audit, and Investment Committee, T. McBane presented the 2023 revised appropriations and the 2024 proposed appropriations. A. Benyo made a motion to approve the total of $22,357,515.39 in the General Fund for 2023. A. Sweeney Blackann seconded the motion and the motion carried. A. Benyo moved to approve the appropriations in the Building & Repair Fund of $2,972,637.10. J. Schmutz seconded the motion and the motion passed. T. Frost made a motion to approve the Technology Development Fund appropriations of $341,215.00. J. Schmutz seconded the motion with all members voting aye.

For 2024, J. Schmutz made a motion to approve the appropriations totaled $22,983,683.77 in the General Fund. D. Crawford seconded the motion with all members voting unanimously. D. Crawford moved to approve the appropriations in the Building & Repair Fund of $2,928,637.10. T. Dimascio seconded the motion and the motion passed. T. Dimascio made a motion to approve the Technology Development Fund appropriations of $341,215.00. A. Benyo seconded the motion and the motion carried.

T. Frost made a motion recommending adoption of a resolution accepting the amounts and rates determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

RESOLVED, By the Board of Trustees of Youngstown and Mahoning County Library, Mahoning County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget or has been granted the authority by the Mahoning County Budget Commission *to waive this requirement for the next succeeding fiscal year commencing January 1, 2024; and*

WHEREAS, The Budget Commission of Mahoning County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of Youngstown and Mahoning County Library, Mahoning County, Ohio, that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Fund	Amount Approved by Budget Commission Inside 10 Mill Limitiation	Amount To Be Derived from Levies Outside 10 Mill Limitation	County Auditor's Estimate of Tax to be Levied Inside 10 Mill Limit	County Auditor's Estimate of Tax to be Levied Outside 10 Mill Limit
General Fund		10,224,375		2.40
Total		**$ 10,224,375**		**2.40**

T. Dimascio seconded the motion and the motion passed.

T. Frost, Chair of the Service & Personnel Committee, gave an update on the new evaluation form for the Director & CEO. The form will be used during the next evaluation later this year.

A. Benyo, Chair of the Nominating Committee, informed everyone of Mary Lou Reyes' resignation from the Board. C. Weimer made a motion to accept the resignation of Mary Lou Reyes dated August 22, 2023. J. Stock seconded the motion with all members voting aye.

A. Sweeney Blackann made a motion to nominate Denise Glinatsis Bayer to the seat vacated by Mary Lou Reyes expiring January 2025. T. Frost seconded the motion with all members voting unanimously.

T. Dimascio, Chair of the Building & Sites Committee, updated everyone on what is left to do with the Poland renovation and the upcoming work needed at the East branch.

A. Benyo made a motion to approve the Appointments, Transfers, and Resignations. T. Dimascio seconded the motion and the motion carried.

There being no further business, a motion was made by J. Schmutz to adjourn the meeting, seconded by A. Sweeney Blackann with all voting aye and the meeting concluded at 5:06 p.m.

____
Carole Weimer, President

Attested by:

____
Tina McBane, Secretary

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FOUNDATION INVESTMENTS

Substantially all of the endowment assets of the Reuben McMillan Free Library Association ("Library") shall be held in a separate fund of the Library known as The Library Foundation. The assets of the Foundation may be further divided into separate Funds of the Foundation as determined from time to time by the Board of Directors, as advised by the Finance, Audit and Investment Committee. The Board shall appoint a trust company or bank with fiduciary powers to act as Trustee of the Foundation and custodian of the assets of the Foundation. The Board may appoint multiple Trustees and may remove any Trustee and appoint one or more successor Trustees. The Board may appoint one or more Trust Investment Managers or Advisors to manage a portion or all of the Trust. Only a bank with fiduciary powers, a trust company, an insurance company qualified to do business in New York and Ohio, or a registered investment advisor under the Investment Advisors act of 1940 may serve as a Trust Investment Manager or Advisor, and then only if it has acknowledged in writing that it is a fiduciary concerning the investments. Investment responsibility may also be assigned to Library Directors, Trustees of the Trust fund and/or the Finance, Audit and Investment Committee. The Board, as advised by the Finance, Audit and Investment Committee, shall from time to time declare one or more investment policies to govern the investment management of the Foundation and the Library shall advise all Trustee(s), investment managers and advisors of the current investment policies governing the assets in their charge.

ADOPTED BY LIBRARY BOARD OF DIRECTORS JULY 6, 1994
AMENDED BY THE BOARD OF TRUSTEES JUNE 10, 2004
AMENDED BY THE BOARD OF TRUSTEES APRIL 25, 2007
REVIEWED BY THE BOARD OF TRUSTEES DECEMBER 14, 2023

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CHIEF FINANCIAL OFFICER

The Library shall appoint a Chief Financial Officer who shall serve as the Library's fiscal officer. The Library shall appoint a Deputy Financial Officer who shall serve as the Library's deputy fiscal officer. The appointments of the Chief Financial Officer and Deputy Financial Officer shall be made by the Library's Executive Director in conjunction with the President of the Board of Trustees.

A surety bond of ~~$25,000~~ at least $50,000 each for the Chief Financial Officer and Deputy Financial Officer is to be executed, payable to the Board, and conditioned for the faithful performance of the official duties required of them.

The Chief Financial Officer shall also serve as the Prevailing Wage Coordinator in the course of construction projects where the ORC requires prevailing wages be paid by the contractors or subcontractors to their workers.

ADOPTED BY BOARD OF TRUSTEES DECEMBER 27, 1987
AMENDED BY BOARD OF TRUSTEES JUNE 8, 2000
AMENDED BY BOARD OF TRUSTEES JUNE 12, 2008
AMENDED BY BOARD OF TRUSTEES MAY 31, 2012
AMENDED BY BOARD OF TRUSTEES JUNE 10, 2021
AMENDED BY BOARD OF TRUSTEES DECEMBER 14, 2023

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INVESTMENTS

The Library shall invest proceeds from the Mahoning County Public Library Fund in accordance with Ohio Revised Code Section 135.14 et seq. as amended from time to time, this policy, and other written administrative procedures as adopted from time to time.

ADOPTED BY BOARD OF TRUSTEES SEPTEMBER 12 1996
AMENDED BY BOARD OF TRUSTEES, JUNE 12, 2003
AMENDED BY BOARD OF TRUSTEES, SEPTEMBER 21, 2006
AMENDED BY BOARD OF TRUSTEES, JANUARY 28, 2010
AMENDED BY BOARD OF TRUSTEES, SEPTEMBER 8, 2011
REVIEWED BY BOARD OF TRUSTEES DECEMBER 14, 2023

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Fund Balance Policy

When expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it shall be the policy of the Reuben McMillan Free Library to consider restricted amounts to have been reduced first. When expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Reuben McMillan Free Library Association that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

ADOPTED BY THE BOARD OF TRUSTEES DECEMBER 11, 2014
REVIEWED BY THE BOARD OF TRUSTEES DECEMBER 14, 2023

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CREDIT CARD USE POLICY

The Library maintains a credit card account through a financial institution. Cards have been issued to the Administrative Office as follows: "Director" and "Fiscal". The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by state law and board policy. Library credit cards must be used for a proper Library purpose and personal use of Library credit cards is strictly prohibited.

The ~~Executive~~ Director & Chief Executive Officer and Chief ~~Fiscal~~ Financial Officer are the authorized users of these cards. Cards may be used by administrative staff with the prior approval of the ~~Executive~~ Director & Chief Executive Officer or Chief ~~Fiscal~~ Financial Officer only. Cards are to be used for expenses related to Library business. This includes, but is not limited to, expenses incurred in travel for the Library or for purchases of goods or services from vendors requiring the securing of payment prior to the ordering or purchase of these goods or services.

A requisition for a purchase order shall be submitted to the ~~Fiscal~~ Financial Office following standard purchase order procedures. All receipts for purchases must be turned in to the ~~Fiscal~~ Financial Office within five (5) business days of the purchase.

Any misuse of the credit card may be subject to disciplinary action, termination of employment, and referral for criminal prosecution. Any rewards for usage of the credit card belong to the Reuben McMillan Free Library Association.

ADOPTED BY THE BOARD OF TRUSTEES JUNE 8, 2017
AMENDED BY THE BOARD OF TRUSTEES DECEMBER 14, 2023

Board Policy #730

PROCEDURE FOR GENERAL REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

The Library will honor a procedure congruent with the procedure stated from time to time in Section 153.68 of the Ohio Revised Code, as amended, or succeeding statute, allowing professional design services and design-build firms to maintain a current statement of qualifications on file with the Library. The Library shall issue a general Request for Statements of Qualifications from qualified architectural firms and engineering firms or surveyors by January 31 of each calendar year for projects anticipated to be under ~~$50,000~~ $75,000. Section 153.68 of the Ohio Revised Code provides that the Library may institute prequalification requirements for professional design firms seeking to provide services to the Library and may require that each prequalified firm maintain a current statement of qualifications on file with the Library. The prequalification requirements shall be based on factors outlined in Section 153.65 (D) of the Ohio Revised Code. Firms will be ranked and negotiations will begin with the firm ranked most qualified in accordance with the provisions of Ohio Revised Code Section 153.69.

ADOPTED BY BOARD OF TRUSTEES MAY 3, 2016
AMENDED BY BOARD OF TRUSTEES DECEMBER 14, 2023

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

September 30, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	September	Jan-Sept	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023	$ 1,027,133.25	$	$ 1,027,133.25	$	$ 1,027,133.25	$	$
Balance Forward January 1, 2023		12,395,216.73	12,395,216.73		12,395,216.73		
RECEIPTS							
1210 General Property Tax - RE Gross		9,325,705.06	9,325,705.06	102,224.47	9,327,929.53		(2,224.47)
1250 Tangible Personal Property Tax		0.00	0.00	0.00	0.00		0.00
2130 Federal Government/Grant		900.00	900.00	0.00	659.49		240.51
2131 Federal Government/Grant E-Rate		150,000.00	150,000.00	17,437.99	166,000.26		(16,000.26)
2170 Federal Grants Restricted		150,000.00	150,000.00	0.00	50,000.00		100,000.00
2200 State of Ohio/PLF		9,782,586.15	9,782,586.15	977,668.09	8,159,544.51		1,623,041.64
2210 State of Ohio/TLR/Rollback & Homestead		936,577.74	936,577.74	2,860.93	469,437.27		467,140.47
3110 Patron Fines & Fees		18,000.00	18,000.00	1,612.24	15,352.33		2,647.67
3140 Copy Machines		500.00	500.00	0.00	23.77		476.23
3141 Debit Card Machines		60,000.00	60,000.00	6,496.47	54,708.44		5,291.56
3199 Other Patron Fees		7,900.00	7,900.00	725.52	6,403.63		1,496.37
4120 Interest		480,000.00	480,000.00	60,834.73	465,823.32		14,176.68
6120 Restricted Contributions/Grants		30,000.00	30,000.00	0.00	28,500.00		1,500.00
8300 Rental Income		25,020.00	25,020.00	10,500.00	12,000.00		13,020.00
8720 Insurance Reimbursements		22,264.32	22,264.32	1,749.92	17,679.82		4,584.50
8799 Other Refunds		40,000.00	40,000.00	204.19	29,415.35		10,584.65
8999 Miscellaneous		5,000.00	5,000.00	441.48	2,816.46		2,183.54
TOTAL RECEIPTS	0.00	21,034,453.27	21,034,453.27	$ 1,182,756.03	18,806,294.18	$ 0.00	$ 2,228,159.09
TOTAL RECEIPTS & BALANCE	$ 1,027,133.25	$ 33,429,670.00	$ 34,456,803.25		$ 32,228,644.16		
EXPENDITURES							
1100 Salaries	$ 89,674.94	$ 9,733,819.26	$ 9,823,494.20	$ 776,641.23	$ 7,245,984.80	$ 71,837.88	$ 2,505,671.52
1400 Retirement Benefits	64,907.39	1,355,571.18	1,420,478.57	102,892.15	945,689.97	0.00	474,788.60
1600 Insurance Benefits	209,385.52	2,155,508.86	2,364,894.38	378,477.20	1,950,677.00	18,687.59	395,529.79
1900 Other Employee Benefits	1,679.00	44,200.00	45,879.00	976.50	18,194.05	4,469.00	23,215.95
TOTAL SALARIES & BENEFITS	365,646.85	13,289,099.30	13,654,746.15	1,258,987.08	10,160,545.82	94,994.47	3,399,205.86
2100 General & Administrative Supplies	111,475.82	852,000.00	963,475.82	73,157.17	410,847.35	221,316.44	331,312.03
2200 Property Maintenance Repairs	2,844.83	60,000.00	62,844.83	6,461.64	52,366.32	6,881.20	3,597.31
2300 Motor Vehicle/Fuel Supplies & Parts	12,934.21	40,000.00	52,934.21	2,424.23	18,669.85	13,878.31	20,386.05
TOTAL SUPPLIES	127,254.86	952,000.00	1,079,254.86	82,043.04	481,883.52	242,075.95	355,295.39
3100 Travel & Meeting Expenses	4,106.88	153,380.00	157,486.88	4,611.87	66,057.02	10,877.34	80,552.52
3200 Communications, Printing & Publicity	44,838.38	502,040.00	546,878.38	20,343.48	239,221.34	183,886.84	123,770.20
3300 Property Maintenance	111,414.51	1,374,000.00	1,485,414.51	130,806.31	856,827.23	291,908.08	336,679.20
3400 Insurance	2.00	122,480.00	122,482.00	86,956.75	94,690.75	0.00	27,791.25
3500 Rents/Leases	621.78	96,245.00	96,866.78	10,514.00	22,454.55	50,601.25	23,810.98
3600 Utilities	30,618.06	521,000.00	551,618.06	37,082.00	284,380.45	30,861.17	236,376.44
3700 Professional Services	87,870.13	734,321.09	822,191.22	6,850.26	299,127.90	112,472.69	410,590.63
3800 Library Material Control Services	15,425.59	229,150.00	244,575.59	0.00	200,891.80	35,179.17	8,504.62
3900 Other Contracts/Purchased Services	763.66	17,000.00	17,763.66	2,270.56	13,526.99	1,358.44	2,878.23
TOTAL PURCHASED/CONTRACTED SVCS	295,660.99	3,749,616.09	4,045,277.08	299,435.23	2,077,178.03	717,144.98	1,250,954.07

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

September 30, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	September	Jan-Sept	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	146,541.13	862,000.00	1,008,541.13	51,355.82	282,241.32	222,349.18	503,950.63
4200 Periodicals	1,763.81	32,000.00	33,763.81	768.72	24,268.09	4,807.26	4,688.46
4300 Audio Visual	27,125.18	206,000.00	233,125.18	13,881.33	81,744.36	90,976.58	60,404.24
4500 Electronic Information/Public Use	42,243.55	1,025,500.00	1,067,743.55	133,225.65	704,315.74	189,140.76	174,287.05
4600 Interlibrary Loan	7,000.00	45,000.00	52,000.00	0.00	41,152.39	1,430.04	9,417.57
4700 Library Material Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4900 Library Material/All Other	0.00	14,000.00	14,000.00	168.95	11,095.63	7.00	2,897.37
TOTAL LIBRARY MATERIALS	224,673.67	2,184,500.00	2,409,173.67	199,400.47	1,144,817.53	508,710.82	755,645.32
5500 Furniture & Equipment	3,219.52	250,000.00	253,219.52	38,126.28	173,003.97	64,436.37	15,779.18
5700 Motor Vehicles	616.36	155,000.00	155,616.36	0.00	0.00	0.00	155,616.36
TOTAL CAPITAL OUTLAY	3,835.88	405,000.00	408,835.88	38,126.28	173,003.97	64,436.37	171,395.54
7100 Dues & Memberships	10,061.00	48,200.00	58,261.00	245.00	30,584.54	9,051.46	18,625.00
7200 Taxes & Assessments	0.00	21,600.00	21,600.00	0.00	21,048.47	0.00	551.53
7500 Refunds & Reimbursements	0.00	6,500.00	6,500.00	0.00	124.16	0.00	6,375.84
7900 Other Miscellaneous	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER OBJECTS	10,061.00	77,300.00	87,361.00	245.00	51,757.17	9,051.46	26,552.37
8999 Unallocated Appropriations	0.00	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL EXPENSES	1,027,133.25	20,857,515.39	21,884,648.64	1,878,237.10	14,089,186.04	1,636,414.05	6,159,048.55
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	$ 1,027,133.25	22,357,515.39	23,384,648.64	1,878,237.10	14,089,186.04	$ 1,636,414.05	$ 7,659,048.55
ENCUMBERED BALANCE FORWARD					1,636,414.05		
BALANCE FORWARD		11,072,154.61	11,072,154.61		16,503,044.07		
TOTAL EXPENSES/TRANSFERS/BALANCES		$ 33,429,670.00	$ 34,456,803.25		$ 32,228,644.16		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Building Repair Fund
September 30, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	September	Jan-Sept	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023	$ 1,321,043.62	$	$ 1,321,043.62	$	$ 1,321,043.62	$	$
Balance Forward January 1, 2023		17,920,881.01	17,920,881.01		17,920,881.01		
RECEIPTS							
4121 Interest	0.00	400,000.00	400,000.00	54,790.00	413,804.15	0.00	(13,804.15)
6112 Contributions	0.00	50,000.00	50,000.00	0.00	100.00	0.00	49,900.00
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		1,450,000.00	1,450,000.00	$ 54,790.00	413,904.15	0.00	1,036,095.85
TOTAL RECEIPTS & BALANCES	$ 1,321,043.62	$ 19,370,881.01	$ 20,691,924.63		$ 19,655,828.78	$ 0.00	$ 1,036,095.85
EXPENDITURES							
3781 Investment/Banking Fees	$ 0.00	$ 12,000.00	$ 12,000.00	$ 850.58	$ 7,869.02	$ 0.00	$ 4,130.98
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	1,289,065.52	2,418,761.00	3,707,826.52	232,789.71	1,572,345.37	167,432.80	1,968,048.35
5511 Equipment	31,978.10	300,000.00	331,978.10	0.00	53,180.36	0.00	278,797.74
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	241,876.10	241,876.10	0.00	0.00	0.00	241,876.10
TOTAL EXPENSES	1,321,043.62	2,972,637.10	4,293,680.72	$ 233,640.29	1,633,394.75	$ 167,432.80	$ 2,492,853.17
ENCUMBERED BALANCE FORWARD					167,432.80		
BALANCE FORWARD	0.00	16,398,243.91	16,398,243.91		17,855,001.23		
TOTAL EXPENSES & BALANCES FORWARD	$ 1,321,043.62	$ 19,370,881.01	$ 20,691,924.63		$ 19,655,828.78		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Technology Development Fund
September 30, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	September	Jan-Sept	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023	$ 18,536.02	$	$ 18,536.02	$	$ 18,536.02	$	$
Balance Forward January 1, 2023		3,344,366.21	3,344,366.21		3,344,366.21		
RECEIPTS							
2132 Federal Grant Government/E-Rate	0.00	40,000.00	40,000.00	0.00	37,741.84	0.00	2,258.16
4122 Interest	0.00	25,000.00	25,000.00	0.00	14,750.00	0.00	10,250.00
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	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL RECEIPTS		565,000.00	565,000.00	$ 0.00	52,491.84	0.00	512,508.16
TOTAL RECEIPTS & BALANCES	$ 18,536.02	$ 3,909,366.21	$ 3,927,902.23		$ 3,415,394.07	$ 0.00	$ 512,508.16
EXPENDITURES							
3782 Investment/Banking Fees	$ 0.00	$ 600.00	$ 600.00	$ 57.87	$ 436.89	$ 0.00	$ 163.11
5550 Equipment	18,536.02	340,615.00	359,151.02	6,822.10	101,011.00	47,167.37	210,972.65
TOTAL EXPENSES	18,536.02	341,215.00	359,751.02	$ 6,879.97	101,447.89	$ 47,167.37	$ 211,135.76
ENCUMBERED BALANCE FORWARD					47,167.37		
BALANCE FORWARD	0.00	3,568,151.21	3,568,151.21		3,266,778.81		
TOTAL EXPENSES & BALANCE FORWARD	$ 18,536.02	$ 3,909,366.21	$ 3,927,902.23		$ 3,415,394.07		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

September 30, 2023

Petty Cash - General Fund	$ 456.00	
Change/Branches/Petty Cash - General Fund	4,494.00	
All other investments & bank accounts - General Fund	18,134,508.12	
Balance, General Fund		$ 18,139,458.12
Balance, Building & Repair Fund		18,022,434.03
Balance, Technology Development Fund		3,313,946.18
		39,475,838.33
Bank Error		0.00
PayPal fees		(27.00)
Bank debits/credits		(69,211.85)
NSF checks		0.00
Merchant E-Solutions/Section 125 funding/Square/Stripe		(11.74)
Investment earnings		0.00
Total Cash and Investment all Funds per Library		$ 39,406,587.74
Bank Balance - Checking Farmers National Bank	25.00	
Balance on Deposit Farmers National Bank		$ 25.00
Bank Balance - Checking First National Bank	450,078.93	
Bank Balance - Sweep Account - First National Bank	10,050,963.65	
Bank Balance - Money Market - First National Bank	10,715,297.42	
Bank Balance - Escrow - First National Bank	0.00	
Bank Balance - Employee Section 125 Funding Account First National	10.00	
Outstanding Funding Register - Section 125 Account First National	0.00	
Deposits in Transit From Merchant E-Solutions/Sierra to First National Bank	47.66	
Deposit in Transit/Bank Debit	0.00	
Outstanding Checks - First National Bank - Operating Funds	(122,402.78)	
Balance on Deposit First National Bank		21,093,994.88
Investment Descriptions		
Bank Balance - CDs Farmers National Bank	$ 849,719.98	
Farmers National Bank - CDARS Program (see attached list)	5,608,293.60	
Farmers Trust Company managed investments (see attached list)	11,849,604.28	
Total investments		18,307,617.86
Petty Cash		456.00
Change/Branches/Petty Cash - Supplies		4,494.00
Total Cash and Investments per Depositories		$ 39,406,587.74

CD XXXXX8416 – XXXXX8416

SEPTEMBER, 2023

Account information

Balance

Current balance	$849,719.98
Interest rate	0.35%
Term	24 months
Maturity date	Nov 05, 2023
Months to maturity	1

Interest

Current accrued interest	$472.58
Pay interest to	This account
Next interest payment (Nov 04, 2023)	$749.62
Redemption amount	$849,449.06
Forfeiture amount	$743.50
Renewal terms	Single maturity

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

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Since 1887
FARMERS NATIONAL BANK

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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
09/30/2023

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%	$833,218.96	$842,192.09
	11/10/2022	11/07/2024	4.25%	845,264.17	854,367.02
	07/14/2022	07/10/2025	2.79%	811,543.59	817,270.49
	09/29/2022	09/25/2025	3.64%	559,444.41	564,600.55
	10/20/2022	10/16/2025	3.94%	809,765.54	817,846.90
	10/20/2022	10/16/2025	3.94%	865,597.25	874,235.81
	11/10/2022	11/06/2025	4.25%	828,854.59	837,780.74
TOTAL				**$5,553,688.51**	**$5,608,293.60**

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

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

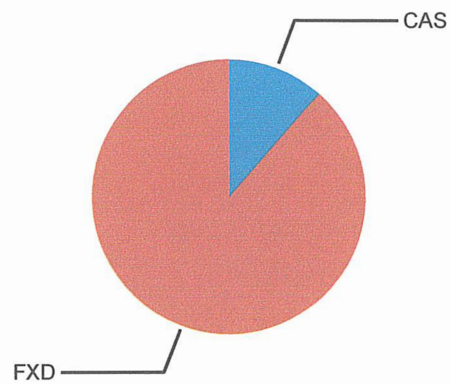
FARMERS TRUST COMPANY

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

Account:	
Report Period:	From 9/1/2023 To 9/30/2023
Administrator:	Meredith Wearsch
Phone:	330-740-1227
Portfolio Manager:	Todd Finn
Phone:	330-609-8328

Portfolio Summary

	Market Value	% Portfolio	Est. Income
Cash & Equivalents (CAS)	$1,338,506.15	11.51%	$70,279.25
Fixed Income (FXD)	$10,293,682.19	88.49%	$300,700.00
Total Assets	$11,632,188.34	100.00%	$370,979.25
Total Account Balance	**$11,632,188.34**		



Activity Summary

	Current Period	Year To Date
Beginning Market Value	**$11,660,949.53**	**$11,389,007.46**
Receipts		
Dividend	$5,550.27	$101,900.16
Interest Income	$361.54	$230,054.21
Total Receipts	$5,911.81	$331,954.37
Disbursements		
Institution Fees	($1,000.00)	($9,000.00)
Interest Income	$0.00	($33,356.36)
Total Disbursements	($1,000.00)	($42,356.36)
Change in Market Value	**($33,673.00)**	**($46,417.13)**
Ending Market Value	**$11,632,188.34**	**$11,632,188.34**

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	$87.10
Realized Gain/(Loss) - Short Term	$0.00	$0.00
Total Realized Gain/(Loss)	**$0.00**	**$87.10**

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							
88,968.50	FTC CONSERVATIVE FUND	$88,968.50	$1.00	$88,968.50	0.76	$0.00		5.18
	TOTAL Money Market Funds	**$88,968.50**		**$88,968.50**	**0.76**	**$0.00**		**5.18**
	Money Market Mutual Funds							
1,249,537.65	MONEY MKT OBLIGS TR FH GOV OBL FD	$1,249,537.65	$1.00	$1,249,537.65	10.74	$0.00		5.26
	TOTAL Money Market Mutual Funds	**$1,249,537.65**		**$1,249,537.65**	**10.74**	**$0.00**		**5.26**
	TOTAL Cash & Equivalents	**$1,338,506.15**		**$1,338,506.15**	**11.51**	**$0.00**		**5.25**
	Fixed Income							
	U.S. Government Agency Obligations							
300,000	FEDERAL HOME LOAN BANKS CONS BD 3.625%25	$300,000.00	$97.34	$292,014.68	2.51	($7,985.32)		3.72
1,000,000	FEDERAL HOME LOAN BANKS CONS BD 3.77%26	$1,000,000.00	$96.03	$960,292.49	8.26	($39,707.51)		3.93
	TOTAL U.S. Government Agency Obligations	**$1,300,000.00**		**$1,252,307.17**	**10.77**	**($47,692.83)**		**3.88**
	U.S. Treasury Notes							
1,000,000	UNITED STATES TREAS NTS 3%06/30/24	$996,406.25	$98.18	$981,835.94	8.44	($14,570.31)		3.06
2,500,000	UNITED STATES TREAS NTS 3%07/31/24	$2,439,941.40	$97.97	$2,449,316.40	21.06	$9,375.00		3.06
2,000,000	UNITED STATES TREAS NTS 2.75%05/15/25	$1,974,224.36	$96.21	$1,924,218.76	16.54	($50,005.60)		2.86
500,000	UNITED STATES TREAS NTS 3%07/15/25	$497,099.25	$96.37	$481,855.47	4.14	($15,243.78)		3.11
1,000,000	UNITED STATES TREAS NTS 1.25%12/31/26	$902,845.31	$89.59	$895,859.38	7.70	($6,985.93)		1.40
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/27	$1,006,562.50	$95.03	$950,273.44	8.17	($56,289.06)		3.42
1,000,000	UNITED STATES TREAS NTS 2.25%11/15/27	$932,500.00	$90.96	$909,648.44	7.82	($22,851.56)		2.47

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
300,000	UNITED STATES TREAS NTS 0.625%11/30/27	$259,178.93	$84.82	$254,460.94	2.19	($4,717.99)		0.74
200,000	UNITED STATES TREAS NTS 3.875%11/30/27	$202,340.13	$96.95	$193,906.25	1.67	($8,433.88)		4.00
TOTAL U.S. Treasury Notes		**$9,211,098.13**		**$9,041,375.02**	**77.73**	**($169,723.11)**		**2.79**
TOTAL Fixed Income		**$10,511,098.13**		**$10,293,682.19**	**88.49**	**($217,415.94)**		**2.92**
GRAND TOTAL ASSETS		**$11,849,604.28**		**$11,632,188.34**	**100**	**($217,415.94)**		**3.19**

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			**$0.00**	**$11,844,692.47**
Receipts				
Interest Income				
	INTEREST TAXABLE			
9/1/2023	FTC CONSERVATIVE FUND		$361.54	$0.00
Total Interest Income			**$361.54**	**$0.00**
Dividend				
	DIVIDEND			
9/1/2023	MONEY MKT OBLIGS TR FH GOV OBL FD		$5,550.27	$0.00
Total Dividend			**$5,550.27**	**$0.00**
Disbursements				
Institution Fees				
	FEE PAYMENT			
9/13/2023	Automatic fee collection for account 650367014 for Period Ending 8/31/2023.		($1,000.00)	$0.00
Total Institution Fees Collected from Account			**($1,000.00)**	**$0.00**
Transfer				
Transfer				

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
	TRANSFER INCOME CASH TO PRINCIPAL CASH			
9/14/2023	TRANSFER INCOME CASH TO PRINCIPAL CASH		$0.00	$0.00
Total Transfer			**$0.00**	**$0.00**

Investment Activity

	Units / Price	Cash Change	Cost Basis
Sweep Sales (2) 9/1/2023 to 9/30/2023	(1,000.00)	$1,000.00	($1,000.00)
Sweep Purchases (1) 9/1/2023 to 9/30/2023	5,911.81	($5,911.81)	$5,911.81
Total Investment Activity	**4,911.81**	**($4,911.81)**	**$4,911.81**
Ending Balances		**$0.00**	**$11,849,604.28**

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
LIBRARY FOUNDATION ACCOUNT
September 30, 2023

Balance, January 1, 2023				
Checking			$ 234,270.14	
Investment Accounts			1,173,713.04	$ 1,407,983.18
RECEIPTS				
Distributions from Trust Accounts:				
Restricted funds:				
Account #03-9 Growth Fund				
Alice Clarke Fund	$ 1,171.20			
Justice Clarke Fund	12,643.18			
Myron Roh Fund	862.93			
Paul E. & Dorothy F. Rees Fund	396.88			
Philippine Kerwer Fund	241.24			
Dr. James Houck Fund	206.24			
Robert H. Donahugh Fund	437.74			
Henry Stambaugh Fund	1,326.84			
James McEwen Fund	2,173.13	$ 19,459.38		
Account #05-4 Income Fund				
Nancy Breaden Fund	6,826.07			
Ruth Bowers Fund	1,324.70			
Elizabeth Lowmiller Barnhill Fund	1,732.18			
W. Sturgeon VanGorder - Elizabeth Slotta	5,149.06			
Kenneth M. Lloyd	551.37			
George Boughton	1,254.23			
Edward W. Powers Charitable Fund	600.69			
Martha Muransky	180.77			
Carol A. Bacon-Endowed Fund for Authors	858.47			
Rebecca Showman Host An Author Fund	113.07	18,590.61		
Account #02-1 R.D. Fowler Fund		68.12		
Account #6453 Jane Jackson		4,143.43		
Account #01-3 Wick Dennison		12,971.60		
Unrestricted Income funds:				
Account #04-7				
David & Caroline Theobald Fund	104.61			
Louisa Andrews Fund	438.37			
Ida Clarke Fund	1,147.40			
Caroline Wick Fund	210.89			
James C. Foutts Fund	340.42			
Olive Arms Fund	450.00			
Luela Walker fund	117.90			
Willam Merrick Fund	468.26			
Ida Osborne Fund	468.26			
M. Bernard Hirshberg Fund	129.52			
Louisa Edwards Fund	156.08			
Norma Jones Fund	1,555.89			
Reserve Account Fund	6,030.95			
Amelia Gail Sarbu	4,986.49	$ 16,605.04	71,838.18	
Donations			158,704.85	
Interest Income			33,747.15	
Miscellaneous			0.00	
TOTAL RECEIPTS				264,290.18
TOTAL RECEIPTS & BALANCE FORWARD				$ 1,672,273.36
DISBURSEMENTS				
Books & Related Purchases/Expenditures per Terms of Gifts			81,361.08	
Legal Fees			0.00	
Audit Fees			0.00	
Miscellaneous			1,787.91	
Memorial Gifts			0.00	
Public Relations/Marketing			0.00	
TOTAL EXPENDITURES				$ 83,148.99
BALANCES FORWARD				
Checking First National Bank			326,941.03	
Money Market Account First National Bank			1,262,183.34	1,589,124.37
TOTAL DISBURSEMENTS AND BALANCES FORWARD			**	$ 1,672,273.36

** Use restricted by terms of trusts in the amount of $1,226,804.67

Director & CEO's Report

December 8, 2023

News

Ohio's Strategic Community Investment Fund

When the most recent biennial budget was created, legislators devoted $700m in one-time monies to create this funding process that will run in parallel with the capital budget process. The House started their process first, with proposals due to Representatives by December 9th. We have submitted a request for $9.1m, which represents 75% of estimated construction costs for new library buildings in Sebring and Struthers, with matching funds coming from PLYMC's Building and Repair fund to cover remaining construction, design fees, and soft costs. The proposal included letters of support from Mayor Catherine Miller in Struthers and Sebring City Manager Tim Gabrelcik.

Partnering up for Heart Health

On January 16th we will be expanding our partnership with the American Heart Association to provide blood pressure hubs in every library location, including our Community Engagement Department. This follows a pilot program, initiated at Sebring thanks to Library Supervisor Cindy Christani. The pilot at Sebring indicated that there are elevated levels of hypertension in our community and so the American Heart Association wanted to partner to ensure even more people had access to blood pressure hubs. They recognize the Library as a partner in the effort to help people learn that knowledge is the first step in understanding and fighting the silent killer that is hypertension.

Upcoming Events

- December is the last month to participate in the year-long Maker's Academy. The project this month is holiday ornaments using the laser engraver at the Michael Kusalaba branch or the 3-D Printer at Main Library. Projects can be completed by appointment during Library hours. Through the end of November, 473 individuals have participated in Maker's Academy projects and learned about our makerspaces.
- December 18 - The Friends of PLYMC Holiday Luncheon on December 18th at noon, at A La Cart Catering in Canfield. Cost of the luncheon is $25.00. Please contact Deb Liptak for a reservation.

Find all library and friends events at https://www.libraryvisit.org/happenings/.

Operations Division – Buildings, Collections, and Facilities

Dressed in our Holiday Best

One of the many benefits of being fully staffed is that we have increased capacity this year dress up our buildings for the holiday season. The Operations and Experience Teams collaborated on the exterior decorations, including wreaths and pine roping from local nurseries and Youngstown CityScape, while each branch picked their own theme for the interior. The result both allows PLYMC to support local business but allow show off the talents and unique creations of our staff.

Experience Division – Community Engagement, Family Engagement, Events & Partnerships, and Marketing

Imagination Library at Jackson-Milton Schools

We partnered with United Way for an Imagination Library event at Jackson-Milton Schools on November 29. Students in grades PreK through 5 and their families enjoyed dinner together, then the kids participated in story times and activities, while the parents learned about strategies to support their children in reading. The Pop-up Van was also on site to lend materials and issue library cards.

Dinovember

Dinovember, spearheaded by Renee Beverly, a librarian at Austintown, was a huge success. Over 40 dinosaur themed programs throughout the month reached almost 900 people. The Mini Dinosaur Museum at Austintown and the Live Reptile show at Michael Kusalaba were immensely popular and connected our communities with hands-on learning opportunities.

Santa's Stop at Main Library

Santa and his reindeer visited Main Library on Saturday, Nov. 25. We had a crowd of 252 people join us for photos and crafts with Santa. The following day, we posted some of the photos captured, along with a thank you to all who attended, on Facebook. In less than 24 hours, the post was shared 12 times and reached nearly 5.5k people.

[Facebook post]

Social Media Growth

We have seen steady growth on our social channels. The channel to make note of during November is Facebook. We acquired around 56 new followers, which is a 26% increase from the month prior. Additionally, we reached an estimated audience of 22,731, which is a 33% increase. Our post sharing photos from Staff Day was the most liked, with 104 positive reactions on Facebook and 60 on Instagram.

Finance Division

Please see the CFO's report included in the packet.

IT Division

- Upgraded Meeting Room Technology at boardman Library
- Completed configurations of Main Library Events Space technology and upgraded wireless access to the event lawn.
- Developed Technology plan for the leased South Avenue location to support Community Engagement Team.

Human Resources – Personnel and Professional Development

Professional Development

- Staff Day 2023 was a success, even with the unplanned fire alarm. It showed that we were able to work as a team and get everyone out of the building.
- The session that was most popular with the staff was Safety & Security Specialist Darren DeBoldt's Personal Safety Session. We hope to repeat that session in the future so that all staff can participate if they are interested.

Safety & Security

During the month of November, the Safety and Security Specialist conducted test calls of 911 from each branch location to ensure calls were connected and addresses were correct in the system. During the testing, all calls did patch through to 911 operators. It was discovered that three locations – (Campbell, East and Struthers) had wrong address programmed in the 911 system. IT was notified and the issue was corrected. A re-test call was made from each of these locations to verify that the correct address was listed.

Personnel Changes

- Current Vacancies- 5
  - FT TCC, PSG 1 (MN)- currently holding in person interviews
  - FT PSG 1 (AU)- internal bid closes end of day tomorrow, 12/6
  - PT PSG 1 (MK)- currently holding in person interviews
  - PT PSG 1 (BD)- Preferential rights exercised- Transfer date for Terri Green TBD.
  - Strategic Communications Officer- posted internally and externally
- Promotions-2
  - Employee Engagement and Experience Manager- Colleen Adkins start date, 1/8/24
  - Beth Velasquez from FT PSG1 at AU to PT Lib 1 Generalist at AU
- Terminations-3
  - Rose White- Resigned due to Relocation, 11/30/23
  - Maggie Henderson – Resigned, 11/1/23
  - Diane Vicarel- Retirement, 11/30/23
- Reclassification:
  - 1 approved reclassification of Librarian Supervisor at BD from L5 to L6. Per contract, the position will be reposted in January so all interested staff, including the incumbent, can enter bids.

CEO's Office – CEO, Development, and Strategic Communications

Development

- The Friends of PLYMC held their successful "Tis the Season for a Brew Ha Ha" Fundraiser on November 4th, with 150 in attendance at Main Library in the event space. 10 local breweries participated with DOPE Cider House winning best brewer. Thanks to The Flight Crew and Bohr Brothers Barbeque and sponsors Compco Industries and Merrill Lynch Jones Wealth Management-Natalie Lariccia.
- The Noble Creature Reuben McMillan October Lager Beer Promotion for the Friends of PLYMC netted donations of $233.00 from the sale of this special beer.
- The Friends of PLYMC were honored at the 2023 Association of Fundraising Professionals of the Mahoning and Shenango Valley National Philanthropy Day Celebration on November 16th as the

Outstanding Volunteer Fundraising Group of the Year. 38 members of the Friends attended as well as Carole Weimer and Aimee Fifarek.

Strategic Communications – Media and Government Relations

The Strategic Communications Offer position has been posted and is receiving lively interest. We will be reviewing applications soon and hope to have a new SCO hired in January.

Reuben McMillan Free Library Association
General Fund Budget
Board Meeting of December 14, 2023

	2023 Adopted Budget	2023 Revised Budget	2024 Proposed Budget	2024 Temporary Budget
	9/14/2023	12/14/2023	9/14/2023	12/14/2023
Balance Forward	$ 12,395,216.73	$ 12,395,216.73	$ 11,072,154.61	$ 10,488,681.09
RECEIPTS				
1210 General Property Tax - RE Gross	9,325,705.06	9,327,929.53	8,770,847.18	8,770,847.18
2130 Federal Government/Grants	900.00	900.00	900.00	900.00
2131 Federal Government/E-Rate	150,000.00	180,000.00	79,634.05	79,634.05
2170 Federal Grants Restricted	150,000.00	150,000.00	150,000.00	100,000.00
2200 State of Ohio/PLF	9,782,586.15	9,893,854.67	9,936,215.27	9,936,215.27
2210 State of Ohio/TLR/Rollback & Homestead	936,577.74	930,324.01	942,309.07	942,309.07
3110 Patron Fines & Lost Books	18,000.00	18,000.00	18,000.00	18,000.00
3140 Copy Machines	500.00	500.00	500.00	500.00
3141 Debit Cards	60,000.00	65,000.00	60,000.00	65,000.00
3199 Other Patron Fees	7,900.00	7,900.00	7,900.00	7,900.00
4120 Interest	480,000.00	630,000.00	480,000.00	630,000.00
6120 Restricted Contributions/Grants	30,000.00	30,000.00	5,000.00	5,000.00
8000 Rental Income	25,020.00	25,020.00	25,020.00	25,020.00
8720 Insurance Reimbursements	22,264.32	22,264.32	22,264.32	22,264.32
8799 Other Refunds	40,000.00	40,000.00	20,000.00	20,000.00
8999 Miscellaneous	5,000.00	5,000.00	5,000.00	5,000.00
Subtotal Receipts	21,034,453.27	21,326,692.53	20,523,589.89	20,628,589.89
TOTAL RECEIPTS AND BALANCE FORWARD	$ 33,429,670.00	$ 33,721,909.26	$ 31,595,744.50	$ 31,117,270.98
EXPENDITURES				
1100 Salaries	$ 9,733,819.26	$ 9,916,687.37	$ 10,469,634.90	$ 10,247,104.55
1400 Retirement Benefits	1,355,571.18	1,381,172.71	1,458,402.08	1,427,247.83
1600 Insurance Benefits	2,155,508.86	2,698,712.53	2,167,914.98	2,408,016.47
1900 Other Employee Benefits	44,200.00	44,200.00	44,200.00	57,200.00
TOTAL SALARIES & BENEFITS	13,289,099.30	14,040,772.61	14,140,151.96	14,139,568.85
2100 General Office & Programming Supplies	852,000.00	960,000.00	852,000.00	985,500.00
2200 Property Maintenance Repairs	60,000.00	70,000.00	60,000.00	70,000.00
2300 Motor Vehicle/ Fuel Supplies & Parts	40,000.00	40,000.00	40,000.00	40,000.00
TOTAL SUPPLIES	952,000.00	1,070,000.00	952,000.00	1,095,500.00
3100 Travel & Meeting Expenses	153,380.00	153,380.00	153,380.00	157,500.00
3200 Communications, Printing & Publicity	502,040.00	502,040.00	502,040.00	530,040.00
3300 Property Maintenance	1,374,000.00	1,544,000.00	1,374,000.00	1,695,540.00
3400 Insurance	122,480.00	135,592.00	122,480.00	135,592.00
3500 Rent/Leases	96,245.00	96,245.00	96,245.00	96,245.00
3600 Utilities	521,000.00	521,000.00	521,000.00	521,000.00
3700 Professional Services	734,321.09	749,248.56	724,436.81	749,436.81
3800 Library Material Control Services	229,150.00	229,150.00	229,150.00	247,250.00
3900 Other Contracts & Purchased Services	17,000.00	25,000.00	17,000.00	25,000.00
TOTAL PURCHASED & CONTRACTED SERVICES	3,749,616.09	3,955,655.56	3,739,731.81	4,157,603.81

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

Based on 95% of the updated ODOT estimate for 2024 that was released in July, 2023. 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 14, 2023

	2023 Adopted Budget 9/14/2023	2023 Revised Budget 12/14/2023	2024 Proposed Budget 9/14/2023	2024 Temporary Budget 12/14/2023
4100 Books	862,000.00	858,000.00	862,000.00	900,000.00
4200 Periodicals	32,000.00	32,000.00	32,000.00	32,000.00
4300 Audiovisual Materials	206,000.00	210,000.00	206,000.00	210,000.00
4500 Electronic Information Public Use	1,025,500.00	1,025,500.00	1,025,500.00	980,500.00
4600 Interlibrary Loan	45,000.00	45,000.00	45,000.00	45,000.00
4900 Library Material / All Other	14,000.00	14,000.00	14,000.00	15,000.00
TOTAL LIBRARY MATERIALS	2,184,500.00	2,184,500.00	2,184,500.00	2,182,500.00
5500 Furniture & Equipment	250,000.00	250,000.00	50,000.00	50,000.00
5700 Motor Vehicles	155,000.00	155,000.00	155,000.00	50,000.00
TOTAL CAPITAL OUTLAY	405,000.00	405,000.00	205,000.00	100,000.00
7100 Dues & Memberships	48,200.00	48,200.00	48,200.00	48,200.00
7200 Taxes & Assessments	21,600.00	21,600.00	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	1,000.00
TOTAL OTHER OBJECTS	77,300.00	77,300.00	62,300.00	62,300.00
8999 Unallocated Appropriations	200,000.00	-	200,000.00	200,000.00
TOTAL EXPENSE	20,857,515.39	21,733,228.17	21,483,683.77	21,937,472.66
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	22,357,515.39	23,233,228.17	22,983,683.77	23,437,472.66
Unencumbered Balance Forward	11,072,154.61	10,488,681.09	8,612,060.73	7,679,798.32
TOTAL EXPENSES & BALANCE FORWARD	$ 33,429,670.00	$ 33,721,909.26	$ 31,595,744.50	$ 31,117,270.98

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of December 14, 2023

	2023 Adopted Budget 9/14/2023	**2023 Revised Budget** 12/14/2023	**2024 Proposed Budget** 9/14/2023	**2024 Temporary Budget** 12/14/2023	
Balance Forward	17,920,881.01	17,920,881.01	16,398,243.91	17,695,881.01	
RECEIPTS					
4121 Interest	400,000.00	500,000.00	400,000.00	500,000.00	
6112 Contributions	50,000.00	50,000.00	50,000.00	50,000.00	
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	1,450,000.00	1,550,000.00	1,450,000.00	1,550,000.00	
Total Receipts & Balance Forward	$ 19,370,881.01	$ 19,470,881.01	$ 17,848,243.91	$ 19,245,881.01	
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	2,418,761.00	1,330,000.00	2,378,761.00	2,285,000.00	
5511 Equipment	300,000.00	300,000.00	300,000.00	300,000.00	
8998 Unallocated Appropriation	241,876.10	133,000.00	237,876.10	228,500.00	
Total Expenses	2,972,637.10	1,775,000.00	2,928,637.10	2,825,500.00	See Detail Sheet.
Unencumbered Balance Forward	16,398,243.91	17,695,881.01	14,919,606.81	16,420,381.01	
Total Expenses & Balance Forward	$ 19,370,881.01	$ 19,470,881.01	$ 17,848,243.91	$ 19,245,881.01	

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of December 14, 2023

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 above $50,000 in 2023 and $75,000 in 2024 require public bidding).

Budget Year	2023	2024
Kusalaba		
Seal cedar siding		10,000.00
Poland		
Carpet replacement	230,000.00	
Exterior painting		150,000.00
Exterior carpentry work		50,000.00
Elevator upgrade		250,000.00
East		
Exterior siding/repairs		500,000.00
Parking lot repair		35,000.00
Brownlee		
Parking lot expansion	-	40,000.00
Main		
Masonary repair-20% of total	100,000.00	100,000.00
Sebring		
General updates		100,000.00
Reseal and strip all parking lots		50,000.00
Reserve for unscheduled projects	1,000,000.00	1,000,000.00
Subtotal	1,330,000.00	2,285,000.00
Investment Fees	12,000.00	12,000.00
Furniture/Equipment	300,000.00	300,000.00
Contingency factor of 10%	133,000.00	228,500.00
Total With Contingency	1,775,000.00	2,825,500.00

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of December 14, 2023

	2023 Adopted **Budget** 9/14/2023	2023 Revised **Budget** 12/14/2023	2024 Proposed **Budget** 9/14/2023	2024 Temporary **Budget** 12/14/2023	
Balance Forward	3,344,366.21	3,344,366.21	3,568,151.21	3,568,151.21	
RECEIPTS					
2132 Federal Government/E-Rate	40,000.00	40,000.00	25,687.99	25,687.99	
4122 Interest	25,000.00	25,000.00	25,000.00	25,000.00	
9951 Transfer From Other Funds	500,000.00	500,000.00	500,000.00	500,000.00	
Total Receipts	$ 565,000.00	$ 565,000.00	$ 550,687.99	$ 550,687.99	
Total Receipts & Balance Forward	$ 3,909,366.21	$ 3,909,366.21	$ 4,118,839.20	$ 4,118,839.20	
EXPENDITURES					
3782 Investment/Banking Fees	$ 600.00	$ 600.00	$ 600.00	$ 600.00	
5550 Equipment	340,615.00	340,615.00	340,615.00	528,121.00	
Total Expenses	341,215.00	341,215.00	341,215.00	528,721.00	See Detail Sheet.
Unencumbered Balance Forward	3,568,151.21	3,568,151.21	3,777,624.20	3,590,118.20	
Total Expenses & Balance Forward	$ 3,909,366.21	$ 3,909,366.21	$ 4,118,839.20	$ 4,118,839.20	

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of December 14, 2023

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.

	2023	2024
Upgrades to existing equipment and data-network:		
Annual system wide targeted replacement computers -15%	$ 68,000.00	$ 150,000.00
Public Use Tech Items (such as Xbox, iPad, tablets, laptops)	20,000.00	20,000.00
Replacement self check units	36,000.00	18,000.00
MN maker space or programing area - placemarker	-	20,000.00
Replacement switches - actual cost prior to e-rate reimbursement	14,000.00	28,000.00
Replace AWE stations with NABI tablets (as AWE break)	3,000.00	1,400.00
New VMWare Servers	4,500.00	3,000.00
Possible Security Camera Upgrades (hardware) +Cabling	28,000.00	-
Replacement/new laptops/surfaces, as needed (for branch kits and staff use)	45,000.00	60,000.00
Replace MK maker items when needed	2,000.00	2,500.00
Replacement tablets, iPads	7,250.00	4,900.00
Access points (e-rate) - actual cost prior to e-rate reimbursement	48,000.00	3,250.00
Replace one meeting room projector, if needed	5,900.00	5,500.00
Assorted maker space supplies	4,000.00	2,200.00
Network cabling - additional and repairs	8,000.00	16,000.00
Color copiers	3,000.00	2,900.00
Digitization equipment	8,000.00	10,000.00
Mac refresh (laptops/i-pads) for Marketing department	5,000.00	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
RFID tags	-	27,000.00
New door counters	-	18,400.00
Replacement-MN Genealogy Scanpro	-	12,600.00
CCTV camera updates	-	48,960.00
Network rack upgrades at BR, ST, and SP	-	8,100.00
Contingency (10%)	30,965.00	48,011.00
Investment fees	600.00	600.00
	$ 341,215.00	$ 528,721.00

Investment Policy Statement

The Income Investment Policy of the Library Foundation is:

This Investment Policy Statement should be communicated in writing and on a timely basis to all interested parties. If any term or condition of this Investment Policy Statement conflicts with any trust and/or plan document, the document shall control, as long as such term or condition is consistent with the law.

Purpose

1. Stating in a written document the Board's attitudes, expectations, objectives and guidelines for the investment of all of the portfolio's assets.
2. Encouraging effective communications between the Board's and all parties involved with the investment management decisions.
3. Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by each investment option on a regular basis.
4. Complying with all applicable fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal and international political entities that may impact the Portfolio.

Statement of Objectives

Background

The Library is an institution of historic importance in Youngstown and Mahoning County, with origins as far back as the 1840s, initially through the schools. On Oct. 27, 1880, the Youngstown Library Association became official with the signing of Articles of Incorporation by a group which included Library namesake Reuben McMillan, then Superintendent of Schools. In his memory, the association's name was changed to the Reuben McMillan Free Library Association on March 5, 1898, and has remained as such. Among the early signers were two Youngstown schoolteachers, two Physicians, and Reuben McMillan. Mr. McMillan devoted his life to the intellectual development of the city's youth. Reuben McMillan also served as president of the Library's Board of Trustees.

Our formal mission statement:

The Public Library of Youngstown and Mahoning County Library is a dependable source of reliable information and of guidance in locating and evaluating the information people need to be successful in all aspects of their lives. The Library is a center of community life that provides all residents, regardless of income, age, or race with ample opportunities for personal growth and satisfying recreation.

Eligibility

This IPS has been arrived at upon consideration by the Board of a wide range of policies, and describes the prudent investment process the Board deems appropriate. This process includes offering various asset classes and investment management styles that, in total, are expected to offer the opportunity to diversify the portfolio in a manner consistent with the specified risk and return requirements of the portfolio.

The objectives of the Portfolio are:

- Maintain the purchasing power of the current assets and all future contributions. The objective is to maintain the level of services and programs in relation to inflation.
- Maintain the level of programs and services currently provided. This can only be accomplished if sufficient total return is reinvested and new funds added to keep pace with cost increases and program expansions.
- Maximize return within reasonable and prudent levels of risk.
- Maintain an appropriate asset allocation based on a total return policy that is compatible with a flexible spending policy, while still having the potential to produce positive real returns.
- Follow general "safe harbor" rules:
    i. Use prudent experts (registered investment adviser (including mutual funds), bank, or insurance company) to make the investment decisions
    ii. Demonstrate that the prudent expert was selected by following a due diligence process
    iii. Give the prudent expert discretion over the assets
    iv. Monitor the activities of the prudent expert to ensure that the expert is performing the agreed upon tasks.

Sub Accounts:

The overall fund is subdivided for accounting and investment purposes as follows:

1. **Restricted Growth**
2. **Unrestricted Income**
3. **Restricted Income**
4. **R.D. Fowler Fund**
5. **Income Account**

Time Horizon

The investment guidelines are based upon an investment horizon of greater than five years realizing the accounts are perpetual in nature. The Portfolio's strategic asset allocation is also based on this long-term perspective. Income from the Restricted Growth, Unrestricted Income, R.D. Fowler and Restricted Income is directed to the Income Account for future directed distributions as directed.

Risk Tolerances

The Board recognizes that some risk must be assumed in order to achieve the investment objectives of the portfolio. In establishing the risk tolerances of the IPS, the ability to withstand short and intermediate term variability were considered. The portfolio's long time horizon, current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives, however, the Board prefers a slightly more conservative stance than what might be considered since some funds may be required to match funds raised for other community projects.

Performance Expectations

The target rate of return for the Portfolio has been based upon the assumption that future real returns will approximate the long-term rates of return experienced for each asset class in the IPS. The Board realizes market performance varies and a rate of return may not be meaningful during some periods. Accordingly, relative performance benchmarks for the investment options are set forth in the "Monitoring" section.

Duties and Responsibilities

Board

As fiduciaries under the portfolio, the primary responsibilities of the Board are:

1. Prepare and maintain this investment policy statement.
2. Prudently diversify the portfolio's assets to meet an agreed upon risk/return profile.
3. Prudently select investment options.
4. Control and account for all investment, record keeping and administrative expenses associated with the portfolio.
5. Monitor and supervise all service vendors and investment options.
6. Avoid prohibited transactions and conflicts of interest.

Investment Manager/Custodian

The Investment Manager serves as a third-party professional retained to manage the overall investment process in accordance with this Investment Policy Statement. The Investment Manager is responsible for guiding the Board through a disciplined and rigorous investment process to enable the Board to meet the fiduciary responsibilities outlined above.

The Custodian is responsible for the safekeeping of the portfolio's assets. The specific duties and responsibilities of the custodian are:

1. Value the holdings.
2. Collect all income and dividends owed to the portfolio.
3. Settle all transactions (buy-sell orders).
4. Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report.

Asset Class Guidelines

The Board believes long-term investment performance, in large part, is primarily a function of asset class mix. Historically while interest-generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation. Additionally, it should be noted that the accounts are not subject to income taxation. No investment which generates unrelated business taxable income should be purchased or held. No asset should be acquired which would cause excise tax or be a prohibited transaction under the Internal Revenue Code.

On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given the portfolio's long time horizon.

Monitoring - Benchmarks

The Board acknowledges fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Recognizing that short-term fluctuations may cause variations in performance, the Board intends to evaluate investment performance from a long-term perspective.

The Board is aware the ongoing review and analysis of the investment options is just as important as the due diligence process. The performance of the investment options will be monitored on an ongoing basis and it is at the Board's discretion to take corrective action by replacing a manager if they deem it appropriate at any time.

On a timely basis, but not less than annually, the Board will meet to review whether each investment; specifically:

1. The investment option's adherence to the Watch List Criteria identified below;
2. Material changes in the investment option's organization, investment philosophy and/or personnel; and,
3. Any legal, SEC and/or other regulatory agency proceedings affecting the investment option's organization.

The Board has determined that performance benchmarks be established for each investment option. Manager performance will be evaluated in terms of an appropriate market index (e.g. the S&P 500 stock index for large-cap domestic equity manager) and the relevant peer group (e.g. the large-cap growth mutual fund universe for a large-cap growth mutual fund).

Focusing on balancing the risks and rewards of each broad asset class, the following implementation peer groups were selected along with their respective benchmarks or applicable individual index:

Asset Class	Restricted Growth	Unrestricted Income	Restricted Income	Income Account	Index or Benchmark
US Stocks or Equities	S&P 500	S&P 500	S&P 500	S&P 500	S&P 500
International Stocks or Equities	MS-EAFE	MS-EAFE	MS-EAFE	MS-EAFE	MS-EAFE
Fixed Income	Intermediate Gov't Credit Index	Intermediate Gov't Credit Index	Intermediate Gov't Credit Index	Intermediate Gov't Credit Index	Intermediate Gov't Credit Index
Cash/Money Market	90 Day Treasury Bill	90 Day Treasury Bill	90 Day Treasury Bill	90 Day Treasury Bill	90 Day Treasury Bill

Rebalancing of Strategic Allocation

The percentage allocation to each peer group may vary depending upon market conditions. Please reference the allocation table below for the lower and upper limits for each peer group. When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the strategic asset allocation and allocation ranges of the portfolio. If there are no cash flows, the allocation of the portfolio will be reviewed quarterly. If the Board judges cash flows to be insufficient to bring the portfolio within the target allocation ranges, the Board shall decide whether to effect transactions to bring the allocation of portfolio assets within the threshold ranges.

Subaccount: Restricted Growth

Asset Class	Strategic Allocation	Lower Limit	Upper Limit
Stocks/Equities	**70%**	**60%**	**80%**
Fixed Income	**25%**	**20%**	**40%**
Cash/Money Markets	**5%**	**0%**	**10%**

Subaccount: Unrestricted Income

Asset Class	Strategic Allocation	Lower Limit	Upper Limit
Stocks/Equities	**40%**	**30%**	**50%**
Fixed Income	**55%**	**45%**	**65%**
Cash/Money Markets	**5%**	**0%**	**10%**

Subaccount: Restricted Income

Asset Class	Strategic Allocation	Lower Limit	Upper Limit
Stocks/Equities	**40%**	**30%**	**50%**
Fixed Income	**55%**	**45%**	**65%**
Cash/Money Markets	**5%**	**0%**	**10%**

Subaccount: Income Account

Asset Class	Strategic Allocation	Lower Limit	Upper Limit
Stocks/Equities	**0%**	**0%**	**0%**
Fixed Income	**0%**	**0%**	**0%**
Cash/Money Markets	**100%**	**0%**	**100%**

Subaccount: R.D. Fowler

Asset Class	Strategic Allocation	Lower Limit	Upper Limit
Stocks/Equities	**0%**	**0%**	**0%**
Fixed Income	**0%**	**0%**	**0%**
Cash/Money Markets/CD's	**100%**	**0%**	**100%**

Note: The R.D. Fowler Account will be invested in only Certificates of Deposit issued by Farmer's National Bank of Canfield, Ohio.

Implementation

Each investment option should be managed by: (i) a bank; (ii) an insurance company; (iii) a registered investment company (mutual fund); or, (iiii) a registered investment adviser. The Board may apply the following due diligence criteria in selecting each money manager or mutual fund.

Each investment should have:

a. Track record: The fund should have a minimum three year history.
b. Assets in the fund (if applicable): The fund should have at least $75 million under management (total across all share classes).
c. Stability of the organization: The portfolio manager should have at least a two-year tenure. In a management team setting, the most senior manager's tenure should be at least two years.
d. Composition consistent with asset class: A minimum of 80% of the fund's securities should be consistent with the peer group's asset class.
e. Style consistency: The fund's category and current style box should be the same.
f. Expense ratio/fees relative to peers: The expense ratio for the fund should be above the

bottom quartile (most expensive) of the peer group.

g. Risk-adjusted performance relative to peers: The fund's Alpha and Sharpe Ratio should be above the peer group's median.

h. Performance relative to peers: The fund's 1-, 3- and 5-year trailing performance should be above the peer group's median.

Monitoring - Watch List Criteria

The decision to retain or terminate an investment option cannot be made by a formula. Also, extraordinary events do occur that may interfere with the investment option's ability to prudently manage investment assets. It is the Board's confidence in the investment option's ability to perform in the future that ultimately determines the retention of an investment option. An investment option may be placed on a Watch List and a thorough review and analysis of the investment option may be conducted, when:

a. Track record: The fund should have a minimum three year history.

b. Assets in the fund: The fund should have at least $75 million under management (total across all share classes).

c. Stability of the organization: The portfolio manager should have at least a two-year tenure. In a management team setting, the most senior manager's tenure should be at least two years.

d. Composition consistent with asset class: A minimum of 80% of the fund's securities should be consistent with the peer group's asset class. (Only applicable to certain peer groups).

e. Style consistency: The fund's category and current style box should be the same. (Only applicable to certain peer groups).

f. Expense ratio/fees relative to peers: The expense ratio for the fund should be above the bottom quartile (most expensive) of the peer group.

g. Risk-adjusted performance relative to peers: The fund's Alpha and Sharpe Ratio should be above the peer group's median.

h. Performance relative to peers: The fund's 1-, 3- and 5-year trailing performance should be above the peer group's median.

Monitoring - Measuring Costs

The Board will review at least on a five year basis all costs associated with the management of the portfolio, including:

1. Expense ratios of each mutual fund against the appropriate peer group.
2. Administrative Fees; costs to administer the portfolio, including record keeping, custody and trust services.
3. The proper identification and accounting of all parties receiving 12b-1 fees and sub transfer fees generated by the portfolio.

Investment Policy Review

The Board will review this IPS at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

AMENDED BY BOARD OF TRUSTEES JANUARY 19, 2012
REVIEWED BY BOARD OF TRUSTEES DECEMBER 14, 2023

Resolution

Whereas, Diane Vicarel has served as a dedicated employee of the Public Library of Youngstown & Mahoning County (PLYMC) for 46 years, retiring on December 1, 2023.

Whereas, Diane began her PLYMC career in September 1977 as a librarian in the Reference Department at Main Library and before transferring to the Science and Industry Department in 1979. She was promoted to an Assistant Supervisor position in 1980, before advancing again to become Supervisor of the Struthers branch in 1982.

Whereas she served as Supervisor of the West Branch/Special Outgoing Services before returning to Reference as a Supervisor in 1985. She became Information Services Supervisor in 1995 and continued her career at PLYMC in the Administration department as Digital Services Manager and Manager of Main Library and Staff Development. In 2021, she became the Education Manager, a position she held until her well-deserved 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 Diane Vicarel and, on behalf of the citizens of this community, recognizes her 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 Diane Vicarel.

December 14, 2023						
Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
NEW EMPLOYEES						
Daniels, Grace		Public Service Generalist/Canfield		15.60	hr	9/25/2023
Hagerty, Carol		Public Service Generalist/Com Engagement		15.60	hr	9/25/2023
Leone, Andi		Public Service Generalist/Struthers		15.60	hr	9/25/2023
TRANSFERS & CHANGES IN RATE						
Kather, Steven	Public Service Generalist/TCC	Clerk 2 Patron Advisor/East	15.99	16.62	hr	9/18/2023
LEAVE OF ABSENCE						
Jones, Judy	Librarian 3/Spec Services Main					9/16/2023
RESIGNATIONS & TERMINATIONS						
Henderson, Margaret	Strategic Communications Officer					11/1/2023
Vicarel, Diane	Education Manager					11/30/2023
Warino, Rachel	Public Service Generalist 1					10/28/2023
White, Rose	Credentialed Specialist					11/30/2023
Zupcsan, Andrea	Librarian 1					10/20/2023