



Regular Board of Trustee Meeting

Michael Kusalaba Library Meeting Room/Virtually via Zoom

June 8, 2023

4:00 p.m.

The agenda, Director & CEO and Chief Financial Officer's reports, and other materials are enclosed for your review.

Finance, Audit & Investment Committee Meeting

3:00 p.m.

The purpose of the Finance, Audit & Investment Committee meeting is to review Library investments with Farmer's Trust.



Meeting Book - June 8 2023 Board of Trustee Meeting

Agenda

I. Minutes

C Weimer

Motion to approve the minutes of the February 9, 2023 meeting as written and distributed.

Motion to approve the minutes of the March 21, 2023 meeting as written and distributed.

1. February 9, 2023.docx

2. March 21, 2023.docx

II. Chief Financial Officer's Report

M Mrofchak

Motion to approve the Chief Financial Officer's Report

1. June 8 2023 CFO Report.pdf

III. Director & Chief Executive Officer's Report

A Fifarek

1. June 8 2023 Director & CEO Report.pdf

2. Strategic Planning Presentation

M Henderson

a. June 8, 2023 Strategic Planning.pptx

IV. Committee Reports

C Weimer

1. Finance, Audit & Investment Committee

J Meehan

a. 2023 Revised Appropriations

J Meehan

Motion to approve

1. General Fund

2. Building & Repair Fund

3. Technology Development Fund

b. 2024 Preliminary Appropriations

J Meehan

Motion to approve

1. General Fund

2. Building & Repair Fund

3. Technology Development Fund

2. Service & Personnel Committee

T Frost

Update

3. Bylaws Committee

T Frost

Motion to approve reviewed Board Policies 102,
220, & 230

Motion to approve amended Board Policy 215

- a. June 8 2023 Review Board Policy 102 - Mission.docx
- b. June 8 2023 Review Board Policy 220 - Media Relations.docx
- c. June 8 2023 Review Board Policy 230 - Code of Business
Conduct and Ethics.docx
- d. June 8 2023 Amend Board Policy 215--Public Attendance at
Board Meetings.docx

4. Building & Sites Committee

T Dimascio

Update

5. Development Committee

A Blackann

Update

6. Executive Committee

C Weimer

Update

7. Nominating Committee

A Benyo

Update

V. Report from Legal Counsel

M Boetcher

VI. Items Too Late for the Agenda

C Weimer

VII. Appointments, Transfers, Resignations, etc

C Weimer

Motion to approve

- 1. June 8 2023 Transfers.xlsx

VIII. Adjournment

C Weimer

Motion to adjourn

MINUTES

February 9, 2023

The annual meeting of the Board of Trustees of the Reuben McMillan Free Library Association was held on February 9, 2023 at 3:45 p.m. in the meeting room of the Main Library and via zoom. Presiding over the meeting in person was Board President Carole Weimer with the following members present: Mary Lou Reyes, and Atty. Martin Boetcher. Present via zoom were: Alex Benyo, Tim Bresnahan, Delores Crawford, Terry Dimascio, Angela Duskey, Tom Frost, Jim Meehan, JoAnn Stock, Ron Strollo, and Jamie Viano. Absent were: Alexa Sweeney Blackann, Mariel Sallee, Judy Schmutz, 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, and a few staff members.

A. Benyo, Chair of the Nominating Committee, presented the members whose terms expire 2023. T. Frost made a motion to nominate to three-year terms the following trustees: Timothy Bresnahan, Delores Crawford, Terry Dimascio, James Meehan, and Ron Strollo. J. Stock seconded the motion with all members voting aye.

C. Weimer informed the trustees that the 2023 committee appointments would be sent out, Atty. M. Boetcher gave a presentation on the Sunshine Laws and A Fifarek presented her 2023 Outlook for the Library.

The annual meeting adjourned at 4:16 p.m. by motion of M. Reyes, seconded by A. Benyo, with the motion carrying.

The regular meeting of the Reuben McMillan Free Library Association was held immediately following the annual meeting. Presiding over the meeting in person was Board President Carole Weimer with the following members present: Mary Lou Reyes, and Atty. Martin Boetcher. Present via zoom were: Alex Benyo, Tim Bresnahan, Delores Crawford, Terry Dimascio, Angela Duskey, Tom Frost, Jim Meehan, JoAnn Stock, Ron Strollo, and Jamie Viano. Absent were: Alexa Sweeney Blackann, Mariel Sallee, Judy Schmutz, 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, and a few staff members.

T. Frost, Chair of the Service & Personnel Committee, made a motion recommending adoption of the proposed resolutions recognizing the retirements of Michele Mellor and Diane Rubino.

Resolution

Whereas, Michele Mellor has served as a dedicated employee of the Public Library of Youngstown & Mahoning County for 34 years, retiring on January 1, 2023,

Whereas, Michele began her PLYMC career in January 1988 as a librarian in the Science and Industry department (which was later named Information Sciences and is now Specialty Services) at Main Library and worked briefly in the Reader's Services department at Main before returning to Science and Industry in 1997,

Whereas, she was promoted to Information Sciences supervisor in 2009, where she served dutifully 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 Michele Mellor 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 Michele Mellor.

Resolution

Whereas, Diane Rubino has served as a dedicated employee of the Public Library of Youngstown & Mahoning County for 45 years, retiring on January 4, 2023,

Whereas, Diane began her career in 1977 as a clerk in the Reference department at Main Library before transferring to a clerk-typist position in Technical Services in 1978,

Whereas, she worked briefly as a clerk at the Brownlee Woods branch but soon returned to the Technical Services department, where she was promoted to Head Clerk in 2013, where she worked diligently 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 Diane Rubino 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 Rubino.

D. Crawford seconded the motion with all members voting aye.

A. Benyo made a motion recommending adoption of the proposed resolution recognizing Andrea Przybylski.

Resolution

Whereas, Andrea Przybylski has served as a dedicated employee of the Public Library of Youngstown & Mahoning County for 37 years, before she sadly passed away on December 12, 2022,

Whereas, Andrea began her career at PLYMC in 1985 as a Work Study Librarian at the Struthers branch, where she worked until receiving her MLIS degree in 1988, and then served as a Regional Librarian at Brownlee Woods before transferring to Boardman in 1990,

Whereas, Andrea was promoted to Assistant Supervisor of the Reader's Services department at Main in 2013, before becoming the Supervisor in Poland, and then Boardman in 2015. She also served as Apprentice Supervisor at East and later as Supervisor at Newport until her passing.

Now, Therefore, Be It Resolved, that the Board of Trustees of the Reuben McMillan Free Library Association hereby expresses its gratitude to Andrea Przybylski 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 the family of Andrea Przybylski, along with our deepest sympathy and condolences. We will forever be grateful for her contributions to PLYMC.

T. Dimascio seconded the motion with all members voting unanimously.

M. Reyes made a motion to approve the minutes of the December 8, 2022 meeting as written and distributed. T. Dimascio seconded the motion and the motion carried.

M. Mrofchak presented the Chief Financial Officer's report. Receipts in the General Fund for the year ended 2022 were \$21,309,502.07 which is an increase over the 2021 year-end General Fund revenues of \$1,097,632.52 or 5.4%. This can be attributed to an increase in the Library's PLF distribution (\$802,571.43 or 8.1%). Adding receipts to the balance forward brought the total available for expenditure to \$33,127,694.14. Expenditures for the year were \$16,205,344.16 which was an increase of \$2,072,749.79 or 14.7%. This can be attributed to increases in all cost categories throughout 2022. Adding transfers out of \$3,500,000, total expenses for the year were \$19,705,344.16. Encumbrances for outstanding obligations totaled \$1,027,133.25 for 2022 leaving an unencumbered balance forward to 2023 of \$12,395,216.73.

The Ohio Department of Taxation (ODT) posted the December update to the Calendar Year 2023 (CY 23) Public Library Fund (PLF) Certification. The library's

estimate for Calendar Year 2023 is \$10,497,306.65 (actual PLF funding received was \$10,684,816.34 from 2022).

The Building and Repair Fund posted receipts of \$3,019,667.19 for 2022 from investment income, contributions that are tied to capital campaigns, and transfers in from the General Fund. Expenses in the fund were for investment fees and costs associated with the Main Library Renovation Project in the amount of \$8,737,997.46 with an additional amount encumbered for projects of \$1,321,043.62 leaving an unencumbered balance forward to 2023 of \$17,920,881.01.

The Technology Development Fund had receipts totaling \$808,567.06 for 2022 from E-rate reimbursements, interest, and transfers in from the General Fund. Expenditures for 2022 were for equipment and investment fees which totaled \$289,860.33. Outstanding encumbrances for 2022 totaled \$18,536.02 for this fund leaving an unencumbered balance forward to 2023 of \$3,344,366.21.

The amount on deposit at First National Bank was \$18,166,952.73 where the sweep account was paying interest at an annual percentage yield of .70% and the money market account was paying 3.45%. Last year the sweep account was paying interest at an annual percentage yield of .09% and the money market account was paying .13% respectively.

The amount held at Farmers National Bank in the checking account at December 31th was \$25.00. In addition, there is a CD in the amount of \$847,499.45 with an interest rate of .35% and investments in the IntraFi Network Deposits (formerly known as CDARS) in the amount of \$5,447,830.49 with interest rates ranging from 2.79 to 4.25%.

The amount held at Farmers Trust for investment at December 31th was \$11,559,919.17 and was earning income at an overall average market yield of 3.22%.

As of December 31st, the Library Foundation account received \$270,681.42 from trust distributions, donations, and interest income. Expenditures totaled \$137,844.83 leaving a balance forward of \$1,407,983.18. Of that amount, \$1,094,166.18 is restricted to honor the requests of donors.

Also included in the Board packet are the following:

1. Annual Foundation Report Summary for the year ended December 31, 2022.
2. Annual listing of donations for the year ended December 31, 2022.

J. Meehan made a motion to approve the CFO's report. J. Viano 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
February 3rd, 2023

2023 PLYMC Outlook

Happy New Year!

At this year's Annual Meeting I will be giving an overview of what I think the coming year will have in store for the Library. I hope that you'll agree that, with everything I'll be outlining below, the state of the Library is getting stronger every day!

The Governor's Inauguration

The Ohio Library Council Board had the privilege of being invited to Governor DeWine's inauguration on January 9th. The invitation to OLC is an indication of the high value the Governor places on the importance of literacy and libraries to Ohio, as does the fact that he opened his State of the State address with a focus on children and education, calling for a renewed focus on literacy.



Engaging the Community

JANUARY



January saw the launch of the Makers Academy program at our Michael Kusalaba Library and Main Library locations. Thanks to Julie Pugh at MK and Tracy Harris at Main for working with their coworkers to design a 12-month series of programs that introduce the maker equipment at each library to Mahoning County. Each month will feature classes that help participants learn to use a different piece of equipment and result in something they can take home. January programs featured use of the MK Laser Engraver to make a keychain/bag tag and creating a potpourri

sachet using on the irons at Main. The response has been very positive with more than 120 participants in January.

Library Statuses

Libraries Open 6 days a week starting February 6th!

Thanks to a huge hiring and training push by the Operations, Experience, and HR Teams, we were able to fully restore services across the County this past week.

- Brownlee Woods: Monday, Tuesday, Wednesday, Friday and Saturday 9-5:30 Thursday 9 AM-8 PM
- Newport: Monday- Thursday 9 AM- 8 PM; Friday and Saturday 9-5:30
- Tri lakes: Hours: Monday, Wednesday, Thursday, Friday, Saturday 9-5:30; Tuesday 9 AM- 8 PM
- Campbell adds a night to their weekly schedule: Wednesday 9-8 PM
- Sebring adds a night to their schedule: Thursday 9-8PM

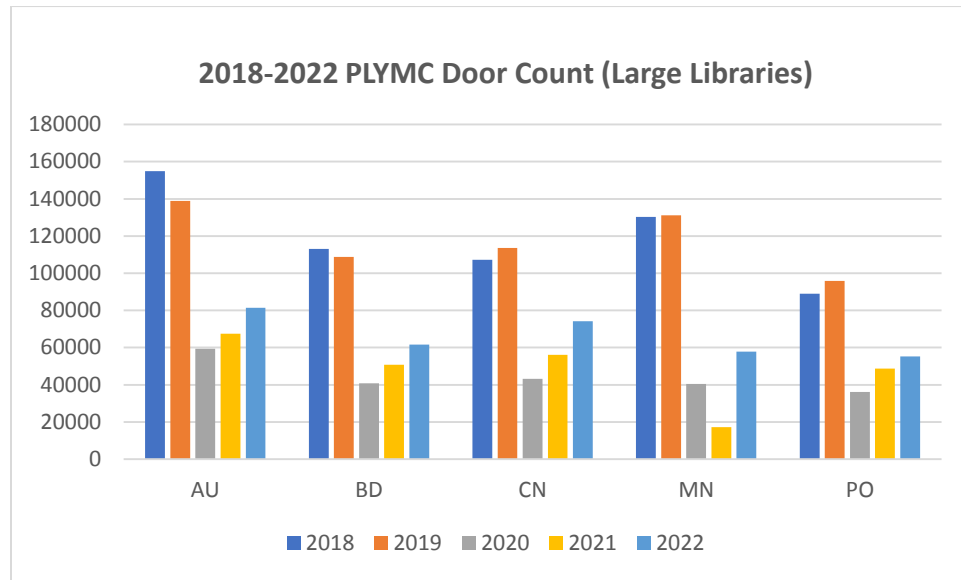
In addition, Brownlee Woods library is reopening fully renovated thanks to our extremely talented Facilities Team led by Dave Foster. The entire renovation was done largely by PLYMC employees for about \$80,000. Last year, we replaced the 30-year-old HVAC system for just over \$27,000. In the spring, the parking lot will be updated to add additional parking.



Library Use

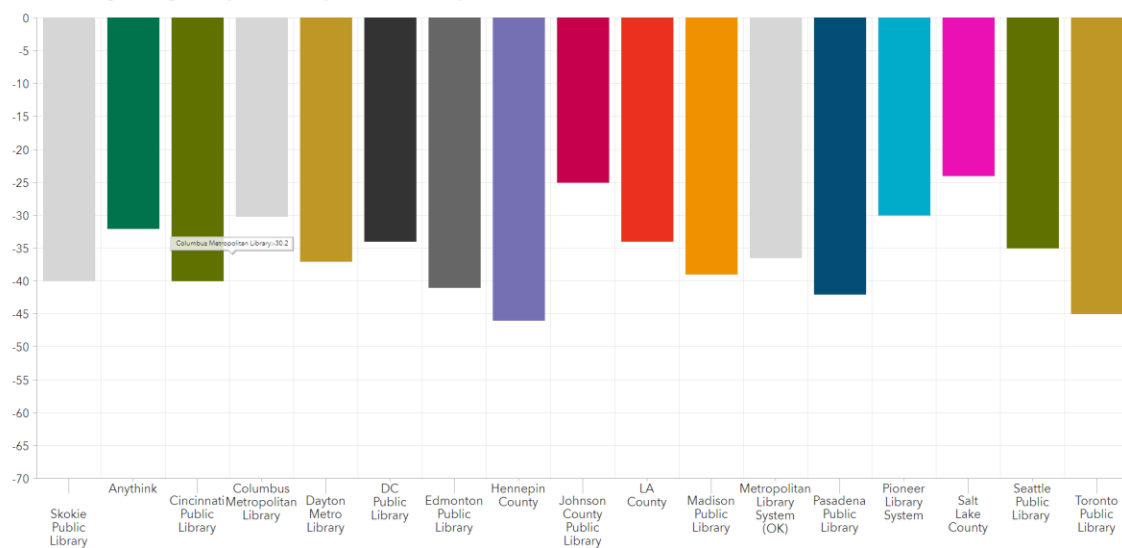
Visits to libraries across the system have not fully recovered as compared to pre-pandemic levels – we are at about 56% systemwide – and we are not alone in this trend. The first chart below shows PLYMC visits for the last 5 years while the larger bar chart shows 2022 statistics for a random selection of our peer and larger libraries across the country.

In-library visits to PLYMC Libraries 2018-2022



% Decrease of visits to other urban Libraries in 2022

2022 Percentage Change of in-person Library Visits from 2019 pre-COVID19 Baseline Levels



However, it is important to put these statistics into context. One year ago, the entire country was dealing with high rates of COVID spread including the highly contagious omicron variant. Children under 5 were not able to be vaccinated until about 6 months ago, and the renovation of Main Library was not substantially completed until about that same time.

Foot traffic to all libraries is steadily increasing, showing that staff are reconnecting with their communities and helping people re-establish their library habits.

(Note: The 2020-2021 numbers at Main were severely impacted because the people counters were removed during renovation.)

Engaging Our Staff

Staff Day 2022 Successes

The HR Department, especially the Education power team of Diane and Rachel, are recovering from Staff Day 2022. It was a resounding success in terms of programs offered, content of programs, food service and—above all, an appreciation of being able to gather in person post pandemic as evidenced in the post-event survey that went out to staff. Economically speaking it was a success as well, coming in at half the cost of our previous staff day in 2016. Staff day will be held on November 15 this year.

Hiring, Promotion, and Open Positions

We have made substantial headway on our restored staffing, with 8 new employees in the first 33 days of 2023. Although we still have open positions, most of the recruitments have been temporarily closed due to high application rates – over 400 applications for one job title alone!

New Hires: 8

CMT:

- Public Service Generalist 1: Ronald Albright, Kenneth Longmire, Melissa Burke
- Public Service Generalist 1 (PT): Carolyn Hahn, Megan McLaughlin
- Patron Advisor: Aaron Graneto, Alivia Oulton

PLAY:

- Taylor Swann, Newport Library Supervisor

Promotions: 4

PLAY: 3

- Sara Churchill -Full-time Librarian 7 – Supervisor position in Specialty Services at Main promoted from Librarian 3.
- Caitlin Sebest -Full-time Librarian 1 – Youth Services position in Family Engagement at Main. promoted from part time.
- Stephanie Brickell - Full-time Librarian 3 – Adult and Intergenerational Specialist position in Family Engagement at Main promoted from Librarian 1.

CMT: 1

- Kim Boyd -Full-time Patron Advisor position in Cores Services at Main promoted from Public Service Generalist 1.

Separations: 5

Retirements: 3

- Michele Mellor, Librarian 7 Supervisor, Specialty Services at Main – 34 years
- Marilyn Senzarino, Part Time Public Service Generalist 1 at Struthers – 20 years
- Diane Rubino, Full Time Public Service Specialist 2 in Technical Services – 45 years

Death:

- Andrea Przybylski – 37 years

Resignation: 1

Open Positions: 9

Admin: 2 Full Time

- Security Specialist
- Public Services Coordinator

PLAY: 6

- 3 Full Time (Austintown and Main), 3 Part Time (Family Engagement, Newport), Technical Services

CMT: 1

- 1 Full Time (Call Center)

Positions on Hold: 9

We have established a pool of positions budgeted but do not have open recruitment. This will allow us to better adjust staffing at our libraries as demand fluctuates.

CMT: 2 Full Time, 5 Part Time

PLAY: 2 Part Time

CEO's Office Activities

The "CEO's Office" includes the Finance and Development Departments, Strategic Communications, as well as Colleen and me. Here is a brief overview of what our small but mighty group has been working on.

Finance Department

See the CFO's monthly reports sent via email.

Strategic Communications

Maggie is working with Rep. McNally's office to arrange meeting room spaces for constituent meetings at the library branches in the new 59th Statehouse district for Rep. McNally as part of our goals to encourage our local elected officials to use our Library spaces to meet with constituents for civic engagement.

Maggie is also working with the Regional Chamber to potentially arrange meeting space for an upcoming breakfast meeting for Chamber members.

We had some very nice coverage of our grant awards in December and January.

Sensory Space:

Business Journal: <https://businessjournaldaily.com/public-library-receives-50k-grant-for-sensory-space-at-boardman-branch/>

WKBN: <https://www.wkbn.com/news/local-news/grant-will-fund-sensory-space-at-boardman-library/>

WFMJ: <https://www.wfmj.com/story/47940811/boardman-library-to-receive-dedicated-sensory-space-for-patrons-with-sensory-issues>

Kitchen and LEGO Grants:

WKBN: <https://www.wkbn.com/news/local-news/grants-to-fund-cooking-lego-programs-at-local-libraries/>

Tribune: <https://www.tribtoday.com/news/local-news/2023/01/local-libraries-get-grants/>

Business Journal: https://businessjournaldaily.com/public-library-receives-nearly-332k-to-expand-culinary-stem-programs/?utm_source=Youngstown+Publishing+Company&utm_campaign=1bb394cd6c-EMAIL_CAMPAIGN_10_8_2020_10_2_COPY_01&utm_medium=email&utm_term=0_d70048470c-1bb394cd6c-401200384

CEO's Activities

The end of the year did not slow down and the new one kicked off with a bang.

Local

- Regional Chamber's Lunch with Legislators: Ohio Rep. Lauren McNally – December 14
- WFMJ Saturday Morning in-studio interview about ODE Grants – January 7

State

- Metro libraries call – monthly meeting
- OLC Board of Directors meetings – December 20, January 20
- Inauguration of Governor Mike DeWine – January 9

National

- Library Journal Director's Summit – November 30 – December 2, 2022

Deborah McCullough, Chief Operating Officer and Dave Foster, Facilities & Construction Director, gave a summary of the Brownlee Woods Branch Library renovations.

A. Benyo, Chair of the Nominating Committee, made a motion to elect the following officers for terms expiring 2023 as presented:

President: Carole Weimer

Vice-President: Tom Frost

J. Meehan seconded the motion and the motion passed.

J. Meehan, Chair of the Finance, Audit and Investment Committee, presented the 2022 revised appropriations and the 2023 permanent appropriations. J Meehan made a motion to approve the total of \$19,985,030.16 in the General Fund for 2022. D. Crawford seconded the motion and the motion carried. J. Meehan moved to approve the appropriations in the Building & Repair Fund of \$1,199,700.00. T. Frost seconded the motion and the motion passed. J. Meehan made a motion to approve the Technology Development Fund appropriation of \$224,410.00. T. Frost seconded the motion with all members voting aye.

For 2023, J. Meehan made a motion to approve the appropriations totaled \$22,719,900.50 in the General Fund. A. Duskey seconded the motion with all members voting unanimously. J. Meehan moved to approve the appropriations in the Building & Repair Fund of \$2,884,637.10. M Reyes seconded the motion and the motion passed. J. Meehan made a motion to approve the Technology Development Fund appropriations of \$341,215.00. D. Crawford seconded the motion and the motion carried.

J. Meehan made a motion to adopt a resolution to request advances from the 2023 collections of real estate property taxes.

Resolution for Advances of Collections of Real Property Taxes

Whereas, funds from the 2.4 mil Operating Levies will be collected in 2023 and

Whereas, these funds will be used for current operating expenses throughout 2023,

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

T. Frost seconded the motion and the motion carried.

T. Frost, Chair of the Bylaws Committee, made a motion to adopt amended Board Policies #101, #401, #650, and #690.

LIBRARY BILL OF RIGHTS

The Board of Trustees of the Public Library of Youngstown and Mahoning County adopts and supports the LIBRARY BILL OF RIGHTS, as reproduced below:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996

401

MATERIAL SELECTION AND DESELECTION POLICY

The Public Library of Youngstown and Mahoning County provides free service to all residents in Mahoning County, both children and adults. Basic to this service is the judicious selecting, servicing, and supplying of books and other materials. These books, viewing, and listening materials are intended to aid any person in the pursuit of education, search for

information, and in creative use of leisure time. If one of these purposes must be emphasized, the Library recognizes its role as an educational institution for the public, and the Library affirms that its major concern must be contributing toward the removal of ignorance.

The very words “book and materials selection” mean that not all items can be purchased, stored, or made available. Budgetary and space constraints limit all libraries ability to buy from the thousands of items produced annually, from the millions that have been produced, the Library can only select those that will help it to achieve its stated mission:

The Public Library of Youngstown and Mahoning County connects people and communities to reliable resources that inspire learning and foster enrichment.

The Public Library of Youngstown and Mahoning County endorses the American Library Association’s (ALA) LIBRARY BILL OF RIGHTS, which is outlined in Policy 101.

Responsibility for Selection

The Collection Development team shall consist of collection specialists in adult and youth service areas working in conjunction with the collection access manager. This team follows best practices and qualitative standards of materials acquisitions and selection and shares responsibility with other Library staff and considers requests from the community.

Collection Standards

The selection team makes its selection decisions to the ensure an expansive and diverse collection is purchased to support the needs of the community and diverse interests of the population.

- The Library endorses intellectual freedom for all users.
- The best possible titles on individual subjects and the best works of individual authors will be added in various formats. Popularity and community demand are among the criteria used to select materials that foster a love of reading, personal enrichment, and enjoyment for readers of all ages.
- The Library provides materials representing various points of view on a wide variety of subjects, including religious, political, and controversial issues. Individuals should feel free to read and explore all ideas and to judge as individuals in a free society what is acceptable to them.
- The collections are comprised of new and popular materials in various formats, reference tools, and other materials to support lifelong learning.

- The Library participates in statewide resource sharing agreements to expand its capacity to make more resources available to residents.
- The Library follows new and emerging formats and trends and incorporates them into the collections.

Deselection of Materials (Weeding)

On a regular basis, professional librarians will review the Library's collection for the purpose of identifying and removing materials that are out of date, underutilized, in poor condition, or have information that has become obsolete. Deselection is a key component of good collection management practice and must be done to ensure that the Library's collection remains current, comprehensive, and responsive to community needs. Deselected materials in good condition will be donated to Friends of the Library for sale.

Request for Removal of Collection Material by the Public

The Library accepts requests for removal of collection material by the public. Refer to *Board Policy 650*.

650

Request for Removal of Collection Material

The Public Library of Youngstown and Mahoning County (PLYMC) provides books, other print materials, databases, and various formats of non-print and digital media to meet the needs of its residents regardless of age, sex, nationality, educational attainment, socio-economic background, or political affiliation. The Library offers information on many subjects representing various and conflicting viewpoints. This standard does not necessarily imply numerical balance. Materials of the required quality, serving the purposes of PLYMC and relating to an existing need or interest, will not be removed from the collection nor will materials lacking these qualities be added because of pressure by groups or individuals.

Not all materials in the Library's collection are appropriate for every Library patron. Patrons are encouraged to seek the assistance of a Library staff member to select materials appropriate for them. Parents are highly encouraged to help their children select the most appropriate materials for them.

As the people for whom the Library exists, the residents of Mahoning County have a right to question whether the material in the Library's collection meets the standard stated in *Policy 401 – Material Selection and Deselection*. Should a resident object to the inclusion of a particular title, he or she will be asked to first address the matter with the Library branch supervisor or departmental manager. If this conversation does not sufficiently address the matter, the resident may submit a formal request for reconsideration.

The Form for Reconsideration will be directed to the collection development manager, who will assemble a committee of Library staff appropriate for reviewing the material. All members of the committee will independently review the item in question in its entirety before meeting to determine if the material meets the standards set forth in the *Board-approved Policy 401—Material Selection and Deselection Policy*.

Otherwise, the committee shall promptly consider the merits of the objection and make its decision on the objection based on the standards of Policy 401. The committee shall render its decision within thirty (30) days of its receipt of a fully completed form and shall inform the Library's Director and CEO of their findings. The director shall send a letter to the resident outlining the process followed and the findings of the committee. Should the resident believe the process outlined is not in keeping with the aforementioned policies, the resident may appeal to the Library Board of Trustees. The Board shall decide within 30 days whether to decline the appeal or to send the matter back to Library staff for further consideration.

Guidelines For Submitting a Request for Reconsideration

- Before submitting a request for reconsideration, a resident should have read/watched the material in its entirety and discussed the material with the branch Library supervisor or department manager.
- Formal requests for reconsideration may only be submitted by individuals residing in Mahoning County.
- A valid Library card is not required to submit a reconsideration request.
- Material under reconsideration will remain on Library shelves and available to the public during the reconsideration process.

Request for Reconsideration Form

Date:

Name:

Address:

City:

State:

Zip

Phone:

Email:

Title:

Author/Artist:

Have you read the Public Library of Youngstown and Mahoning County's Collection Development or Program Development policies?

Have you spoken with your branch library's supervisor or a department manager about your concerns?

Date of Conversation:

Name of Staff Member:

What brought this material to your attention?

Have you read, viewed, or listened to the entire work?

Please describe your concerns regarding this material:

Are there any specific examples within the material that illustrate your concerns?

Are there resource(s) you suggest that will provide additional information and/or other viewpoints on this topic?

What action(s) are you requesting the library consider?

690

LIBRARY USE POLICY (Formerly the Library's Code of Conduct)

The Public Library of Youngstown & Mahoning County is a free, inclusive, and welcoming space for everyone.

Purpose

- To create an environment that is welcoming, comfortable, respectful, safe, and conducive to Library use by all patrons and staff.
- To protect the rights and safety of all Library patrons and staff members.
- To protect Library materials, facilities, and property.

Response to Library use policy violations

Failure to abide by this policy can result in escalating responses from limitations to service to criminal prosecution if there is a violation of local, state, or federal law.

D. Crawford seconded the motion and the motion passed.

T. Frost made a motion to rescind Board Policies #620, The Appeals Committee and #720, Requests to Display Posters, Leaflets, Flyers, Etc. in Libraries. T. Dimascio seconded the motion with all members voting unanimously.

T. Frost made a motion to adopt the consent agenda process.

Procedure Governing Bylaws Committee Consent Agenda Actions and Full Board Approval

The Board of Trustees of the Public Library of Youngstown and Mahoning County hereby invests the Bylaws standing committee with the authority to put forward changes to Board-enacted policies using a consent agenda process.

When using the consent agenda process, the Bylaws committee will review, edit, and approve the changes in open committee meetings and provide all policies to be changed to the full Board in the Board Packet that is delivered to the Trustees in advance of the meeting. In addition to the changed text, the committee should include a summary of the policies to be changed, with policy number, policy title, and general reason for the change.

The consent agenda is processed to streamline Board operations and should be used for non-controversial, non-substantive changes. These types of changes include but are not limited to:

- Title changes and other updates in wording that do not change the intent of the policy.
- Reaffirmations of policies more than five years old.
- Elimination of policies deemed no longer necessary at the Board level.
- Policies related to internal procedures of the standing committees.
- Policies implemented to bring Board action into compliance with Ohio Revised Code or federal law.

The Bylaws Committee should perform due diligence to avoid items placing changed policies on the consent agenda that might be deemed of high interest or are likely to be seen as controversial to the public, staff, or members of the Board's standing committees. High interest items should be agendized for full Board discussion.

The following policies may not be placed on the Consent Agenda and must always be discussed by the full Board unless the only change is to reaffirm the existing policy as written:

201 – Code of Regulation

212 – Investment Policy Statement

Before voting on a consent agenda put forward by the Bylaws Committee, any Trustee at a full Board meeting may request that one or more policies be removed from the consent agenda for any reason and discussed directly by the Full Board. The Board can then

approve the amended consent agenda with any remaining items before proceeding to specific policy discussions.

Policy changes approved via the consent agenda process go into effect at the close of the meeting at which they are approved.

D. Crawford seconded the motion with all members voting aye.

Building & Sites, Development, and Executive committees had no updates.

At. 5:15 p.m., T. Frost made a motion to move into Executive Session to discuss the Director & CEO's annual review. T. McBane took a poll of the board. The meeting moved back to open session at 5:26 p.m.

D. Crawford made a motion to approve the Appointments, Transfers, and Resignations. T. Frost seconded the motion and the motion carried.

There being no further business, a motion was made by M. Reyes to adjourn the meeting, seconded by T. Dimascio with all voting aye and the meeting concluded at 5:30 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

MINUTES

March 21, 2023

A special meeting of the Board of Trustees of the Reuben McMillan Free Library Association was held on March 21, 2023 at 1:35 p.m. in the Main Library 2nd floor meeting room and via zoom. Presiding over the meeting in person was Board President Carole Weimer with the following members present in person: Alexa Sweeney Blackann, and Judy Schmutz. Present via zoom were: Alex Benyo, Tim Bresnahan, Terry Dimascio, Tom Frost, Jim Meehan, and Atty. Martin Boetcher. Absent were: Delores Crawford, Angela Duskey, Mary Lou Reyes, Mariel Sallee, JoAnn Stock, Ron Strollo, Jamie Viano, Ralph Meacham, and Mayor Jamael Tito Brown. Also in attendance were Chief Financial Officer Mark Mrofchak, Deputy Financial Officer/Board Secretary Tina McBane, and Chief Human Resource Officer Liz Repasky.

At 1:36 p.m. T. Frost made a motion to go into Executive Session to discuss the Director & CEO's contract. T. McBane took a poll of the Board. At 1:55 p.m. the meeting returned to open session.

A. Benyo made a motion to amend the Director & CEO's contract to include twenty-five days of vacation instead of twenty days. J. Meehan seconded the motion and the motion carried.

T. Bresnahan made a motion to approve a 7% pay increase for 2023 retroactive to January 1, 2023 in lieu of 2.5% for the Director and CEO. J. Schmutz seconded the motion with all members voting unanimously.

There being no further business, a motion was made by J. Meehan to adjourn the meeting, seconded by A. Benyo with all voting aye and the meeting concluded at 2:00 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

**REUBEN MC MILLAN FREE LIBRARY ASSOCIATION
FISCAL OFFICERS REPORT - GENERAL FUND**

April 30, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	April	Jan-April	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		8,684,931.06	8,684,931.06	175,705.06	5,173,705.06		3,511,226.00
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	0.00		900.00
2131 Federal Government/Grant E-Rate		79,634.05	79,634.05	359.88	40,190.61		39,443.44
2170 Federal Grants Restricted		150,000.00	150,000.00	0.00	50,000.00		100,000.00
2200 State of Ohio/PLF		9,972,441.31	9,972,441.31	701,253.50	3,347,218.56		6,625,222.75
2210 State of Ohio/TLR/Rollback & Homestead		936,577.74	936,577.74	7,692.64	7,692.64		928,885.10
3110 Patron Fines & Fees		18,000.00	18,000.00	1,878.50	5,828.15		12,171.85
3140 Copy Machines		500.00	500.00	23.77	23.77		476.23
3141 Debit Card Machines		60,000.00	60,000.00	6,125.90	24,103.90		35,896.10
3199 Other Patron Fees		5,500.00	5,500.00	777.71	2,683.13		2,816.87
4120 Interest		150,000.00	150,000.00	44,645.25	166,448.86		(16,448.86)
6120 Restricted Contributions/Grants		5,000.00	5,000.00	22,500.00	24,000.00		(19,000.00)
8300 Rental Income		22,020.00	22,020.00	200.00	600.00		21,420.00
8720 Insurance Reimbursements		22,264.32	22,264.32	2,141.50	8,150.74		14,113.58
8799 Other Refunds		20,000.00	20,000.00	1,721.31	8,156.73		11,843.27
8999 Miscellaneous		5,000.00	5,000.00	293.15	1,443.76		3,556.24
TOTAL RECEIPTS	0.00	20,132,768.48	20,132,768.48	965,318.17	8,860,245.91		11,272,522.57
TOTAL RECEIPTS & BALANCE	<u>\$ 1,027,133.25</u>	<u>\$ 32,527,985.21</u>	<u>\$ 33,555,118.46</u>		<u>\$ 22,282,595.89</u>	<u>\$ 0.00</u>	<u>\$ 11,272,522.57</u>
EXPENDITURES							
1100 Salaries	\$ 89,674.94	\$ 10,352,609.94	\$ 10,442,284.88	\$ 730,081.88	\$ 3,229,666.37	\$ 69,494.54	\$ 7,143,123.97
1400 Retirement Benefits	64,907.39	1,442,201.87	1,507,109.26	101,464.48	390,945.49	0.00	1,116,163.77
1600 Insurance Benefits	209,386.52	2,142,006.53	2,351,392.05	186,382.91	983,930.20	339,009.82	1,028,452.03
1900 Other Employee Benefits	1,679.00	38,200.00	39,879.00	3,619.00	11,748.22	9,989.83	18,140.95
TOTAL SALARIES & BENEFITS	365,646.85	13,975,018.34	14,340,665.19	1,021,548.27	4,616,290.28	418,494.19	9,305,880.72
2100 General & Administrative Supplies	111,475.82	852,000.00	963,475.82	83,327.64	179,745.31	162,900.15	620,830.36
2200 Property Maintenance Repairs	2,844.83	53,000.00	55,844.83	8,546.29	26,072.15	9,624.17	20,148.51
2300 Motor Vehicle/Fuel Supplies & Parts	12,934.21	40,000.00	52,934.21	2,292.60	8,010.45	17,977.61	26,946.15
TOTAL SUPPLIES	127,254.86	945,000.00	1,072,254.86	94,166.53	213,827.91	190,501.93	667,925.02
3100 Travel & Meeting Expenses	4,106.88	153,380.00	157,486.88	5,589.15	22,123.98	10,693.40	124,669.50
3200 Communications, Printing & Publicity	44,838.38	502,040.00	546,878.38	34,110.32	94,929.90	213,097.16	238,851.32
3300 Property Maintenance	111,414.51	1,334,000.00	1,445,414.51	101,652.78	335,784.57	615,052.41	494,577.53
3400 Insurance	2.00	122,480.00	122,482.00	0.00	462.00	1,432.00	120,588.00
3500 Rents/Leases	621.78	46,245.00	46,866.78	1,762.30	6,836.65	19,029.15	21,000.98
3600 Utilities	30,618.06	521,000.00	551,618.06	31,860.00	121,301.95	79,862.78	350,453.33
3700 Professional Services	87,870.13	722,787.16	810,657.29	133,301.13	202,557.11	133,415.83	474,684.35
3800 Library Material Control Services	15,425.59	229,150.00	244,575.59	35,364.21	83,274.02	14,561.59	146,739.98
3900 Other Contracts/Purchased Services	763.66	17,000.00	17,763.66	5,722.75	6,758.68	453.00	10,551.98
TOTAL PURCHASED/CONTRACTED SVCS	295,660.99	3,648,082.16	3,943,743.15	349,362.64	874,028.86	1,087,597.32	1,982,116.97

**REUBEN MC MILLAN FREE LIBRARY ASSOCIATION
FISCAL OFFICER'S REPORT - GENERAL FUND**

April 30, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	April	Jan-April	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	146,541.13	900,000.00	1,046,541.13	43,729.63	114,720.99	116,688.73	815,131.41
4200 Periodicals	1,763.81	32,000.00	33,763.81	3,272.00	6,947.35	2,756.35	24,060.11
4300 Audio Visual	27,125.18	204,000.00	231,125.18	9,778.13	36,747.64	67,844.14	126,533.40
4500 Electronic Information/Public Use	42,243.55	995,500.00	1,037,743.55	98,793.99	270,907.99	318,838.73	447,996.83
4600 Interlibrary Loan	7,000.00	45,000.00	52,000.00	34,152.39	41,152.39	0.00	10,847.61
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	8,000.00	8,000.00	4,040.00	6,499.60	0.00	1,500.40
TOTAL LIBRARY MATERIALS	224,673.67	2,184,500.00	2,409,173.67	193,766.14	476,975.96	506,127.95	1,426,069.76
5500 Furniture & Equipment	3,219.52	50,000.00	53,219.52	21,777.34	42,014.71	93,527.58	(82,322.77)
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	205,000.00	208,835.88	21,777.34	42,014.71	93,527.58	73,293.59
7100 Dues & Memberships	10,061.00	48,200.00	58,261.00	215.00	19,033.00	9,041.00	30,187.00
7200 Taxes & Assessments	0.00	6,600.00	6,600.00	0.00	17,962.83	0.00	(11,362.83)
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	62,300.00	72,361.00	215.00	37,119.99	9,041.00	26,200.01
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	21,219,900.50	22,247,033.75	1,680,835.92	6,260,257.71	2,305,289.97	13,681,486.07
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	22,719,900.50	23,747,033.75	1,680,835.92	6,260,257.71	\$ 2,305,289.97	\$ 15,181,486.07
ENCUMBERED BALANCE FORWARD		9,808,084.71	9,808,084.71		2,305,289.97		
BALANCE FORWARD		\$ 32,527,985.21	\$ 33,555,118.46		\$ 13,717,048.21		
TOTAL EXPENSES/TRANSFERS/BALANCES					\$ 22,282,595.89		

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

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	April	Jan-April	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023							
Balance Forward January 1, 2023	\$ 1,321,043.62	\$ 17,920,881.01	\$ 1,321,043.62	\$ 17,920,881.01	\$ 1,321,043.62	\$ 17,920,881.01	\$
RECEIPTS							
4121 Interest	0.00	50,000.00	50,000.00	13,774.25	157,581.98	0.00	(107,581.98)
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		1,100,000.00	1,100,000.00	13,774.25	157,681.98	0.00	942,318.02
TOTAL RECEIPTS & BALANCES	\$ 1,321,043.62	\$ 19,020,881.01	\$ 20,341,924.63	\$ 13,774.25	\$ 19,399,606.61	\$ 0.00	\$ 942,318.02

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	April	Jan-April	Current Outstanding Encumbrances	Unencumbered Balance
EXPENDITURES							
3781 Investment/Banking Fees	0.00	12,000.00	12,000.00	881.01	3,523.66	0.00	8,476.34
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	2,338,761.00	3,627,826.52	493,164.04	897,268.90	488,787.50	2,241,770.12
5511 Equipment	31,978.10	300,000.00	331,978.10	0.00	15,545.36	46,067.74	270,365.00
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	233,876.10	233,876.10	0.00	0.00	0.00	233,876.10
TOTAL EXPENSES	1,321,043.62	2,884,637.10	4,205,680.72	494,045.05	916,337.92	534,855.24	2,754,487.56
ENCUMBERED BALANCE FORWARD					534,855.24		
BALANCE FORWARD	0.00	16,136,243.91	16,136,243.91		17,948,413.45		
TOTAL EXPENSES & BALANCES FORWARD	\$ 1,321,043.62	\$ 19,020,881.01	\$ 20,341,924.63		\$ 19,399,606.61		

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

April 30, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	April	Jan-April	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023	\$ 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	25,687.99	25,687.99	0.00	12,053.85	0.00	13,634.14
4122 Interest	0.00	1,000.00	1,000.00	0.00	5,437.50	0.00	(4,437.50)
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		526,687.99	526,687.99	0.00	17,491.35	0.00	509,196.64
TOTAL RECEIPTS & BALANCES	\$ 18,536.02	\$ 3,871,054.20	\$ 3,889,590.22	\$ 0.00	\$ 3,380,393.58	\$ 0.00	\$ 509,196.64
EXPENDITURES							
3782 Investment/Banking Fees	\$ 0.00	\$ 600.00	\$ 600.00	\$ 45.88	\$ 183.62	\$ 0.00	\$ 416.38
5550 Equipment	18,536.02	340,615.00	359,151.02	32,149.41	58,779.61	34,372.25	265,999.16
TOTAL EXPENSES	18,536.02	341,215.00	359,751.02	\$ 32,195.29	58,963.23	\$ 34,372.25	\$ 266,415.54
ENCUMBERED BALANCE FORWARD					34,372.25		
BALANCE FORWARD	0.00	3,529,839.20	3,529,839.20		3,287,058.10		
TOTAL EXPENSES & BALANCE FORWARD	\$ 18,536.02	\$ 3,871,054.20	\$ 3,889,590.22		\$ 3,380,393.58		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

April 30, 2023

Petty Cash - General Fund	\$	456.00	
Change/Branches/Petty Cash - General Fund		4,494.00	
All other investments & bank accounts - General Fund		<u>16,017,388.18</u>	
Balance, General Fund	\$		16,022,338.18
Balance, Building & Repair Fund			18,483,268.69
Balance, Technology Development Fund			<u>3,321,430.35</u>
			<u>37,827,037.22</u>

Bank Error			0.00
PayPal fees			(27.20)
Bank debits/credits			(40.00)
NSF checks			0.00
Merchant E-Solutions/Section 125 funding/Square			(16.96)
Investment earnings			<u>0.00</u>
Total Cash and Investment all Funds per Library	\$		<u><u>37,826,953.06</u></u>

Bank Balance - Checking Farmers National Bank	<u>25.00</u>	
Balance on Deposit Farmers National Bank	\$	25.00

Bank Balance - Checking First National Bank	450,000.00	
Bank Balance - Sweep Account - First National Bank	8,895,701.47	
Bank Balance - Money Market - First National Bank	10,514,864.31	
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	9.51	
Deposit in Transit/Bank Debit	0.00	
Outstanding Checks - First National Bank - Operating Funds	<u>(65,900.84)</u>	
Balance on Deposit First National Bank		19,794,684.45

Investment Descriptions		
Bank Balance - CDs Farmers National Bank	\$	848,247.11
Farmers National Bank - CDARS Program (see attached list)		5,500,208.32
Farmers Trust Company managed investments (see attached list)		<u>11,678,838.18</u>
Total investments		18,027,293.61

Petty Cash		456.00
Change/Branches/Petty Cash - Supplies		<u>4,494.00</u>
Total Cash and Investments per Depositories	\$	<u><u>37,826,953.06</u></u>

Account information

Balance	
Current balance	\$848,247.11
Interest rate	0.35%
Term	24 months
Maturity date	Nov 05, 2023
Months to maturity	6
Interest	
Current accrued interest	\$691.38
Pay interest to	This account
Next interest payment (May 04, 2023)	\$723.91
Redemption amount	\$848,196.27
Forfeiture amount	\$742.22
Renewal terms	Single maturity

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

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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

04/30/2023

Page

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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%	\$824,437.41	\$824,437.41
	11/10/2022	11/07/2024	4.25%	836,355.67	836,355.67
	07/14/2022	07/10/2025	2.79%	805,918.41	805,918.41
	09/29/2022	09/25/2025	3.64%	554,390.64	554,390.64
	10/20/2022	10/16/2025	3.94%	801,850.58	801,850.58
	10/20/2022	10/16/2025	3.94%	857,136.56	857,136.56
	11/10/2022	11/06/2025	4.25%	820,119.05	820,119.05
TOTAL				\$5,500,208.32	\$5,500,208.32

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

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

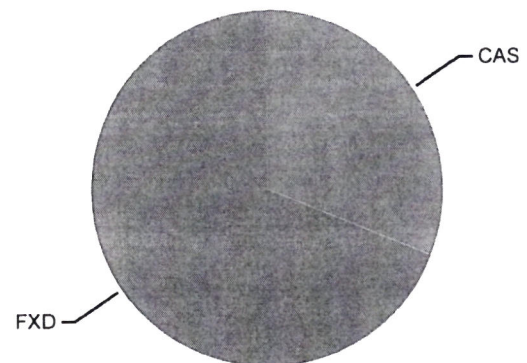
FARMERS
TRUST COMPANY

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

Account:
Report Period: From 4/1/2023 To 4/30/2023
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)	\$3,607,681.45	31.09%	\$169,743.71
Fixed Income (FXD)	\$7,997,810.57	68.91%	\$225,700.00
Total Assets	\$11,605,492.02	100.00%	\$395,443.71
Total Account Balance	\$11,605,492.02		



Activity Summary

	Current Period	Year To Date
Beginning Market Value	\$11,580,027.04	\$11,389,007.46
Receipts		
Dividend	\$12,837.13	\$46,838.88
Interest Income	\$937.12	\$75,993.03
Total Receipts	\$13,774.25	\$122,831.91
Disbursements		
Institution Fees	(\$1,000.00)	(\$4,000.00)
Total Disbursements	(\$1,000.00)	(\$4,000.00)
Change in Market Value	\$12,690.73	\$97,652.65
Ending Market Value	\$11,605,492.02	\$11,605,492.02

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



Gains and Losses Summary

	Current Period	Year To Date
Realized Gain/(Loss) - Long Term	\$0.00	\$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							
250,000.00 FTC CONSERVATIVE FUND	\$250,000.00	\$1.00	\$250,000.00	2.15	\$0.00		9.36
TOTAL Money Market Funds	\$250,000.00		\$250,000.00	2.15	\$0.00		4.68
Money Market Mutual Funds							
3,357,681 MONEY MKT OBLIGS TR FH GOV .45 OBL FD	\$3,357,681.45	\$1.00	\$3,357,681.45	28.93	\$0.00		9.41
TOTAL Money Market Mutual Funds	\$3,357,681.45		\$3,357,681.45	28.93	\$0.00		4.71
TOTAL Cash & Equivalents	\$3,607,681.45		\$3,607,681.45	31.09	\$0.00		4.71
Fixed Income							
U.S. Government Agency Obligations							
300,000 FEDERAL HOME LOAN BANKS CONS BD 3.625%25	\$300,000.00	\$98.38	\$295,125.94	2.54	(\$4,874.06)		3.68
1,000,000 FEDERAL HOME LOAN BANKS CONS BD 3.77%26	\$1,000,000.00	\$97.30	\$973,004.96	8.38	(\$26,995.04)		3.87
TOTAL U.S. Government Agency Obligations	\$1,300,000.00		\$1,268,130.90	10.93	(\$31,869.10)		3.83
U.S. Treasury Notes							
1,000,000 UNITED STATES TREAS NTS 3%06/30/24	\$996,406.25	\$98.10	\$980,976.56	8.45	(\$15,429.69)		3.06
2,000,000 UNITED STATES TREAS NTS 2.75%05/15/25	\$1,974,224.36	\$97.39	\$1,947,890.62	16.78	(\$26,333.74)		2.82
500,000 UNITED STATES TREAS NTS 3%07/15/25	\$497,099.25	\$97.85	\$489,238.28	4.22	(\$7,860.97)		3.07
1,000,000 UNITED STATES TREAS NTS 1.25%12/31/26	\$902,845.31	\$91.73	\$917,265.62	7.90	\$14,420.31		1.36
1,000,000 UNITED STATES TREAS NTS 3.25%06/30/27	\$1,006,562.50	\$98.52	\$985,156.25	8.49	(\$21,406.25)		3.30
1,000,000 UNITED STATES TREAS NTS 2.25%11/15/27	\$932,500.00	\$94.39	\$943,945.31	8.13	\$11,445.31		2.38
300,000 UNITED STATES TREAS NTS 0.625%11/30/27	\$259,178.93	\$87.56	\$262,675.78	2.26	\$3,496.85		0.71



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



Asset Statement

Units Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
200,000 UNITED STATES TREAS NTS 3.875%11/30/27	\$202,340.13	\$101.27	\$202,531.25	1.75	\$191.12		3.83
TOTAL U.S. Treasury Notes	\$6,771,156.73		\$6,729,679.67	57.99	(\$41,477.06)		2.63
TOTAL Fixed Income	\$8,071,156.73		\$7,997,810.57	68.91	(\$73,346.16)		2.82
GRAND TOTAL ASSETS	\$11,678,838.18		\$11,605,492.02	100	(\$73,346.16)		3.41

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			\$0.00	\$11,666,063.93
<u>Receipts</u>				
Interest Income				
INTEREST TAXABLE				
4/4/2023	FTC CONSERVATIVE FUND		\$937.12	\$0.00
Total Interest Income			\$937.12	\$0.00
Dividend				
DIVIDEND				
4/4/2023	MONEY MKT OBLIGS TR FH GOV OBL FD		\$12,837.13	\$0.00
Total Dividend			\$12,837.13	\$0.00
<u>Disbursements</u>				
Institution Fees				
FEE PAYMENT				
4/13/2023	Automatic fee collection for account 650367014 for Period Ending 3/31/2023.		(\$1,000.00)	\$0.00
Total Institution Fees Collected from Account			(\$1,000.00)	\$0.00
<u>Investment Activity</u>				
Sweep Sales (2) 4/1/2023 to 4/30/2023		(1,000.00)	\$1,000.00	(\$1,000.00)
Sweep Purchases (1) 4/1/2023 to 4/30/2023		13,774.25	(\$13,774.25)	\$13,774.25
Total Investment Activity		12,774.25	(\$12,774.25)	\$12,774.25

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



Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Ending Balances			\$0.00	\$11,678,838.18



REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
LIBRARY FOUNDATION ACCOUNT

April 30, 2023

Balance, January 1, 2022

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	\$ 601.71		
Justice Clarke Fund	6,495.46		
Myron Roh Fund	443.33		
Paul E. & Dorothy F. Rees Fund	203.90		
Philippine Kerwer Fund	123.94		
Dr. James Houck Fund	105.95		
Robert H. Donahugh Fund	224.89		
Henry Stambaugh Fund	681.67		
James McEwen Fund	1,116.45	\$ 9,997.30	

Account #05-4 Income Fund

Nancy Breden Fund	3,250.05		
Ruth Bowers Fund	630.72		
Elizabeth Lowmiller Barnhill Fund	824.73		
W. Sturgeon VanGorder - Elizabeth Slotta	2,451.59		
Kenneth M. Lloyd	262.52		
George Boughton	597.17		
Edward W. Powers Charitable Fund	286.00		
Martha Muransky	86.07		
Carol A. Bacon-Endowed Fund for Authors	408.74		
Rebecca Showman Host An Author Fund	53.84	8,851.43	

Account #02-1 R.D. Fowler Fund

24.24

Account #6453 Jane Jackson

1,547.77

Account #01-3 Wick Dennison

7,306.13

Unrestricted Income funds:

Account #04-7

David & Caroline Theobald Fund	44.66		
Louisa Andrews Fund	187.14		
Ida Clarke Fund	489.83		
Caroline Wick Fund	90.03		
James C. Foutts Fund	145.34		
Olive Arms Fund	192.11		
Luela Walker fund	50.33		
Willam Merrick Fund	199.90		
Ida Osborne Fund	199.90		
M. Bernard Hirshberg Fund	55.29		
Louisa Edwards Fund	66.63		
Norma Jones Fund	664.22		
Reserve Account Fund	2,574.64		
Amelia Gail Sarbu	2,128.76	\$ 7,088.78	34,815.65

Donations

35,747.07

Interest Income

10,880.08

Miscellaneous

0.00

TOTAL RECEIPTS

81,442.80

TOTAL RECEIPTS & BALANCE FORWARD

\$ 1,489,425.98

DISBURSEMENTS

Books & Related Purchases/Expenditures per Terms of Gifts

11,612.50

Legal Fees

0.00

Audit Fees

0.00

Miscellaneous

663.70

Memorial Gifts

0.00

Public Relations/Marketing

0.00

TOTAL EXPENDITURES

\$ 12,276.20

BALANCES FORWARD

Checking First National Bank

266,594.91

Money Market Account First National Bank

1,210,554.87

1,477,149.78

TOTAL DISBURSEMENTS AND BALANCES FORWARD

**** \$ 1,489,425.98**

** Use restricted by terms of trusts in the amount of \$1,146,027.62

Director & CEO's Report

June 2, 2023

Upcoming Events

Thank you to those of you who attended our recent Ladies in Little Black Dresses event. It was a wonderful success – another fine event put on by our Development Director Debbie Liptak and her Literary Society Committee. Here are some June events you may want to attend:

- Summer Discovery is in full swing! Register today at <https://www.libraryvisit.org/summer-discovery/>
- June (all month) – Maker Academy at Main and Michael Kusalaba Recording Studios – We are halfway through the Maker Academy year long program series at Main and Michael Kusalaba. In June, the challenge is to use the sound booth or video studio. Come join us in the challenge. There is still time to earn all the punches for your prize.
- Friends of the Library Juneteenth Celebration – June 17 – East Library
- Friends of the Library Brew Ha Ha Summerfest – June 17 – Main Library
- Friends of the Library Car Show – June 25 – Poland Library

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

Operations Division – Buildings, Collections, and Facilities

- This month marks the one-year anniversary of the reopening of the newly remodeled Main Library. Look around at the landscaping – the Amsonia bloomed with beautiful blue star flowers and other plants wintered over well. With the warmer weather, the beautiful front entrance doors are open for passersby to walk in.
- All our libraries are looking great now that our Facilities Team, headed by Dave Foster, has completed the annual outdoor Spring cleanup.
- On May 1, Poland Library closed for a week so the Poland and Facilities staffs could prepare for the refresh project that begins this month. Poland staff launched their temporary service space on May 8, which allows for materials returns and item pickups, as well as a few remaining programs. The building has so far been fully painted and woodwork refinished, and shelves dismantled and moved in preparation for the removal of the existing carpeting and floor prep. Carpeting is expected to arrive any day now so the contract work may begin.
- Our facility lease with the Greenford Library Association has expired and we are working with the GLA's Board of Trustees to transition the building back to their care after 44 years. The facility has been closed since the start of the pandemic and has recently served as home to the Pop-Up Library's School Resource Collection. We will be working with the GLA and other local leaders to find new ways to deliver services to the community during our strategic planning process.

- We have not been successful in finding a partner to start a community pantry, but still hope to implement that idea in some way when we do. We will be transitioning the former Café Augustine space at Newport to flexible use space, and it will be first used to house the Pop-Up Library School Collection and some Community Engagement staff members while we look for a more permanent home for the entire Community Engagement team. After that, we believe we can use that space as a home for our expanding Kitchen Literacy offerings.
- PLYMC has kicked off it's "Library of Things" collection with Maneuverability Kits for driver's training. Patrons can borrow the kit with orange cones, flags, and related useful items to help new drivers practice their turning and backing up skills. (Note for Brady Bunch Fans: no egg included.)

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



- Children's Hunger Alliance will resume meal distribution with us at Main on June 19th.
- The Pop Up will begin a regular weekly schedule of visits to Southern Mahoning County Tuesday, June 6th rotating between Angels for Animals, Dollar General, and one other site TBD through August. The schedule will be reevaluated at that point by both PLYMC and participating organizations.
- Social Media highlights for May - Facebook: 85 new page likes, Instagram: 38 new followers, most popular Facebook post was the [cake making program](#) in the Culinary Literacy Center with a reach of 1,842 and 283 engagements. The top TikTok video featured our [Pop-Up Library](#) crew joking about the struggles with maneuvering the van. It

was seen 1,933 times and had 36 likes.

- Summer Reading started May 1. Registrations as of 5/30 are:

Ages 0-5	Ages 6-11	Ages 12-17	Adult	# groups	Group participants	TOTAL
316	694	233	752	4	80	2,075

For comparison 2022 numbers at the end of the summer were:

348	941	268	583	2	16	2,156
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The program runs through July 31, 2023 with closing celebrations at each branch between July 29 and August 11.

Finance Division

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

Human Resources – Personnel and Professional Development

Professional Development

- We had 4 successful half-day in-service programs on Active Threats in the Library.
- Our Staff Day Planning committee has been formed and the kick-off planning meeting will be in mid-June.

Personnel Changes

- Retirements: 1
 - David Burnham, PSG at Canfield (4 years, 4 months)
- Resignations: 3
 - One each part-time Librarian, full-time Public Service Generalist, one part-time Material Handler (two for family reasons, one relocation)
- Open Positions: 13 (7 vacant, 6 pending hires)
 - PLAY – 6 (5 FT, 1 PT)
 - CMT – 6 (3 FT, 3PT)
 - Admin- 1

Of the pending hires, 4 have accepted offers from external candidates and 2 will likely be filled by internal promotions.
- New Hires:
 - Diana Hauser – Librarian 1- started May 30
 - Matthew Rose – Digitization Librarian- started May 30

Promotional Selections:

- Courtney Doyle- promoted to Rental Coordinator from TCC PSG 1
- Kristy Taylor – reclassified from Librarian 6 to Librarian 7

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

Development – Foundation and Friends of the Library

- Save the Date for 2023 Literary Society Author Event – September 21st
- Ladies in Little Black Dress Event – 330 Reservations
- Summer Discover Program Donations and Grants for Books for the Children = \$12,975
- Spring Campaign for Culinary Literacy Kitchen = \$6,597

- Friends of PLYMC Fundraisers: Mah Jongg Tournament netted \$2,245, Italian Luncheon netted \$1,500

Strategic Communications – Media and Government Relations

Media

Eight news clips in May on topics ranging from the Poland Library refresh project, \$14,000 in donations for the Boardman Sensory Space, and Ladies in Little Black Dresses.

Government Relations

Aimee and Maggie represented PLYMC at Library Legislative Day at the statehouse on April 26th, organized by the Ohio Library Council. The assembled library leaders heard from the Governor and First Lady, strong supporters of libraries and literacy, particularly the Governor's Imagination Library. We also heard from the House and Senate Leadership and had a planned meeting – and lunch – with our newest Valley Representative, Lauren McNally. Aimee was able to speak with Representative Cutrona and Senator Rulli during the day as well. The Ohio House passed a budget that keeps the Public Library Fund monies intact and includes writing funding into permanent law at 1.7% of the General Revenue Fund. The Senate is currently holding committee meetings and we expect to see their version of the state budget soon. The budget must be finalized by June 30th.



Strategic Planning

Later this fall, we will be embarking on public input sessions for our strategic planning process. Maggie will give a brief overview and conduct a brief input session at the June 8th meeting.

CEO's Activities

Local

- America 250 – Mahoning Valley Planning Meetings – April 20, May 4, June 6
- Ohio State University Mahoning County Extension Advisory Committee – April 20
- Louie Free interview – April 24
- Center for Nonprofit Excellence Focus Group – May 3
- City of Youngstown 3rd Ward Meeting – May 18

- Northeast Ohio Regional Library System Directors Conference – May 25-26

State

- Metro libraries – monthly meeting
- Ohio Library Council Legislative Day – April 26
- Ohio Library Council Board Meeting – May 19

National

- ULC Directors – twice monthly meeting
- Public Libraries Safety Summit – April 27-28
- Urban Library Council CEO Roundtable – May 7-9



PLYMC Strategic Planning 2023
Board of Trustees
June 8, 2023

Today's Agenda



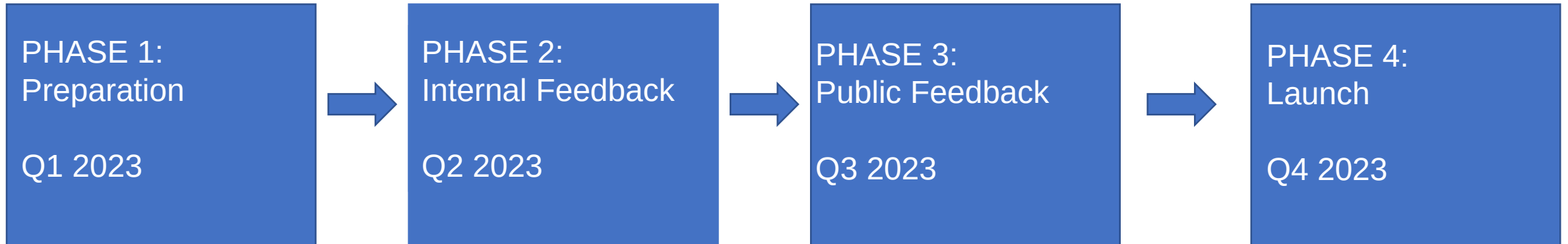
- What's our timeline?
- What's our process?
- Staff's role
- The community's role
- Your role

Why Does PLYMC Need a Strategic Plan?





PLYMC 2023 STRATEGIC PLANNING TIMELINE



PLYMC MISSION



CONNECT

We create meaningful experiences that support personal growth.



INSPIRE

We encourage others to take the next step, become engaged, and achieve the dream by doing so ourselves.



ENRICH

We develop services and partnerships that contribute to community resilience and enlightenment.

PLYMC VALUES



PEOPLE

Welcome everyone with empathy, respect, and dignity.



LEARNING

Foster independent discovery at any age and teach others as a path to mastery.



INNOVATION

Refuse to accept the status quo and continually strive to understand, adapt, and respond to the community we serve.



STEWARDSHIP

Ensure that PLYMC and the unique resources it cares for will be secure for ourselves and our posterity.

PHASE 1: Prepare for Strategic Planning

Timeline: Q1 2023

- Announced internally in January
- Scheduled listening sessions for staff at every branch and internal department across the system
- Provided questions and topics to be discussed ahead of every discussion

PHASE 2: Internal Feedback

Timeline: Q2 2023

- 14 branch visits, plus Specialty Services, Technical Services, Core Services, Community Engagement, Family Engagement, The Call Center (TCC), Maintenance, and Administration
- Received feedback on individual community needs and branch staff provided ideas

Questions Presented to Staff

- *What activity(s) do you think your branch does well in support of your community?*
- *What would you like your branch to do more of in support of your community? How can we help you achieve this?*
- *What feedback do you think your community would provide? What questions do you think would resonate best within your community?*
- *When we have a community meeting here at your branch/in the community, do you think patrons would turn out? What could we/you do to help drive turnout for your specific community?*
- *Is there a specific person(s) from your community that we should ensure receives a personal invitation?*

PHASE 3: Public Input

Timeline: Q3 2023

- *Public feedback sessions in every community with a Library branch*
- *Public surveys (online and in branches)*
- *Stakeholder conversations*

PHASE 2: Public Input

Timeline: Q3 2023

- *Public feedback sessions*
- *Surveys*
- *Stakeholder conversations*



"If you take a moment to complete the survey at the bottom, you'll be the first."

PHASE 4: Launch

Timeline: Q4 2023

- Announce the rollout of the finalized strategic plan
- Recap of planning process
- Acknowledgement of community participants
- Highlight of plan contents
- Next steps

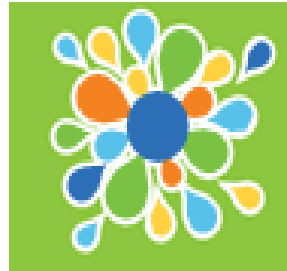
Questions For You

- *In your opinion, what role does the Library play in meeting community needs and aspirations?*
- *Where are opportunities to partner with other community organizations to better meet the community's needs?*
- *Is there a specific person(s) that we should ensure receives an invitation?*

Imagine the possibilities...



CONNECT



INSPIRE



ENRICH

Mission

The Public Library of Youngstown and Mahoning County (PLYMC), incorporated as the Reuben McMillan Free Library Association, serves all citizens of Mahoning County, Ohio.

The Public Library of Youngstown and Mahoning County connects people and communities to reliable resources that inspire learning and foster enrichment.

Library Vision:

- *Provide excellence in customer service*
- *Be the best source for knowledge, exploration of ideas, and leisure learning in Mahoning County*
- *Provide reliable information and answers for those that seek them*
- *Be adaptable, dynamic, and innovative by being responsive to both the community and the changing library industry*
- *Assure equitable access to Library services and materials throughout Mahoning County*
- *Create welcoming environments and spaces that enrich the communities they service*
- *Connect people to the community and world they live in*

Core Values:

People

Excellence in customer service is a priority, and we strive to make each individual feel welcome. Library staff is proactive in assisting with customer needs and engaged in finding ways to remove barriers to access.

We value the Library's staff and recognize that their skills, abilities, and compassion for the community are at the core of our services. We strive to create a respectful, efficient, and team-oriented environment that retains outstanding staff and encourages their personal and professional growth. We look to recruit people with a passion for service and to ignite their passion further.

Learning

We value learning in both a formal and informal setting, for the honing of skills and for the sake of leisure and self-development. We strive to provide a wide range of quality resources in physical and digital formats, in our buildings and online, that meet the varied needs of the people of Mahoning County throughout their lifespan.

We value providing the tools of learning for parents and children. We see the Library as an important institution for assisting parents and caregivers in being their child's first teacher. We strive to provide the needed resources for children to be ready to read and to empower those around them to guide them on the journey.

We strive to support schools in Mahoning County through providing resources for their students and their faculty, and through the development of meaningful partnerships.

We believe that learning is a never-ending process and that adults in youth and maturity should be able to access a variety of programs and services--in our buildings, online, and in varied formats--that support their self-guided quest for knowledge and/or new skills. We strive to close gaps in access to our services through systematic outreach by our staff and to continually work to remove barriers to our services.

Innovation

We value the ability to understand, adapt, and respond to the community we serve and continually search for new ways to provide service. We understand that the Library industry is continually changing and advancing, and we strive not just to implement, but to create best practices and new methods.

Stewardship

We place a high value on the resources we are given to provide library service in Mahoning County. We strive to be good fiscal stewards of our budget and to operate in an efficient and effective manner. We believe in operational transparency and in honest communication.

We strive to be good stewards of our buildings, maintaining them with high standards for the community they serve, in a manner that creates welcoming, usable, and engaging spaces for people to gather, work, and learn.

MISSION STATEMENT ADOPTED BY THE BOARD DECEMBER 10, 1998
FORMALIZED AS A BOARD POLICY ADOPTED BY THE TRUSTEES JUNE 12, 2003.
AMENDED BY BOARD OF TRUSTEES JANUARY 23, 2014
AMENDED BY BOARD OF TRUSTEES JUNE 8, 2023

Media Relations
Public Library of Youngstown and Mahoning County

The Board recognizes that whether we are leading, learning, growing, or changing, what we do in the public realm impacts customers, Trustees, volunteers, staff, current and potential donors, as well as our organization.

The Library is a complex organization - and, an incredible one, as well. At any given time there are a number of highly visible programs. Large projects certainly, and even small-scale projects, may involve multiple experts.

With that, it is the Board's preference that no employee, volunteer, or Trustee purport to communicate the Library's official views or opinions to the news media unless specifically authorized to do so with the prior understanding and approval of the Library Director and the Strategic Communications Officer. By no means is this meant to imply that individual Trustees or staff members are not free to express personal views or opinions.

This preference protects our organization. With it, the Library is able to fulfill its commitment to provide the public with accurate and appropriate information. Without it, the Library is at risk of being misinterpreted or misunderstood and the public is more likely to be misinformed.

Whenever approached for comment or for information by a member of the media regarding the official view of the Library, please thank the media representative and then immediately refer him or her to the Strategic Communications Officer.

ADOPTED BY THE BOARD OF TRUSTEES JANUARY 29, 2004.
AMENDED BY THE BOARD OF TRUSTEES JUNE 8, 2023.

Code of Business Conduct and Ethics

The Reuben McMillan Free Library Association Board of Trustees commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. This Code of Business Conduct and Ethics ("Code of Ethics") has been adopted by the Library's Board of Trustee to demonstrate to the public and the Library's members and stakeholders the importance that the Board of Trustees and management place on ethical conduct, and to establish a set of principles and practices that will set parameters and provide guidance and direction for board conduct and decision-making. The Code of Ethics is intended to set forth the Library's expectations for the conduct of ethical business practices by its directors, to promote advance disclosure and review of potential conflicts of interest and similar matters, to protect and encourage the reporting of questionable behavior and to discipline appropriately those who engage in improper conduct. Members of the Board of Trustees of the Library are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board.

Accordingly, it is the Board of Trustee's expectation and requirement that:

1. Trustees shall abide by the Articles of Incorporation, Code of Regulations, bylaws and policies of the Reuben McMillan Free Library Association.
2. Each trustee will perform his/her duties in good faith, in a manner the trustee reasonably believes to be in or not opposed to the best interests of the Library, and with the care that an ordinarily prudent person in a similar position would use under the circumstances.
3. Members of the Board will act with honesty and integrity, avoiding actual or apparent conflicts of interest between interests of the Library and personal interests, the interests of their employers or of other advocacy or interests groups with which the members are affiliated.
4. Trustees will assist the Library in meeting its accounting, financial reporting, and disclosure obligations and work to ensure that the Library's public reports and communications are accurate, certifiable, complete, objective, relevant, and timely.
5. Board members will comply with applicable federal, state, local, and foreign laws and regulations governing the Library's business.
6. Board members may receive honoraria for speaking engagements in their area(s) of expertise; but if an individual is participating in his or her capacity as a Board member, it is inappropriate to accept an honorarium.
7. No trustee will solicit or accept business-related gifts, favors, payments, hospitality or other things of value from anyone that might influence his or her decision-making or actions affecting the Library. This does not extend to gifts or entertainment of a "nominal" nature provided on a customary basis. "Nominal," for the purposes of this policy, means gifts with a value of less than [\$75.00].
8. Trustees may not attempt to exercise individual authority over the Library or staff except as explicitly set forth in Board policies.

9. Board members' interaction with public, media, or other entities must recognize the same limitation and the inability of any board member to speak for the board except as described in Board Policy 220, Media Relations.
10. Public expressions of concern regarding the job performance of Library staff, including the Director and CEO, should be voiced only by the Board of Trustees, through its resolutions, and/or as the Board authorizes one or more members of the Board to speak on these topics. Under normal circumstances, an executive session of a board or board committee meeting is the appropriate forum for an individual trustee to express such concern.
11. Trustees will protect the Library's property and assets, using them only for legitimate business purposes, and will maintain the confidentiality of information entrusted by the Library to the trustee. The Library's property includes confidential information as well as certain corporate opportunities which may be disclosed to the trustees while carrying out their duties for the Library. No trustee of the Library should improperly disclose any such confidential information or utilize such confidential information or corporate opportunity for his or her own personal gain.
12. Board members will not endanger the Library's public image or credibility, particularly in ways that would hinder its accomplishment of mission.
13. The Board will not give direct instructions to Library staff members other than the executive director.
14. Board members will refrain from evaluating, either formally or informally, any Library staff other than the executive director.
15. Allegations of violations of the code of conduct shall be made in writing, shall be signed by the person or persons making such allegations, and shall be filed with the Board President or, in cases involving the Board President, the Board Vice President/President-Elect. The Executive Committee will review the allegations, except when they involve a member of the Executive Committee. In cases involving a member of the Executive Committee, that member of the Executive Committee will be excused from the review and a randomly selected member of the Board of Trustees will be asked to participate in the review. A report of the Committee's review will be presented to the Board of Trustees with a recommendation for disciplinary action, up to and including a request for the resignation of a trustee or a recommendation that the Trustee found to have violated the code of conduct be removed from the Board by vote of the Board. This policy is enforceable solely by and for the benefit of the Board of Trustees. Actions taken by the Board of Trustees in response to the alleged violations will be final, provided that nothing in this code of conduct impairs the rights of trustees under the Board's code of regulations, or applicable law.

ADOPTED BY BOARD OF TRUSTEES JUNE 9, 2005
AMENDED BY BOARD OF TRUSTEES, JUNE 8, 2023

PUBLIC ATTENDANCE AT BOARD MEETINGS

The Board of Trustees of the Library has, since its inception in 1880, sought to provide the best possible library service to the public. As a responsibility of library service, books and other library materials selected are chosen for values of interest, information, and enlightenment of all the people in the community. ~~In no case should library materials be excluded because of the race or nationality, or the social, political, or religious views of the authors. Censorship shall be challenged by the library in the maintenance of its responsibility to provide public information and enlightenment.~~ Individuals with concerns about the materials should consult Board Policy 650 Request for Acquisitions or Removal of Collection Material by the Public.

~~It has always been the policy of the Library to provide books and other materials presenting all points of view concerning the problems and issues of our times. No library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.~~

It ~~has always been~~ is the policy of the Library to hold meetings, which are open to the public at all times, and to comply fully with the Sunshine Law of Ohio (Ohio revised Code 111121.22).

The Library shall maintain and utilize the following methods whereby ~~Libraryany Administration shall establish the guidelines and administrative procedures for public participation at Board Meetings: person may determine the time and place of all regularly scheduled meetings of the Board of Trustees of the Library and the time, place and purpose of all special meetings.~~

1. Reasonable advance notification of Board meetings shall be sent to the media ~~and posted at each Library branch and posted on the Library's website.~~
2. ~~It is within the Board's purview to set the time, location, and manner of all meetings. All meetings of the Board shall be held at a public library building in Mahoning County or at another public place as the Board deems necessary.~~
3. No Board meetings shall be held unless the Board has given ~~twenty-four~~ 24 hours advance notice of the time, place, and purpose of the meeting to the media ~~and the public via the Library's website.~~ However, no such notice shall be required in the event of an emergency requiring immediate official action. ~~T-In the event of such an emergency, the Board shall immediately notify all media that have requested notification of the time, place, and purpose of the meeting shall be relayed to the media and posted on the Library's website as soon as it is determined that an emergency meeting is necessary. g-~~

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Commented [DM1]: Since we just addressed and rewrote our material selection policy etc why do we need to address books, materials and censorship here in this policy?

Commented [AF2R1]: Agreed. I would think it would be better to have a clause somewhere saying "individuals with concerns about the materials should follow the process outlined in policy xxx" with a reference - something like that. This seems very out of place, but I can guess how it came about.

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Commented [AF3]: While this is accurate it's not strictly accurate since we can now hold meetings online. Would it be better to say that it is within the board's purview to set the time, location, and manner of all meetings?

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4. In addition to the methods of notification ~~provided for in paragraph 1 outlined above~~ of this policy, any person may, upon written request and payment of a reasonable fee ~~for postage~~, obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. ~~Such a request shall be made in writing to: Secretary, Library Board of Trustees, Public Library of Youngstown and Mahoning County, 305~~

~~Provisions for advance notification may include, but are not limited to, mailing the agenda of meetings to all subscribers on the mailing list.~~

5. An executive session of the Board can only be held after a majority of a quorum of the Board determines, by roll call vote, to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of the matters for which it is allowed to hold such meetings under O.R.C. Section 121.22(G).

-2-

6. ~~The public is welcome to attend meetings of the Board of Trustees, however, the Board is committed to conducting its meetings in a civil, orderly, efficient, and productive manner designed to allow the Board's regular agenda to be completed in a reasonable timeframe while allowing fair and adequate opportunity for public input to be considered. Interruptions by the public are not permitted. Accordingly, public participation at Board and Board Committee meetings will be governed by the following principles:~~

~~—Any persons wishing—Persons wishing to address the Board ordinarily information three days in advance of the meeting to: Board—Secretary, Library of Trustees, Public Library of Youngstown and Mahoning County, 305-Wick Avenue, Youngstown, Ohio 44503. They may also contact the Board Secretary via the Contact Us function on our website.~~

- ~~a. Name, address, e-mail, and phone number of the person requesting to speak.~~
- ~~b. The subject on which they wish to speak.~~
- ~~c. Persons wishing to address the Board or Board Committee must be physically present at the meeting and register their names and topic on the sign-in sheet, which will be provided at the meetings. Speakers must fill out the sign-in sheet before they are recognized.~~
- ~~d. Any person who wishes to address the Board or Board Committee will be allocated up to five (5) minutes.~~
- ~~e. Speakers will be called in the order in which they register and asked to step forward to address the Board or Board Committee and have their comments recorded for the public record.~~
- ~~f. The number of speakers on any given topic may be limited to three (3) speakers in opposition and three (3) speakers in favor of each item, at the discretion of the Board Chair.~~

- g. All comments shall be made to the Board as a whole rather than an individual Board of Library staff member and should be presented with civility and courtesy.
- h. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- i. Persons addressing the Board or Board Committee are expected to observe a level of civility and decorum appropriate for a public meeting and refrain from vulgar, profane, or harassing remarks. The Board Chair or other presiding officer may terminate any presentation deemed not to adhere to these standards.

Failure to adhere to these principles may result in removal from the meeting.

ADOPTED BY BOARD OF TRUSTEES SEPTEMBER 20, 1989
AMENDED BY BOARD OF TRUSTEES SEPTEMBER 11, 2003
AMENDED BY BOARD OF TRUSTEES JUNE 8, 2023

June 8, 2023						
Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
<u>NEW EMPLOYEES</u>						
Bell, Brianna		Librarian 1 PT/Main		22.18	hr	2/20/2023
Conaway, Leah		Public Service Coordinator/ADM		19.23	hr	2/20/2023
Coontz, Danielle		Public Service Generalist/Unassigned		15.60	hr	3/20/2023
Dapolito, Francesca		Librarian 1 PT/Newport		22.18	hr	4/10/2023
England, Brittany		Public Service Generalist/Unassigned		15.60	hr	5/15/2023
Martinez, Victoria		Public Service Generalist/TCC		15.60	hr	3/20/2023
Swan, Taylor		Librarian 5 Supervisor/Newport		26.96	hr	2/2/2023
Velazquez, Beth		Public Service Generalist/Austintown		15.60	hr	3/20/2023
<u>TRANSFERS & CHANGES IN RATE</u>						
Adkins, Colleen		Executive Administrator	20.52	21.96	hr	12/25/2022
Ahrens, Annette		Librarian 1 PT/Poland	26.63	27.30	hr	3/19/2023
Albright, Ron		Public Service Generalist/MK	15.60	15.99	hr	4/30/2023
Ali-Samad, Haneen		Librarian 1 PT/Boardman	22.64	23.21	hr	3/19/2023
Allan, Lori		Public Service Specialist 1/Boardman	20.14	20.64	hr	4/30/2023
Allonby, Mia	Clerk 1/MK	Clerk 2 Patron Advisor/MK	15.60	16.22	hr	2/6/2023
Allonby, Mia		Clerk 2 Patron Advisor/MK	16.22	16.63	hr	4/30/2023
Alvarez, Marnie		Librarian 7 Supervisor/Programming MN	29.73	30.47	hr	3/19/2023
Anderson, Carole		Public Service Generalist/SPS Main	19.74	20.12	hr	4/30/2023
Angelo, Courtney		Marketing Manager	73,200.00	78,323.87	yr	12/25/2022
Barrett, Andrew		MTC Trades/Craftperson/Newport	22.87	23.44	hr	4/30/2023
Basista, Karen		Public Service Specialist 1/Poland	20.95	21.47	hr	4/30/2023
Bates, Valerie		Public Service Generalist/Poland	17.48	17.92	hr	4/30/2023
Beach, Cynthia		Learning & Literacy Manager	79,187.93	84,731.10	yr	12/25/2022
Beede, Cathryn		Librarian 1/Programming MN	22.18	22.73	hr	3/19/2023
Bell, Brianna	Librarian 1 PT/Main	Librarian 1 FT/Core Services	22.18	22.18	hr	4/3/2023
Beverly, James		Maintenance/Newport	24.56	25.09	hr	4/30/2023
Beverly, Renee		Librarian 2/Austintown	24.96	25.58	hr	3/19/2023
Bigler Crace, Tina		Public Service Generalist PT/Boardman	16.07	16.47	hr	4/30/2023
Bika, Jason		Computer Support Technician	20.52	21.96	hr	12/25/2022
Blackburn, Joanna		Public Service Generalist PT/TS	19.45	19.94	hr	4/30/2023
Blasko, Kara		Public Service Generalist PT/TS	17.18	17.61	hr	4/30/2023
June 8, 2023						

<u>Name</u>	<u>Old Title/Location</u>	<u>New Title/Location</u>	<u>Old Rate</u>	<u>New Rate</u>	<u>Per</u>	<u>Effective</u>
TRANSFERS & CHANGES IN RATE						
Blott, Sarah		Librarian 1/Canfield	23.77	24.36	hr	3/19/2023
Bonace, Giana		Public Service Generalist PT/TS	15.68	16.07	hr	4/30/2023
Bonasso, Lily		Librarian 1 PT/MK	22.18	22.73	hr	3/19/2023
Bowers, Amy	Librarian 3 Supervisor/East	Librarian 4 Supervisor/East	26.02	27.32	hr	3/6/2023
Bowers, Amy		Librarian 4 Supervisor/East	27.32	28.00	hr	3/19/2023
Bowers, Rochele		Public Service Generalist/MK	18.63	19.10	hr	4/30/2023
Boyd, Kimberly		Public Service Generalist II/CS Main	16.22	16.63	hr	4/30/2023
Brickell, Stephanie	Library Asst/Austintown	Librarian 3/Programming Main	22.18	24.46	hr	1/23/2023
Brickell, Stephanie		Librarian 3/Programming Main	24.46	25.07	hr	3/19/2023
Brockway, Pamela		Family Engagement Manager	73,200.00	78,323.87	yr	12/25/2022
Brown, Beresa		Public Service Lead II/CS Main	21.31	21.84	hr	4/30/2023
Buckley, Amy		Librarian 1/Core Services Main	22.18	22.73	hr	3/19/2023
Budny, Andrew		Librarian 1/Core Services Main	22.18	22.73	hr	3/19/2023
Bueno, Helen		Public Service Generalist/Boardman	16.82	17.24	hr	4/30/2023
Bundza, Joanne		Public Service Generalist PT/TS	17.47	17.91	hr	4/30/2023
Burnham, David		Public Service Generalist/Canfield	16.07	16.47	hr	4/30/2023
Burkard, Amy		Librarian 3/Programming MN	25.19	25.82	hr	3/19/2023
Burke, Melissa	Public Service Gen PT/Main	Public Service Gen FT/Tri-Lakes	15.60	15.60	hr	2/6/2023
Camp, Kaylin		Librarian 1/Newport	22.18	22.73	hr	3/19/2023
Cannon, Kimberly		Librarian 1 PT/Poland	23.30	23.88	hr	3/19/2023
Cannon, Kimberly	Librarian 1 PT/Poland	Librarian 1 Cataloger PT/TS Newport	23.88	23.88	hr	5/1/2023
Canton, Patricia		Public Service Specialist I/SPS Main	21.60	21.76	hr	4/30/2023
Carrabbia, Marian		Public Service Generalist PT/TS	19.74	20.12	hr	4/30/2023
Casey, Thomas		Chief Technology Officer	93,981.56	100,560.40	yr	12/25/2022
Cassin, Bridgid		Librarian 1 PT/Austintown	22.18	22.73	hr	3/19/2023
Chaney, Mary Ann		Financial Coordinator	20.52	21.96	hr	12/25/2022
Christani, Cynthia	Librarian 3 Supervisor/Sebring	Librarian 4 Supervisor/Sebring	26.69	28.03	hr	3/6/2023
Christani, Cynthia		Librarian 4 Supervisor/Sebring	28.03	28.73	hr	3/19/2023
Claflin, Lee Anne		Public Service Generalist/TCC Main	16.07	16.47	hr	4/30/2023
Clay, Dianna		Computer Support Technician	21.67	23.19	hr	12/25/2022
Churchill, Sara		Librarian 7 Supervisor/Spec Service MN	34.42	35.28	hr	3/19/2023
Coontz, Danielle		Public Service Generalist/Sebring	15.60	15.99	hr	5/23/2023
Cramer, Kathleen		Public Service Generalist/Austintown	20.02	20.52	hr	4/30/2023
June 8, 2023						
<u>Name</u>	<u>Old Title/Location</u>	<u>New Title/Location</u>	<u>Old Rate</u>	<u>New Rate</u>	<u>Per</u>	<u>Effective</u>

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Cramer, Lyndsay		Librarian 1 PT/Community Engagement	25.53	26.17	hr	3/19/2023
Crowe, David		Asst Mgr of Facility & Construction	28.78	30.79	hr	12/25/2022
Cunningham, Kathleen		Public Service Generalist/Newport	17.83	18.28	hr	4/30/2023
Dale, Amelia		Librarian 1/Austintown	22.64	23.21	hr	3/19/2023
DiPiero, Nicole		Public Service Generalist II/CS Main	18.85	19.32	hr	4/30/2023
Doyle, Courtney		Public Service Generalist/TCC Main	15.60	15.99	hr	4/30/2023
Drennen, Patricia		Public Service Lead I/Newport	23.49	23.54	hr	4/30/2023
Dunlap, Melissa		Librarian 1/Boardman	22.18	22.73	hr	3/19/2023
Ebert, Randy		Public Service Manager/ADM	73,200.00	78,323.87	yr	12/25/2022
Edwards, John		Public Service Generalist PT/Newport	16.42	16.83	hr	4/30/2023
Edwards, Rachel		Training Specialist	52,608.70	56,291.27	yr	12/25/2022
Elder, Heather		Development Coordinator	19.23	20.58	hr	12/25/2022
Ferris, Mandy		Public Service Generalist PT/Sebring	16.45	16.86	hr	4/30/2023
Ferro, Janine		Public Service Generalist/Campbell	19.93	20.12	hr	4/30/2023
Fifarek, Aimee		Director & Chief Executive Officer/ADM	123,000.00	131,610.02	yr	12/25/2022
Fife, Rebecca		Public Service Generalist/Austintown	17.81	18.26	hr	4/30/2023
Florkowski, Savannah		Marketing Spec-Website & Graphic Dgn	52,608.70	56,291.27	yr	12/25/2022
Foster, David		Facilities & Construction Director	78,512.33	84,008.33	yr	12/25/2022
Fountain, Genice		Public Service Generalist/TS	20.08	20.12	hr	4/30/2023
Franklin, Channal		Public Service Generalist/East	18.86	19.33	hr	4/30/2023
Freeman, Trina		Human Resource Coordinator	21.94	23.48	hr	12/25/2022
Gage, Daniel	Library Asst PT/Newport	Librarian 1 FT/Newport	22.18	22.18	hr	2/6/2023
Gage, Daniel		Librarian 1/Newport	22.18	22.73	hr	3/19/2023
Gamble, Desirea		Librarian 1/Canfield	22.18	22.73	hr	3/19/2023
Gentile, Joseph		Maintenance/Newport	25.04	25.09	hr	4/30/2023
Gibbs, Stuart		Librarian 3/Spec Services MN	28.78	29.50	hr	3/19/2023
Gibson, Ashley		Librarian 3/Technical Services	27.42	28.11	hr	3/19/2023
Goldner, Cheri		Public Service Manager/ADM	73,200.00	78,323.87	yr	12/25/2022
Gorup, Wendy		Public Service Generalist PT/Canfield	15.68	16.07	hr	4/30/2023
Graneto, Aaron		Public Service Generalist II/TL	16.22	16.63	hr	4/30/2023
Graf, Allison		Librarian 6 Supervisor/Canfield	29.16	29.89	hr	3/19/2023
Green, Terri		Public Service Generalist PT/Boardman	18.69	19.16	hr	4/30/2023
Harper, Alexandra		Librarian 3/MK	26.69	27.36	hr	3/19/2023

June 8, 2023

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Harris, Tracy		Librarian 1/Programming MN	22.60	23.17	hr	3/19/2023
Hemphill, Jennifer	Librarian 3 Supervisor/Springfield	Librarian 4 Supervisor/Springfield	25.46	26.73	hr	3/6/2023
Hemphill, Jennifer		Librarian 4 Supervisor/Springfield	26.73	27.40	hr	3/19/2023
Henderson, Lily		Public Service Generalist/Canfield	18.16	18.61	hr	4/30/2023
Henderson, Margaret		Strategic Communications Officer	73,200.00	78,323.87	yr	12/25/2022
Higgins, Helene		Public Service Specialist I/CS Main	21.39	21.76	hr	4/30/2023
Highfield, Michael		Maintenance/Newport	20.48	20.99	hr	4/30/2023
Horvath, Melissa		Public Service Generalist/Sebring	15.60	15.99	hr	4/30/2023
Hunsicker, Christopher		Librarian 1 PT/Canfield	22.64	23.21	hr	3/19/2023
Ivan, Louis		Public Service Generalist/Com Engage	15.60	15.99	hr	4/30/2023
Jones, Judith		Librarian 3/Spec Services MN	27.40	28.09	hr	3/19/2023
Jones, Starr		Librarian 7 Supervisor/Austintown	32.73	33.55	hr	3/19/2023
Kashubara, Kelsey		Public Service Generalist II/Struthers	17.07	17.50	hr	4/30/2023
Kather, Steven		Public Service Generalist/TCC Main	15.60	15.99	hr	4/30/2023
Keyes, Seth		MTC Trades/Craftperson/Newport	20.42	20.99	hr	4/30/2023
Kilgore, Juli		HR Specialist - Emp Relations & Benefits	66,000.00	70,619.96	yr	12/25/2022
Klein, Miriam		Public Service Generalist/SPS Main	15.60	15.99	hr	4/30/2023
Knickerbocker, Emma		Material Handler/TS	15.00	15.38	hr	4/30/2023
Kollar, Amanda	Librarian 3 Supervisor/Struthers	Librarian 4 Supervisor/Struthers	29.58	31.06	hr	3/6/2023
Kollar, Amanda		Librarian 4 Supervisor/Struthers	31.06	31.84	hr	3/19/2023
Komara, Kerry		Public Service Generalist/Poland	17.44	17.88	hr	4/30/2023
Kotel, Kelly	Librarian 5 Supervisor/Newport	Librarian 3 Supervisor/Brownlee	28.02	26.69	hr	2/6/2023
Kotel, Kelly	Librarian 3 Supervisor/Brownlee	Librarian 4 Supervisor/Tri-Lakes	26.69	28.03	hr	3/13/2023
Kotel, Kelly		Librarian 4 Supervisor/Tri-Lakes	28.03	28.73	hr	3/19/2023
Kreller, Jessica		Public Service Generalist/Boardman	18.53	18.99	hr	4/30/2023
Lapin, Sally		Public Service Generalist/Boardman	18.15	18.60	hr	4/30/2023
Logston, Sophia		Public Service Generalist/Canfield	15.60	15.99	hr	4/30/2023
Longmore, Kenneth		Public Service Generalist/Brownlee	15.60	15.99	hr	4/30/2023
Ludwick, Michael	Clerk 4/Community Engagement	Public Service Lead II/Com Engagement	20.97	23.11	hr	3/20/2023
Ludwick, Michael		Public Service Lead II/Com Engagement	23.11	23.69	hr	4/30/2023
Luongo, Cheryl		Public Service Generalist/TCC Main	17.45	17.89	hr	4/30/2023
Maderitz, Rosemarie		Public Service Generalist PT/CS Main	15.60	15.99	hr	4/30/2023
Mamula, Jeffrey		Comm Relations & Multimedia Spec	60,107.03	62,500.00	yr	12/25/2022

June 8, 2023

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<u>TRANSFERS & CHANGES IN RATE</u>						
Manzella, Melissa		Librarian 1/Core Services MN	22.18	22.73	hr	3/19/2023
Marsco, Mary		Librarian 1/ Community Engagement	23.30	23.88	hr	3/19/2023

Mawhinney, Cindy		Public Service Specialist I/Austintown	19.26	19.74	hr	4/30/2023
McBane, Christine		Dep Fin Officer/Board Secretary/ADM	66,329.12	70,972.16	yr	12/25/2022
McClellan, Michael		Systems Specialist/ADM	56,124.64	60,053.36	yr	12/25/2022
McCollum, Kari		Librarian 1/Sebring	22.18	22.73	hr	3/19/2023
McCorkhill, Mallory		Librarian 1/Canfield	22.84	23.41	hr	3/19/2023
McCorkle, Kelly	Librarian 3/Tri-Lakes	Librarian 1/Core Services MN	24.46	22.28	hr	2/20/2023
McCullough Deborah		Chief Operating Officer/ADM	102,617.80	103,651.00	yr	12/25/2022
McEwing, Hayley		Librarian 6 Supervisor/Poland	30.35	31.11	hr	3/19/2023
McKinney, Will		System Administrator/ADM	73,200.00	78,323.87	yr	12/25/2022
McLaughlin, Megan		Public Service Generalist PT/Brownlee	15.60	15.99	hr	4/30/2023
Mentzer, Janel		Public Service Generalist/Austintown	15.60	15.99	hr	4/30/2023
Monroe, Marvin		Maintenance/Newport	19.45	19.94	hr	4/30/2023
Monroe, Rhonda	Librarian 3 Supervisor/Campbell	Librarian 4 Supervisor/Campbell	24.46	25.68	hr	3/6/2023
Monroe, Rhonda		Librarian 4 Supervisor/Campbell	25.68	26.32	hr	3/19/2023
Moore, Susan		Public Service Generalist PT/TL	15.60	15.99	hr	4/30/2023
Mrofchak, Mark		Chief Financial Officer/ADM	93,813.93	100,380.96	yr	12/25/2022
Munroe, Karen		Pub Service Generalist PT/Springfield	18.18	18.63	hr	4/30/2023
Novak, Brigid		Collection Access Manager	76,071.87	81,396.87	yr	12/25/2022
Oleary, Kimberley		Pub Serv Generalist II/Springfield	18.53	18.99	hr	4/30/2023
Oulton, Alivia		Pub Serv Generalist II/Brownlee	16.22	16.63	hr	4/30/2023
Owens, Robert		Maintenance Chief/Newport	21.44	21.98	hr	4/30/2023
Parsons, Maurica		Public Service Generalist PT/Poland	19.45	19.94	hr	4/30/2023
Peck, Vikki		Librarian 1/Poland	23.30	23.88	hr	3/19/2023
Pennington, Jene		Pub Serv Generalist II/Com Engagement	17.10	17.53	hr	4/30/2023
Phemester, Erin		Chief Experience Officer	92,854.20	99,354.12	yr	12/25/2022
Placo, Tina		Public Service Specialist/TCC Main	19.25	19.73	hr	4/30/2023
Platt, Lindsay		Librarian 7 Supervisor/MK	29.73	30.47	hr	3/19/2023
Policy, Romie	Librarian 2/Technical Service	Librarian 3/Technical Services	27.42	28.79	hr	3/6/2023
Policy, Romie		Librarian 3/Technical Services	28.79	29.51	hr	3/19/2023
Puccini, Michele		Public Service Generalist PT/Austintown	16.09	16.49	hr	4/30/2023
Pugh, Julie		Librarian 1/MK	22.18	22.73	hr	3/20/2023

June 8, 2023

<u>Name</u>	<u>Old Title/Location</u>	<u>New Title/Location</u>	<u>Old Rate</u>	<u>New Rate</u>	<u>Per</u>	<u>Effective</u>
TRANSFERS & CHANGES IN RATE						
Puhalla, Nicole		Librarian 5 Supervisor/Boardman	26.96	27.63	hr	3/21/2023
Ramdin-Repasky Elizabeth		Chief Human Resource Officer	92,854.20	99,354.12	yr	12/25/2022
Rohrbaugh, Christina		Public Service Generalist/TS	19.98	20.48	hr	4/30/2023
Roman, Danielle		Public Service Generalist/Newport	15.60	15.99	hr	4/30/2023

Rosenthal, Lisa	Public Service Gen PT/MK	Librarian 1 PT/Programming MN	15.60	22.18	hr	3/13/2023
Rush, Elizabeth		Librarian 1/Boardman	22.18	22.73	hr	3/19/2023
Santullo, Shelby		Librarian 1/Struthers	22.18	22.73	hr	3/19/2023
Schaeffer, Laura		ILS Administrator	62,173.91	66,525.97	yr	12/25/2022
Schneider, Samantha		Librarian 3/Programming MN	27.34	28.02	hr	3/19/2023
Seals, Delisa		Pub Service Generalist II/Sebring	17.11	17.54	hr	4/30/2023
Sebest, Caitlin	Librarian 1 PT/Programming MN	Librarian 1 FT/Programming MN	22.18	22.18	hr	1/23/2023
Sebest, Caitlin		Librarian 1 FT/Programming MN	22.18	22.73	hr	3/19/2023
Secrest, Heather		Pub Service Generalist/Springfield	16.84	17.26	hr	4/30/2023
Shannon, Lily	Clerk 1/Austintown	Librarian 1/Austintown	15.60	22.18	hr	2/20/2023
Sharp, Patricia		Librarian 1 PT/Brownlee	22.18	22.73	hr	3/19/2023
Sickle, Brianna		Librarian 1 PT/Boardman	22.18	22.73	hr	3/19/2023
Smith, Erin		Public Service Generalist/Poland	17.23	17.66	hr	4/30/2023
Smith, Jena		Public Service Generalist/Newport	15.60	15.99	hr	4/30/2023
Snyder, Jennifer		Public Service Generalist PT/Canfield	18.20	18.66	hr	4/30/2023
Spencer, Amy		Culinary Arts Cred Spec/Program MN	21.13	21.66	hr	3/19/2023
Stanford, Tia		Pub Service Generalist II/SPS Main	18.91	19.38	hr	4/30/2023
Steiner, Jennifer		Public Service Generalist/TS	21.70	21.76	hr	4/30/2023
Stredrick, Carla		Public Service Generalist/East	19.74	20.12	hr	4/30/2023
Swansiger, David		MTC Trades/Craftperson/Newport	22.87	23.44	hr	4/30/2023
Taylor, David		MTC Trades/Craftperson/Newport	22.87	23.44	hr	4/30/2023
Taylor, Kristine		Librarian 6 Supervisor/Com Engage	30.23	30.99	hr	3/19/2023
Taylor, Kristine	Librarian 6 Supervisor/Com Engage	Librarian 7 Supervisor/Com Engage	30.99	32.54	hr	5/15/2023
Temnick, Monica		HR Specialist-Labor & Emp Relations	62,173.91	66,525.97	yr	12/25/2022
Torella, Sybil		Public Service Specialist/Canfield	20.54	21.05	hr	4/30/2023
Tracy, Lauren		Public Service Generalist/CS Main	16.42	16.83	hr	4/30/2023
Tucker, Mandy		Marketing Spec-Graphic & Dig Design	52,608.70	56,291.27	yr	12/25/2022
Varady, Diane		Pub Service Generalist II/Campbell	20.89	20.92	hr	4/30/2023
Velazquez, Beth		Public Service Generalist/Austintown	15.60	15.99	hr	5/23/2023

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<u>Name</u>	<u>Old Title/Location</u>	<u>New Title/Location</u>	<u>Old Rate</u>	<u>New Rate</u>	<u>Per</u>	<u>Effective</u>
<u>TRANSFERS & CHANGES IN RATE</u>						
Waller, John		Librarian 7 Supervisor/Core Serv MN	34.20	35.06	hr	3/19/2023
Walls, Cheesa		Public Service Generalist/Struthers	16.07	16.47	hr	4/30/2023
Walter, Ashleigh		Librarian 1/Austintown	22.18	22.73	hr	3/19/2023
Watson, Glenda		Pub Service Generalist PT/Campbell	18.00	18.45	hr	4/30/2023
Williams, Melissa	Librarian 1 FT/Poland	Librarian 1 PT/Poland	28.76	28.76	hr	4/17/2023
Wolfe, Lynette		Public Service Generalist PT/Poland	20.08	20.12	hr	4/30/2023

Yacovone, Cara		Librarian 1/Core Services MN	22.18	22.73	hr	3/19/2023
Young, Ashley		Librarian 3/Technical Services	26.68	27.35	hr	3/19/2023
Young, James		Social Worker	62,180.51	66,533.20	yr	12/25/2022
Yurchekfrod, Kevin		Maintenance Chief/Newport	27.47	27.66	hr	4/30/2023
<u>LEAVE OF ABSENCE</u>						
Martinez, Victoria	Public Serv Gen/TCC Main					5/9/2023
Rosenthal, Lisa	Librarian 1 PT/Family Engagement					5/14/2023
<u>RETURN FROM LEAVE OF ABSENCE</u>						
Rosenthal, Lisa	Librarian 1 PT/Family Engagement					5/31/2023
<u>RESIGNATIONS & TERMINATIONS</u>						
Butler, Hannah	Public Serv Gen/Com Engagment					3/24/2023
Cassin, Brigid	Librarian 1 PT/Austintown					5/13/2023
DeLuco, Diane	Librarian 3/Spec Services MN					2/25/2023
Ford-Ponds, Phyllis	Clerk 2 Patron Advisor/MK					2/28/2023
Hickman, Cynthia	Librarian 1/Newport					2/17/2023
Horvath, Melissa	Public Service Generalist/TL					5/12/2023
Hritz, Dylan	Public Service Gen PT/MK					3/7/2023
McCorkle, Kelly	Librarian 1/Core Services MN					2/23/2023
Monroe, Rhonda	Librarian 4 Supervisor/Campbell					4/14/2023
Myers, Christine	Material Handler/TS Newport					4/21/2023