



Regular Board Meeting

Newport Library Meeting Room/Zoom

September 12, 2024

4:00 pm

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

There will be a meeting of the Records Commission immediately preceding the regular board meeting.

Please RSVP on the Board software



Meeting Book - September 12, 2024 Regular Board Meeting

I. Meeting of the Records Commission

1. Motion to approve records disposal as detailed on Form RC-3 dated September 12 2024 C Weimer

a. September 12, 2024 RC-3

2. Motion to approve the minutes of the September 14, 2023 meeting as written and distributed C Weimer

a. Sept 14 2023 Records Commission Minutes

3. Adjournment of Records Commission Meeting C Weimer
Motion to adjourn

II. Regular Board Meeting

III. 2024 Board Levy Education

Zak Kozberg

1. Trustee Levy Document

IV. Minutes

Motion to approve the minutes of the June 13, 2024 meeting as written and distributed

C Weimer

1. June 13, 2024 Minutes

V. Chief Financial Officer's Report

Motion to approve

M Mrofchak

1. September 12 2024 CFO Report

2. 2025 PLF Estimated Entitlement

a. September 12 2024 PLF Entitlement

VI. Director & Chief Executive Officer's Report

A Fifarek

1. 2024-09 PLYMC Director CEO Report

VII. Committee Reports

1. President's Update

C Weimer

2. Finance, Audit & Investment Committee

J Meehan

- a. 2024 Revised Appropriations

Motion to approve

1. General Fund

1. September 12 2024 Budget

2. Building & Repair Fund

3. Technology Development Fund

- b. 2025 Proposed Appropriations

Motion to approve

1. General Fund
2. Building & Repair Fund
3. Technology Development Fund

c. Resolution Authorizing Necessary Tax Levies

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

1. September 12, 2024 Resolution - Tax Levies

d. Motion to establish the Louise M Ward Early Childhood Literacy Fund in the amount of \$77289.18

3. Building & Sites Committee

Update

T Dimascio

4. Bylaws Committee

T Frost

a. Consent Agenda

Motion to approve the updated/amended board policies

1. Board Policy 205 - Guidelines for Nominating Committee
2. Board Policy 206 - Trustee Expectations of Service
3. Board Policy 308 - Privacy Practices
4. Board Policy 611 - Equal Service Policy

5. Development Committee

Update

A Sweeney
Blackann

6. Executive Committee

Update

C Weimer

7. Nominating Committee

Update

A Benyo

8. Service & Personnel Committee

Update

T Frost

VIII. Report from Legal Counsel

M Boetcher

IX. Items Too Late for the Agenda

Carole
Weimer

X. Appointments, Transfers, Resignations, etc

Motion to approve

C Weimer

1. September 12, 2024 Appointments, Transfers, Resignations

XI. Adjournment

Motion to adjourn

C Weimer



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Reuben McMillan Free Library aka Public Library of Youngstown & Mahoning County	Mark J. Mrofchak	330-744-8636	Main Library/Administration	
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
305 Wick Ave	Youngstown	44503	Mahoning	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Chief Financial Officer	330-744-8636
(Signature of Responsible Official)	(Title)	(Telephone number)

mmrofchak@libraryvisit.org

To have this form returned to the Records Commission electronically, include an email address:

**Please Note: The State Archives retains RC-3 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.**



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Bank Deposit Receipts	FO-4	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Bank Statements	FO-5	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Bids-Unsuccessful	FO-7	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Canceled Checks	FO-11	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Cash Journals/Cash Books	FO-12	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Check Registers	FO-15	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Contracts	FO-17	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Donation Records- Cash/Noncash	FO-21	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Employer Tax Withholding Reports	FO-23	9/12/2024	Paper		1/1/2014-12/31/2014		9/30/2024	
Encumbrance, Appropriations & Expenditure Journal	FO-24	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Investment Listings/ Statements	FO-28	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Invoices	FO-29	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	
Petty Cash Records	FO-34	9/12/2024	Paper		1/1/2019-12/31/2019		9/30/2024	



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Prevailing Wage Records	FO-35	9/12/2024	Paper		1/1/2018-12/31/2018		9/30/2024	
Purchase Orders	FO-37	9/12/2024	Paper		1/1/2018-12/31/2018		9/30/2024	
Receipt Journals & Documents	FO-38	9/12/2024	Paper		1/1/2018-12/31/2018		9/30/2024	
Timesheets	FO-40	9/12/2024	Paper & Electronic		1/1/2018-12/31/2018		9/30/2024	
Vouchers	FO-42	9/12/2024	Paper		1/1/2018-12/31/2018		9/30/2024	
1099's to Indep Contractors	FO-44	9/12/2024	Paper		1/1/2018-12/31/2018		9/30/2024	
OPERS Indep Contractor Acknowledgement	FO-45	9/12/2024	Paper		1/1/2018-12/31/2018		9/30/2024	
Board of Trustee Mtg Recordings	FO-46	9/12/2024	Cassette & Electronic		1/1/2016-12/31/2016		9/30/2024	
W-9 Forms	FO-47	9/12/2024	Paper		1/1/2018-12/31/2018		9/30/2024	

MINUTES

Board of Trustee Records Commission September 14, 2023

A meeting of the Reuben McMillan Free Library Records Commission was held on September 14, 2023 at 4:05 p.m. in the Canfield Library meeting room and virtually via zoom. Presiding over the meeting was Board President Carole Weimer with the following members present in person: Alex Benyo, Alexa Sweeney Blackann, Terry Dimascio, Tom Frost, Judy Schmutz, JoAnn Stock, and Ralph Meacham. Present via zoom were: Delores Crawford, and Ron Stollo. Absent were: Tim Bresnahan, Jim Meehan, Mariel Sallee, Jamie Viano, and Mayor Jamael Tito Brown. Also in attendance were Director and Chief Executive Officer Aimee Fifarek, Chief Financial Officer Mark Mrofchak, Deputy Financial Officer/Board Secretary Tina McBane, a few staff members and a few concerned citizens.

J. Stock made a motion to approve records disposal as detailed on Form RC-3 dated September 14, 2023. T. Dimascio seconded the motion and the motion carried.

A. Benyo made a motion to approve the minutes of the September 8, 2022 meeting as written and distributed. J. Schmutz seconded the motion and the motion passed.

There being no further business, A. Benyo made a motion to adjourn the meeting. J. Stock seconded the motion with all members voting aye and the meeting adjourned at 4:10 p.m.

The following information about the upcoming tax levy can and should serve as a guide for the Board of Trustees to be as prepared as possible over the next months. While Library staff will always serve as a resource for questions and information, hopefully this document will answer any of the questions that come up when discussing the levy.

What is a Tax Levy?

In easy terms, a tax levy is the amount of tax dollars that a public institution (like a library or a school) takes from your income or property taxes (each levy is written differently, some even take a portion from lottery sales, gasoline, tobacco, and casinos!).

For example: Let us say you pay \$5,000/yr. in property tax on a house you own in Austintown, and a levy is proposed to renew the 1% used to help fund PLYMC. That means that \$50/yr. of your taxes go to the library system to help keep us running.

The vote in November is simply to renew the levy. This keeps our lights on.

Here is how OUR levy is structured: As it stands now, it would cost each homeowner around \$7 per month for every \$100,000 worth of property value in the county.

In Fiscal Year 2023 the Tax Levy generated around \$10 Million per year. Here's how our funding broke down in 2023:

Levy-Local Taxes
46%

PLF-State Taxes
49%

Other Government
Funding
2%

Fees and Other
Income
3%

Trustees Do's and Don'ts While Representing PLYMC in an Official Capacity

Trustees should not advocate for the passage or failure of a levy issue while officially representing the library. However, Trustees CAN educate the public on the levy itself, the impact on the library and of course, the programs and services that the library provides.

The key distinction is advocacy vs. education. Advocacy includes language that intentionally influences public opinion (vote yes / vote no) or activities that are in direct support of a levy issue. Education activities provide information a citizen might need to understand a levy issue and its impacts.

General Levy Talking Points

(Educational Purposes Only)

The levy is important for PLYMC and the future of our community:

- This is an important levy for us. It is the one that keeps the lights on and the books on the shelf.
- The money stays here in our community and creates jobs and opportunities for employment, job training, and increased literacy rates for our children, families, and neighbors.
- We are a fiscally responsible organization and do not go into debt to fund our projects and activities. This means that we do not spend money paying interest on debt. That means that the money stays in the community and we create high quality jobs for residents of the Valley.
- PLYMC is funded by The Valley, led by the Valley, and exists FOR the Valley and not for those outside of our community.

The most important thing to remember here is that if you have a question about any of the above, do not be afraid to ask. So, if you are uncertain on how to talk about the levy or answer a question from the public, or are contacted by a member of the media, please do not hesitate to reach out to Aimee, Michael or Zak.

MINUTES

June 13, 2024

The regular meeting of the Board of Trustees of the Reuben McMillan Free Library Association was held on June 13, 2024 at 4:00 p.m. in the Poland Library meeting room. Presiding over the meeting was Board President Carole Weimer with the following members present in person: Denise Glinatsis Bayer, Alex Benyo, Alexa Sweeney Blackann, Terry Dimascio, Tom Frost, Jim Meehan, Mariel Sallee, Judy Schmutz, JoAnn Stock, Jamie Viano and Ralph Meacham. Present via zoom: Angela Duskey, Ron Strollo and Atty. Martin Boetcher. Absent were: Tim Bresnahan, Delores Crawford, 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, several staff members, and several concerned citizens.

D. Bayer made a motion to approve the minutes of the February 8, 2024 meeting as written and distributed. J. Meehan seconded the motion and the motion passed.

The following concerned citizens came before the Board and gave their comments about the Poland Library: Kathy Miller, Randy Alexoff, Chappie (Ted) Bair, Fortunato Figliano, and Robert Mastriana. A letter from Charles Rumberg was read by Robert Mastriana.

M. Mrofchak presented the Chief Financial Officer's Report. Receipts in the General Fund through April 30th were \$9,102,604.60. The two major components of revenue within the General Fund are real estate collections (account #1210) which were \$5,214,846.68 and corresponding homestead/rollback reimbursements, which were \$433,023.29 (account #2210) and the Public Library Fund (account #2200), which was \$3,090,771.25. Our final real estate tax settlement for the first half collections for 2024 was received in April.

The Library's PLF distribution for April was below our estimate by 9% - state tax receipts in all categories (income tax, sales/use tax, business tax, and other miscellaneous revenue) for the month of March came in below overall estimates. This is reflected in the April PLF distribution (distributions are calculated based on the previous month's state tax collections.). May's distribution was 8% below our estimate - the State of Ohio saw an 8% decrease in overall state tax revenues for the month of April compared to estimates. The OBM (Office of Budget and Management) has indicated that the shortfall is related to higher-than-expected personal income tax refunds and CAT (Commercial Activities Tax) revenue coming in below estimate as well. A new PLF estimate will be received for the State of Ohio's fiscal year starting July 1st sometime this month for distributions for the remainder of 2024.

Adding receipts to the balance forward brought the total available for expenditure to \$22,793,255.68. Expenditures thus far were \$6,553,619.68 with an additional amount reserved through encumbrances for outstanding obligations of \$2,856,896.11.

The Building and Repair Fund posted receipts of \$214,005.27 through April 30th from investment income. Adding receipts to the balance forward brought the total available for expenditure to \$21,283,772.08. Expenses in the fund were for investment fees and costs associated with various building improvements in the amount of \$69,099.52 with an additional amount encumbered for projects of \$40,410.30.

The Technology Development Fund posted receipts of \$5,437.50 through April 30th from investment income. The balance forward brought the total available for expenditure to \$3,865,823.89. Expenditures for investment fees and equipment totaled \$85,691.75. The encumbrances for outstanding obligations as of April 30th were \$21,493.84 for this fund.

The amount on deposit at First National Bank was \$22,565,494.76 where the sweep account was paying interest at an annual percentage yield of 2.02% and the money market account was paying 4.59%. Last year at this time, the sweep account was paying interest at an annual percentage yield of 1.45% and the money market account was paying 4.33% respectively.

The amount held at Farmers National Bank in a checking account at April 30th was \$25,000. In addition, the library has a sweep account in the amount of \$847,488.41 with an annual percentage yield of 5.55% and investments in CDARS in the amount of \$5,718,537.62 with interest rates ranging from 2.79 to 4.25%. The amount held at Farmers Trust for investment on April 30th was \$12,070,069.23 and was earning market yields at rates ranging from 2.89% to 5.22%.

As of April 30th, the Library Foundation account received \$98,397.20 from trust distributions, interest income and donations. Expenditures totaled \$24,969.94 leaving a balance forward of \$1,803,598.62. Of that amount, \$1,373,555.31 is restricted to honoring the requests of donors.

Additional items:

1. The library advertised for three "Request for Qualifications (RFQ)" in the following areas:
 - a. To establish a list of qualified and experienced architects, engineers and design professionals to provide future design services related to the improvement of existing facilities with an estimated professional design fee of less than fifty thousand dollars (\$50,000). This was published in the Vindicator on January 23rd and January 30th. The library received seven RFQs from interested firms.
 - b. East Branch Building Envelope Project - This was published in the Vindicator on May 15th and May 22nd. Proposals are due June 14th at noon.
 - c. Facilities Master Plan - This was published in the Vindicator on May 10th and May 17th. Proposals are due June 28th at noon.
2. The Library Foundation audit is being completed. The library's operational audit should take place during the second half of this year.

J. Viano made a motion to approve the CFO's report. A. Benyo seconded the motion with all members voting unanimously.

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

Director & CEO's Report

June 7, 2024

PLYMC News

Summer Discovery

We had a great turnout at our Summer Discovery Kickoff Party at Boardman Park on June 1. There were about 250 parents, caregivers and children in attendance. We had Summer Discovery and Library Card sign ups as well as crafts, lawn games, and of course bubbles, all accompanied by great music from Tyler Gurreri. The Pop-Up alone had over 150 people on it with many books checked out. In just one week of registration, we have registered over 2,100 people for the program, which is nearly equal to the number signed up in the first five weeks of 2023.



Introduction of HB 622

On Monday, Representative Cutrona introduced a bill that, if enacted, would require the library to restrict “any materials that are harmful to juveniles” from the general public and to maintain an age-verification system so that only those persons 18 and over or with prior parental consent could access them. Materials in the library all-ages collection could be challenged by any resident of the state. Failure to comply with the terms of the legislation would result in the library’s state funding being taken away and redistributed to other institutions. The full text of the bill can be found at

https://search-prod.lis.state.oh.us/solarapi/v1/general_assembly_135/bills/hb622/IN/00/hb622_00_IN?format=pdf

As of this writing, the bill does not have any co-sponsors and has not been slated for any hearings. We are monitoring the activity around the legislation.

Current Events @ Your Library

PLYMC Summer Discovery: Summer Discovery (June 1-July 31) is a free program for all ages that encourages learning and literacy. Track your reading and activities, earn prizes and celebrate with us at the end of summer!

Ladies in Little Black Dresses for Literacy: This event benefits the Martha Muransky Children's Literacy Fund and is being held at The Lake Club in Poland, OH on Thursday, June 6th at 6:00 p.m.

Children's Hunger Alliance: We are partnering with the Children's Hunger Alliance (CHA) to provide free meals for ages 18 and younger beginning June 3. Meals will be available Monday-Friday from 12-1 p.m. at Main Library and East. The program runs through July 31 and is funded by CHA.

Blood Drive by Mahoning Chapter of the American Red Cross: Poland, Boardman and Austintown Libraries will be hosting these events throughout the month of June.

Upcoming Events

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

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

Experience Division

Public Service

- Adult Initiatives
 - PLYMC held a Blackout Poetry Contest the entire month of April for National Poetry Month. There were over 500 teen and adult entries system wide. We awarded prizes for the top three entries for each age group.
 - PLYMC will be partnering with the Mahoning County Prosecutor's Office on their Blue Envelope Program. This program is designed to promote inclusivity and serve as an enhanced communication awareness tool between law enforcement officers and community members with a condition or disability such as autism spectrum disorder, dementia, a physical disability, or other condition that might require additional accommodations or awareness during an interaction with law enforcement. All PLYMC libraries will serve as pick-up locations for the Blue Envelope packets.
 - Main Library was able to host the National Library of Medicine's Banner Exhibit for National Library Week, titled "Poisoning Us, which is about research and laws related to lead poisoning. The exhibit was displayed on the 2nd floor and our librarians put together a corresponding book display for patrons that may wish to read further on the subject.

- Circulation Initiatives -

- All Head Clerks and Librarian Supervisors received reminder training on inclusive and welcoming displays, programs, and services in conjunction with training on de-escalation and customer service conversations.
- TL circulated 4982 items to Jackson-Milton Schools students this past school year
- At PO, the great-granddaughter of the person to whom the Cupola is dedicated got her first library card.

Picture of Great Granddaughter of the person to whom the Poland Cupola is dedicated getting her first card!



Family Engagement

- *Summer Discovery is off to a strong start with 668 people registering on the first day. This represents 19% of total registrations last year. Approximately 250 people joined the celebration at Boardman Park, enjoying music, games and activities.*

Summer Discovery Kickoff at Boardman Park



Community Engagement

- Customer Service Initiatives



- To meet our community where they are with great customer service we attended the Cinco de Mayo on Phelps cultural festival and, despite some rain and downtown construction, had a successful event!

Cinco de Mayo on Phelps with the Pop Up

- We also attended the Hope Conference at Covelli Centre May 23 (along with staff from CS, SPS, NP, EA, Admin), registered 11 people for library cards and had some great conversations with people.

- Youth Initiatives

- School Visits are going well as the school year wraps up. Several branches have visited the schools for Summer Discovery visits while some locations have been wrapping up their regular visits that occur year-round. Please see the below thank you note that CN received

regarding their regular visits from the CN Middle School. This group started out as one class and grew to three different classes, visiting regularly.

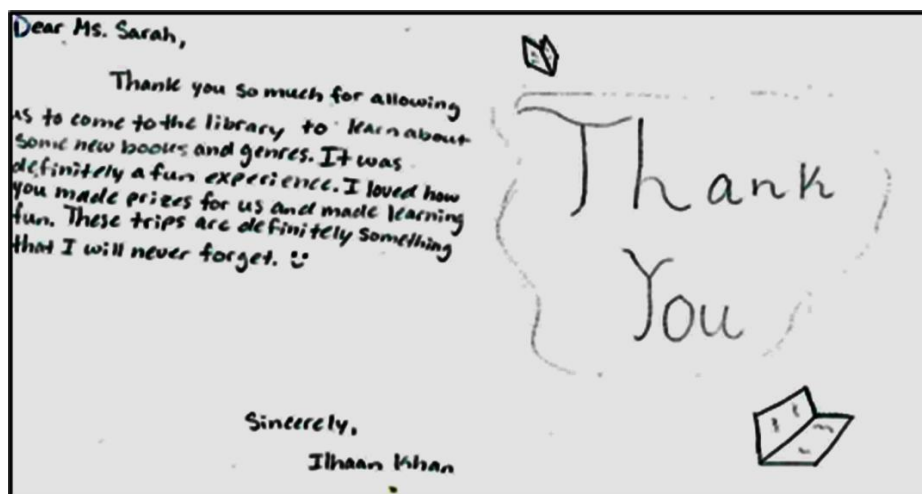


Image of Thank you note to Canfield Staff. Text reads: "Dear Ms. Sarah, Thank you so much for allowing us to come to the library to learn about some new books and genres. It was

definitely a fun experience. I love how you made prizes for us and made learning fun. These trips are definitely something I will never forget. 🍌 Sincerely, Ilhaan Kahn

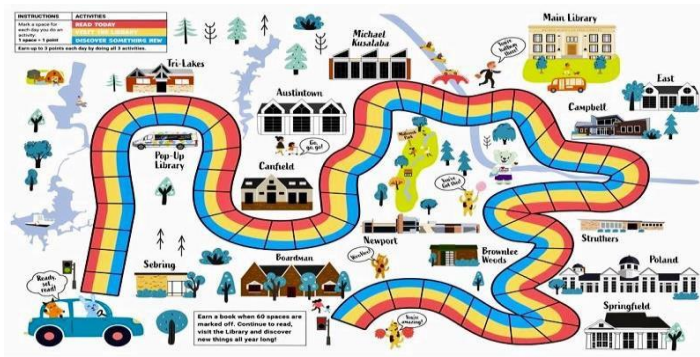
- Meeting Room Use
 - o 496 meeting room bookings were made in May
 - o 1,390 study room bookings were made in May

Marketing

- A post favorite on Facebook was the Preschool Prom at Boardman. The kids dressed to impress and had a blast taking pictures, playing and crafting. The post received positive reaction and reached nearly 3,000 people. The exact breakdown is received 89 reactions, reached 2815 people and had 595 engagements.

Preschool Prom Facebook Post

This group was dressed to impress for Preschool Prom! Thanks to everyone who joined us at our Boardman Branch for a fabulous event. For upcoming programs, visit our events calendar at bit.ly/3VRY0eu.



- May was the final stretch to get everything ready for Summer Discovery. This year, we did a roadmap tracker as well as a simple tracker for those who want to log their reading and activities on paper. Below is an example of the roadmap which incorporates our branches and touches of Mahoning County such as Mill Creek Park.

Operations Division

Buildings

- Austintown interior painting completed.
- Boardman's new exterior play area complete. Maintenance built picnic tables for adults and children.
- Poland assessment currently being conducted. The Village's Architectural Review Board rejected the Library's proposed suggestions for bringing the color of the back walkway concrete into better alignment with the color of the patio bricks. This moves the matter into the hands of Village Council.
- Facilities currently at work at Sebring: interior painting, re-designing circulation desk, staff workspace and storage, landscape improvements. Comfortable seating area will include some new furniture. Improvements to children's area.

Facilities

- Master Facilities Plan study out for bid. Bid opening June 28th at 11AM
- East Façade renovation project out for bid

Collections

- Annual database cost review completed. Homeschoolers will be delighted that **ABC Mouse** now has home access. The addition of **America's News** through Newsbank gives patrons online access to the CPD, Pittsburgh Post Gazette, Columbus Dispatch, Canton Repository, and Akron Beacon Journal — all newspapers patrons' request.
- **Blue Career** offers online classes and certification for over 100 trade jobs. Access starts July 1.
- There are new additions to the **Library of Things** (side note—libraries across the country are asking for our help in developing their own collections). There are new **Storytime to Go** kits in development and ready soon. A new foreign language collection is in development as well.

Human Resources Division

Personnel

New hires

- Rochelle Houy – FT, Librarian 1 (Main)
- Jordan McNeil – PT, Material Handler (Newport)

Resign/Retire

- 5/1/24 – Shelia Kapics, Resignation – PT, PSG (Michael Kusalaba)
- 6/29/24 – Glenda Watson, Retirement – PT, PSG
- 7/5/24 – Dave Foster, Retirement – FT, Facilities Director

Promotions

- Amy Spencer, from Culinary Literacy Credentialed Specialist to Culinary Literacy Director

Recruitments

- Adm:
 - o HR Specialist Labor Relations
 - o Chief of Staff
- CMT:
 - o Telephone Contact Center – 2 openings
 - o Public Service Generalist – PT (Michael Kusalaba)
 - o Public Service Generalist – FT (Main)
- PLAY:
 - o Credentialed Specialist, Culinary Arts

All current recruitments can be found at: <https://www.libraryvisit.org/employment/>

Education & Engagement

- The Education Department has continued onboarding, training new staff, and transferring staff members.
- In May we developed and presented four training sessions for staff members systemwide to empower them with skills to handle difficult patron interactions.
- We have also begun planning for our annual Staff Day, which will be held August 6th this year.
- Our Employee Engagement and Experience Manager, Colleen Adkins, has joined Chief Human Resource Officer Liz Repasky in engagement meetings with branch and departmental staff throughout PLYMC. In these meetings we are discussing ways we can improve the employee experience.

Safety & Security

- Updated the alarm and access control panel at Boardman Library (this is part of a continuing system-wide update at all branch locations except for Main)
- Assisted with the Pride Month safety training sessions at Canfield and Poland libraries
- Replaced broken weather radio at Sebring Library

Information Technology Division

- Newport public computers upgraded (new units deployed to replace older ones)
- All 2025 e-rate requests approved
- Finished upgrading print servers at all locations
- Resolved Event Space AV issues
- Deployed Projector kits to all locations

Finance Division

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

CEO's Office

Development

- Planning Ladies in Little Black Dresses for Literacy: June 6, 375 to attend. Proceeds will benefit the PLYMC Foundation - Martha Muransky Children's Program Fund.
- Planning to attend the International Public Library Fundraising Conference in Washington D.C.
- Dee Crawford Interview on WKBN
- Attended Pride Week Training, and United for Libraries, "How You Can Support Community Health" webinar, ULC - Libraries & Economic Vitality.

Friends of PLYMC:

- General Membership Meeting with Author J. Derek Penn "Diary of A Black Man on Wall Street: from Youngstown Ohio to the Big Apple" 45 people attended.
- Summer Discovery Kick Off Boardman Park, June 1, Friends promotional and recruitment table.
- Juneteenth Celebration & Vendor Event at East Library on June 15.
- Local Author Event & Book Sale at Poland Library in partnership with Celebrate Poland, June 29.
- Planning Meeting with Penguin City Owner to collaborate on a new fundraiser.

Strategic Communications

- Wrote Statewide Grants for funding to build new libraries in Struthers and Sebring
- Worked with Aimee to secure Letters of Support for both projects from community leaders including elected officials, government agencies, and businesses.
- Continued strategic planning on the Library's education campaign about the levy.
- Wrote Press Releases for events detailed below:
 - o Story Trails in Austintown and Sebring:
 - o Summer Discovery Event at Boardman Park on June 1st.

J. Derek Penn "*Diary of a Black Man on Wall Street: From Youngstown, Ohio to the Big Apple.*" speaking at the Library:

<https://www.tribtoday.com/news/business/2024/05/business-briefs-236/>

Ladies in Little Black Dresses Event

<https://www.metromonthly.net/literacy-fundraiser-set-for-june-6-at-the-lake-club/>

<https://www.wkbn.com/news/local-news/youngstown-news/in-depth-with-debbie-liptak-of-the-public-library-of-youngstown-and-mahoning-county/>

<https://www.mahoningmatters.com/news/local/article275279546.html>

Story Trails, May 30th in Austintown:

<https://www.metromonthly.net/library-austintown-local-schools-to-launch-story-trails-may-30/>

<https://www.wfmj.com/story/50826573/austintown-township-park-opens-story-trails>

<https://www.wkbn.com/news/local-news/austintown-news/new-story-trails-path-at-austintown-township-park/>

https://www.google.com/search?q=austintown+story+trails&rlz=1C1GCEA_enUS1100US1100&oq=austintown+story+trails&gs_lcrp=EgZjaHJvbWUqBggAEEUYOzlGCAAQRrg7MgYIARBFGDsyCggCEAAyGAAQYogQyCggDEAAyGAAQYogQyCggEEAAyGAAQYogQyCggFEAAyGAAQYogQyCggGEAAyGAAQYogQyCggHEEUyQdIBCDI0NDhqMGo3qAllsAIB&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:6c08ad23,vid:AketTOeOMFY,st:0

Story Trails in Sebring:

<https://www.morningjournalnews.com/news/local-news/2024/05/plymc-kicks-off-story-trails-at-southside-park-in-sebring/>

Summer Discovery June 1st Boardman Park:

<https://www.wfmj.com/story/50856365/youngstown-public-library-hosts-summer-discovery-kick-off-event-at-boardman-park>

Director & CEO Activities

Local

May 16 – Library Board of Directors, Service & Personnel Committee Meeting

May 22 – Trumbull County Historical Society Sci-Fi Steering Committee Meeting

May 23 – Library Board of Directors, Bylaws Committee Meeting

Youngstown Rotary Lunch Meeting – every Wednesday

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

State

May 17 – Ohio Library Council Board Meeting

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

National

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

One more great thing . . .

During Summer Discovery you can gather around the campfire at Brownlee Woods Library. S'mores, anyone?



J. Meehan, Chair of the Finance, Audit, and Investment Committee presented the 2024 revised appropriations and the 2025 preliminary appropriations. J. Meehan made a motion to approve the total of \$24,044,634.16 in the General Fund for 2024. T. Frost seconded the motion and the motion carried. J. Meehan moved to approve the appropriations in the Building & Repair Fund of \$3,045,500.00. J. Schmutz seconded the motion and the motion passed. For the Technology Development Fund, J. Meehan made a motion to approve appropriations of \$528,721.00. T. Dimascio seconded the motion with all members voting unanimously.

For 2025, J. Meehan made a motion to approve the preliminary appropriations totaled \$25,442,201.94 in the General Fund. A. Benyo seconded the motion with all members voting aye. J. Meehan moved to approve the appropriations in the Building &

Repair Fund of \$3,172,000.00. J. Viano seconded the motion and the motion passed. J. Meehan made a motion to approve the Technology Development Fund appropriations of \$528,721.00. T. Frost seconded the motion and the motion carried.

At 4:45 p.m. T. Frost, Chair of the Service & Personnel Committee, made a motion to go into executive session to discuss the Director & CEO's evaluation. T. McBane took a poll of the Board. The meeting moved back to open session at 5:00 p.m.

C. Weimer gave the following statement: The Board is pleased to express its unwavering support and appreciation for Ms. Ffarek in her role as the Director and CEO of the PLYMC. We are thoroughly impressed with her performance and the positive and visionary impact she has had on our Library community, since 2017 when she was hired to lead this esteemed institution. She has displayed professionalism, grace, and strength as we navigated through many unanticipated issues upon her taking on this role. We fully respect and endorse her leadership, and we are confident in her continued ability to guide us toward our mission and goals. Ms. Ffarek has the full backing and support of this Board of Trustees, and we look forward to many more accomplishments under her stewardship.

T. Frost made a motion to approve the following updated/amended board policies that were presented on the Consent Agenda.

303

EMPLOYMENT

The Board of Trustees recognizes and adheres to the contracts negotiated by it and the recognized unions of staff members. The Chief Human Resources Officer, together with other staff assigned by the Director & CEO or contracted legal services will act as the negotiating team reporting to the Director & CEO who reports to the Board's Service and Personnel Committee. All contracts are approved by the full Board of Trustees.

Reviewed by the Bylaws Committee of the Board of Trustees: May 23, 2024

Approved by the PLYMC Board of Trustees: June 13, 2024

Update and Approval History:

Adopted By the Board of Trustees September 22, 1987

Amended By the Board of Trustees December 9, 2004

310

Weapons and Dangerous Ordnance

The Public Library of Youngstown and Mahoning County ("Library") desires to conform its rules, policies and practices concerning weapons and dangerous ordnance to those of statutory county libraries in Ohio.

Except for law enforcement and security personnel acting within the course of their duties and as authorized by law, no person, including persons licensed to carry a concealed hand gun in Ohio pursuant to law, shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto any building that is owned by the Library and all portions of any building that is not owned by the Library but that is leased by the Library.

The Director & CEO of the Library shall cause to be posted in a conspicuous location in each building owned or leased by the Library a sign that contains the statement in Ohio Revised Code Section 2923.1212:

“Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises.

Reviewed by the Bylaws Committee of the Board of Trustees: May 23, 2024

Approved by the PLYMC Board of Trustees: June 13, 2024

Update and Approval History:

Adopted By the Board of Trustees June 10, 2004

505

NEW OR RELOCATED PUBLIC LIBRARIES

A new library facility or the relocation of a public library facility in Mahoning County can only be initiated with the approval of the Library Board of Trustees. Board-approved guidelines for procedures must be adhered to.

Reviewed by the Bylaws Committee of the Board of Trustees: May 23, 2024

Approved by the PLYMC Board of Trustees: June 13, 2024

Update and Approval History:

Adopted by the Board of Trustees June 21, 1987

Amended by the Board of Trustees June 10, 2004

725**PROCEDURE FOR BIDDING AND LETTING OF CONTRACTS**

The Library shall follow a procedure congruent with the procedure stated from time to time in Section 3375.41 of the Ohio Revised Code, as amended, or succeeding statute, concerning the bidding and letting of contracts for construction, repair or improvements of Library facilities. In general, this Revised Code Section provides that, for contracts more than a threshold amount concerning real property, except in cases of urgent necessity or for the security and protection of Library property, the Library must give advance notice of the contract by publication, require the submission of sealed bids, simultaneously open all bids in public, and may only award contracts to the lowest responsible bidder.

Reviewed by the Bylaws Committee of the Board of Trustees: May 23, 2024

Approved by the PLYMC Board of Trustees: June 13, 2024

Update and Approval History:

Adopted By the Board of Trustees: October 19, 1990

Amended By the Board of Trustees: June 12, 2003

231**POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS**

This conflict of interest policy is designed to help directors and officers of the Reuben McMillan Free Library Association d.b.a. The Public Library of Youngstown and Mahoning County ("Library") identify situations that present potential conflicts of interest and to provide the Library with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director or officer has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with the procedure prescribed in Ohio Revised Code Section 1702.301, governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in section 1702.301, the statute shall control.

1. Definitions

- a. Interested Person. Any director or officer who has a direct or indirect financial interest, as defined below, is an Interested Person.
- b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - i. An ownership interest in any entity with which the Library has a transaction or arrangement;
 - ii. A compensation arrangement with the Library or with any entity or individual with which the Library is negotiating a transaction or arrangement; or

- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 2.2, a person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

2. Procedures

- a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or committee of the Board considering a proposed transaction or arrangement.
 - b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
 - c. Procedures for Addressing the Conflict of Interest.
 - i. An interested person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the Board or committee shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
 - d. Violations of the Conflicts of Interest Policy
 - i. If the Board or committee has reasonable cause to believe a director or officer has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the director or officer an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the director or officer's response and after making further investigation as warranted by the circumstances, the Board or committee determines the director or officer has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- ## 3. Records of Proceedings. The minutes of the Board and all committees with Board delegated powers shall contain:
- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the

nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
4. Compensation
 - a. A voting member of the Board who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.
 - b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.
 - c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
5. Annual Statements. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
 - a. Has received a copy of the conflicts of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands the Library is an entity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and in order to maintain its federal tax-exempt status must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Reviewed by the Bylaws Committee of the Board of Trustees:
 Approved by the PLYMC Board of Trustees:

May 23, 2024
 June 13, 2024

Update and Approval History:
 Adopted by the Board of Trustees

June 9, 2005

M. Sallee seconded the motion and the motion passed.

T. Dimascio, Chair of the Building & Sites Committee, gave an update on the Boardman Library playground, the Master Plan Facilities, East Library exterior, and the Poland Library patio.

A Sweeney Blackann, Chair of the Development Committee, updated the Board on the committee meeting on June 17th, Ladies in Little Black Dress Fundraiser, East Juneteenth celebration and the September 19th Literary Society Event.

A Benyo made a motion to approve the Appointments, Transfers, and Resignations. J. Schmutz seconded the motion. The motion carried.

There being no further business, a motion was made by J. Stock to adjourn the meeting, seconded by T. Frost with all voting aye and the meeting concluded at 5:18 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

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

July 31, 2024

	2023 Encumbrances Forward	2024 Budget	2023 Encumbrances & 2024 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	\$ 1,469,486.86		\$ 1,469,486.86		\$ 1,469,486.86		
Balance Forward January 1, 2024		12,221,164.22	12,221,164.22		12,221,164.22		
RECEIPTS							
1210 General Property Tax - RE Gross		8,975,334.68	8,975,334.68	1,871,000.00	7,085,846.68		1,889,488.00
2130 Federal Grant-Other		900.00	900.00	402.75	863.68		36.32
2131 Federal Government/Grant E-Rate		79,634.05	79,634.05	0.00	72,914.38		6,719.67
2170 Federal Grants Restricted		100,000.00	100,000.00	0.00	40,240.70		59,759.30
2200 State of Ohio/PLF		9,653,703.44	9,653,703.44	963,004.22	5,909,519.78		3,744,183.66
2210 State of Ohio/TLR/Rollback & Homestead		942,309.07	942,309.07	0.00	433,023.29		509,285.78
3110 Patron Fines & Fees		18,000.00	18,000.00	1,928.28	11,811.57		6,188.43
3140 Copy Machines		500.00	500.00	0.00	7.30		492.70
3141 Debit Card Machines		65,000.00	65,000.00	8,943.94	43,227.73		21,772.27
3199 Other Patron Fees		14,500.00	14,500.00	1,418.31	6,853.72		7,646.28
4120 Interest		630,000.00	630,000.00	70,656.08	436,217.63		193,782.37
6120 Restricted Contributions/Grants		5,000.00	5,000.00	0.00	0.00		5,000.00
8300 Rental Income		29,520.00	29,520.00	550.00	6,350.00		23,170.00
8710 Refunds for Overpayments		7,500.00	7,500.00	0.00	4,455.42		3,044.58
8720 Insurance Reimbursements		29,109.86	29,109.86	4,731.36	21,942.39		7,167.47
8798 Reimbursements From Grants		1,000.00	1,000.00	0.00	500.00		500.00
8799 Other Refunds		20,000.00	20,000.00	91.05	1,749.28		18,250.72
8999 Miscellaneous		5,000.00	5,000.00	327.46	1,674.07		3,325.93
TOTAL RECEIPTS	0.00	20,577,011.10	20,577,011.10		14,077,197.62	0.00	6,499,813.48
TOTAL RECEIPTS & BALANCE	\$ 1,469,486.86	\$ 32,798,175.32	\$ 34,267,662.18		\$ 27,767,848.70		
EXPENDITURES							
1100 Salaries	\$ 74,893.13	\$ 10,560,227.74	\$ 10,635,120.87	\$ 1,137,624.74	\$ 5,953,753.73	\$ 111,986.85	\$ 4,569,380.29
1400 Retirement Benefits	0.00	1,471,085.08	1,471,085.08	106,287.81	773,392.88	0.00	697,692.20
1600 Insurance Benefits	217,200.66	2,580,236.75	2,797,437.41	210,981.18	1,453,094.66	578,464.12	765,878.63
1900 Other Employee Benefits	3,379.50	59,200.00	62,579.50	1,481.50	20,798.97	9,754.10	32,026.43
TOTAL SALARIES & BENEFITS	295,473.29	14,670,749.57	14,966,222.86	1,456,375.23	8,201,040.24	700,205.07	6,064,977.55
2100 General & Administrative Supplies	208,471.85	1,000,500.00	1,208,971.85	91,389.56	391,819.42	320,413.60	496,738.83
2200 Property Maintenance Repairs	13,485.46	71,000.00	84,485.46	7,924.41	50,588.60	11,728.97	22,167.89
2300 Motor Vehicle/Fuel Supplies & Parts	14,085.52	40,000.00	54,085.52	2,351.77	14,521.02	6,594.67	32,969.83
TOTAL SUPPLIES	236,042.83	1,111,500.00	1,347,542.83	101,665.74	456,929.04	338,737.24	551,876.55
3100 Travel & Meeting Expenses	14,189.06	157,500.00	171,689.06	4,228.39	61,694.66	22,435.88	87,558.52
3200 Communications, Printing & Publicity	87,807.52	533,540.00	621,347.52	20,411.12	204,066.72	212,421.72	204,859.08
3300 Property Maintenance	263,448.69	1,697,540.00	1,960,988.69	109,636.64	801,929.26	568,317.91	590,741.52
3400 Insurance	0.00	135,592.00	135,592.00	6,294.00	12,614.00	88.00	122,890.00
3500 Rents/Leases	37,112.20	96,245.00	133,357.20	8,593.58	41,571.34	50,769.49	41,016.37
3600 Utilities	31,228.49	446,000.00	477,228.49	31,813.03	250,709.87	79,999.55	146,519.07
3700 Professional Services	148,097.36	768,117.59	916,214.95	16,739.69	250,350.35	205,433.83	460,430.76
3800 Library Material Control Services	2,576.34	256,250.00	258,826.34	31,785.57	79,477.78	133,653.82	45,694.74
3900 Other Contracts/Purchased Services	3,618.44	25,000.00	28,618.44	0.00	19,705.02	3,892.71	5,020.71
TOTAL PURCHASED/CONTRACTED SVCS	588,078.10	4,115,784.59	4,703,862.69	229,502.02	1,722,119.00	1,277,012.91	1,704,730.77

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

July 31, 2024

	2023 Encumbrances Forward	2024 Budget	2023 Encumbrances & 2024 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	133,592.95	889,500.00	1,023,092.95	16,447.28	244,847.90	241,242.53	537,002.52
4200 Periodicals	4,949.71	32,000.00	36,949.71	16,506.43	27,125.08	4,108.92	5,715.71
4300 Audio Visual	62,261.35	210,000.00	272,261.35	14,345.14	64,732.05	105,558.30	101,971.00
4500 Electronic Information/Public Use	90,154.72	1,061,000.00	1,151,154.72	75,793.89	676,392.58	255,786.49	218,975.65
4600 Interlibrary Loan	0.00	45,000.00	45,000.00	0.00	42,347.72	0.00	2,652.28
4900 Library Material/All Other	107.77	15,000.00	15,107.77	0.00	7,223.08	251.70	7,632.99
TOTAL LIBRARY MATERIALS	291,066.50	2,252,500.00	2,543,566.50	123,092.74	1,062,668.41	606,947.94	873,950.15
5500 Furniture & Equipment	21,274.68	70,000.00	91,274.68	992.71	48,411.51	28,628.37	14,234.80
5700 Motor Vehicles	0.00	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL CAPITAL OUTLAY	21,274.68	120,000.00	141,274.68	992.71	48,411.51	28,628.37	64,234.80
7100 Dues & Memberships	37,551.46	60,000.00	97,551.46	9,267.00	40,116.00	9,456.96	47,978.50
7200 Taxes & Assessments	0.00	6,600.00	6,600.00	0.00	88.33	2,606.90	3,904.77
7500 Refunds & Reimbursements	0.00	6,500.00	6,500.00	2,692.34	3,359.67	0.00	3,140.33
7900 Other Miscellaneous	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER OBJECTS	37,551.46	74,100.00	111,651.46	11,959.34	43,564.00	12,063.86	56,023.60
8999 Unallocated Appropriations	0.00	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL EXPENSES	1,469,486.86	22,544,634.16	24,014,121.02	1,923,587.78	11,534,732.20	2,963,595.39	9,515,793.42
9980 Transfers to Building & Repair Fund	0.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
9999 Transfers to Technology Fund	0.00	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL TRANSFERS	0.00	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
TOTAL EXPENSES & TRANSFERS	\$ 1,469,486.86	24,044,634.16	25,514,121.02	1,923,587.78	11,534,732.20	\$ 2,963,595.39	\$ 11,015,793.42
ENCUMBERED BALANCE FORWARD		8,753,541.16	8,753,541.16		2,963,595.39		
BALANCE FORWARD		\$ 32,798,175.32	\$ 34,267,662.18		\$ 13,269,521.11		
TOTAL EXPENSES/TRANSFERS/BALANCES					\$ 27,767,848.70		

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

	2023		2024	2023 Encumbrances & 2024 Budget		July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
	Encumbrances Forward		Budget						
Encumbered Balance, January 1, 2024									
Balance Forward January 1, 2024	\$ 100,550.80		\$ 20,969,216.01	\$ 100,550.80	\$ 20,969,216.01		\$ 100,550.80	\$ 20,969,216.01	
RECEIPTS									
4121 Interest	0.00		530,000.00	530,000.00	155,502.83		496,623.02	0.00	33,376.98
6112 Contributions	0.00		500.00	500.00	0.00		0.00	0.00	500.00
8110 Sale of Property	0.00		0.00	0.00	0.00		0.00	0.00	0.00
8998 Miscellaneous Income	0.00		0.00	0.00	0.00		0.00	0.00	0.00
9998 Transfer from Library Foundation Account	0.00		0.00	0.00	0.00		0.00	0.00	0.00
9999 Transfer from General Fund	0.00		1,000,000.00	1,000,000.00	0.00		0.00	0.00	1,000,000.00
TOTAL RECEIPTS				1,530,500.00	1,530,502.83		496,623.02	0.00	1,033,876.98
TOTAL RECEIPTS & BALANCES	\$ 100,550.80	\$ 22,499,716.01	\$ 22,600,266.81	\$ 155,502.83	\$ 21,566,389.83	\$ 0.00	\$ 1,033,876.98	\$ 0.00	\$ 1,033,876.98

	2023		2024	2023 Encumbrances & 2024 Budget		July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
	Encumbrances Forward		Budget						
EXPENDITURES									
3781 Investment/Banking Fees	\$ 0.00	\$ 12,000.00	\$ 12,000.00	\$ 0.00	\$ 881.93	\$ 6,172.21	\$ 0.00	\$ 5,827.79	
5110 Purchase of Land	0.00	0.00	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	0.00	0.00
5310 New Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5410 Building Improvements	100,550.80	2,485,000.00	2,585,550.80	0.00	0.00	66,950.47	156,132.80	2,362,467.53	
5511 Equipment	0.00	300,000.00	300,000.00	0.00	0.00	0.00	0.00	0.00	300,000.00
7221 Property Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7901 Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8998 Unallocated Appropriation	0.00	248,500.00	248,500.00	0.00	0.00	0.00	0.00	0.00	248,500.00
TOTAL EXPENSES	100,550.80	3,045,500.00	3,146,050.80	\$ 881.93	73,122.68	\$ 156,132.80	\$ 2,916,795.32	\$ 0.00	\$ 2,916,795.32
ENCUMBERED BALANCE FORWARD									
BALANCE FORWARD	0.00	19,454,216.01	19,454,216.01		21,337,134.35				
TOTAL EXPENSES & BALANCES FORWARD	\$ 100,550.80	\$ 22,499,716.01	\$ 22,600,266.81		\$ 21,566,389.83				

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

July 31, 2024

	2023 Encumbrances Forward	2024 Budget	2023 Encumbrances & 2024 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	\$ 31,386.75				\$ 31,386.75		
Balance Forward January 1, 2024		\$ 3,828,999.64	\$ 3,828,999.64		\$ 3,828,999.64		
RECEIPTS							
2132 Federal Grant Government/E-Rate	0.00	25,687.99	25,687.99	0.00	0.00	0.00	25,687.99
4122 Interest	0.00	20,000.00	20,000.00	5,437.50	14,530.57	0.00	5,469.43
6123 Restricted Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8798 Refunds/Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9951 Transfer in From Other Funds	0.00	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL RECEIPTS		545,687.99	545,687.99	\$ 5,437.50	14,530.57	0.00	531,157.42
TOTAL RECEIPTS & BALANCES	\$ 31,386.75	\$ 4,374,687.63	\$ 4,406,074.38		\$ 3,874,916.96	\$ 0.00	\$ 531,157.42
EXPENDITURES							
3782 Investment/Banking Fees	\$ 0.00	\$ 600.00	\$ 600.00	\$ 45.82	\$ 321.04	\$ 0.00	\$ 278.96
5550 Equipment	31,386.75	528,121.00	559,507.75	7,212.05	122,946.38	23,920.64	412,640.73
TOTAL EXPENSES	31,386.75	528,721.00	560,107.75	\$ 7,257.87	123,267.42	\$ 23,920.64	\$ 412,919.69
ENCUMBERED BALANCE FORWARD					23,920.64		
BALANCE FORWARD	0.00	3,845,966.63	3,845,966.63		3,727,728.90		
TOTAL EXPENSES & BALANCE FORWARD	\$ 31,386.75	\$ 4,374,687.63	\$ 4,406,074.38		\$ 3,874,916.96		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

July 31, 2024

Petty Cash - General Fund	\$	456.00	
Change/Branches/Petty Cash - General Fund		4,494.00	
All other investments & bank accounts - General Fund		16,228,166.50	
Balance, General Fund			\$ 16,233,116.50
Balance, Building & Repair Fund			21,493,267.15
Balance, Technology Development Fund			3,751,649.54
			<u>41,478,033.19</u>

Bank Error			0.00
PayPal fees			(27.00)
Bank debits/credits			0.00
NSF checks			0.00
Merchant E-Solutions/Section 125 funding/Square/Stripe			(184.76)
Investment earnings			0.00
Total Cash and Investment all Funds per Library		\$	<u>41,477,821.43</u>

Bank Balance - Checking Farmers National Bank	<u>25,000.00</u>	
Balance on Deposit Farmers National Bank		\$ 25,000.00

Bank Balance - Checking First National Bank	450,000.00	
Bank Balance - Sweep Account - First National Bank	11,002,898.20	
Bank Balance - Money Market - First National Bank	11,126,482.03	
Bank Balance - Escrow - First National Bank	0.00	
Bank Balance - Employee Section 125 Funding Account First National	10.00	
Deposits in Transit From Merchant E-Solutions/Sierra to First National Bank	42.38	
Deposit in Transit/Bank Debit	0.00	
Outstanding Checks - First National Bank - Operating Funds	<u>(74,890.58)</u>	
Balance on Deposit First National Bank		22,504,542.03

Investment Descriptions		
Farmers National Bank - Sweep	\$	859,050.30
Farmers National Bank - CDARS Program (see attached list)		5,774,175.53
Farmers Trust Company managed investments (see attached list)		<u>12,310,103.57</u>
Total investments		18,943,329.40

Petty Cash		456.00
Change/Branches/Petty Cash - Supplies		4,494.00
Total Cash and Investments per Depositories	\$	<u>41,477,821.43</u>

006440

Since 1887


FARMERS
 NATIONAL BANK

 330 533 3341
 1 888 988 3276

20 South Broad St. | P.O. Box 555 | Canfield, OH 44406

Address Service Requested

 Page: 1 of 2
 Statement Date: 07/31/2024
 Primary Account: XXXXXXXX6548

006440 0.6200 AV 0.545 TR00026

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


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- Virtual Branch: farmersbankgroup.com/virtualbranch.php
- Mobile App:
- Telephone Banking: 888-473-1886

PUBLIC FUNDS SWEEP ACCOUNT

Account: XXXXXXXX6548

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
06/28/24	\$854,892.01	\$4,158.29 (1)	\$0.00	07/31/24	\$859,050.30

 Minimum Balance \$854,892.01
 Average Balance \$854,892.01
 Total Days In Statement Period 06/29/24 Through 07/31/24: 33

+ Other Credits

Date	Description	Amount
07/31	Interest	\$4,158.29
Total of 1 Other Credits		\$4,158.29

% Interest

Average Ledger Balance:	854,892.01	Interest Earned:	4,158.29
Interest Paid This Period:	4,158.29	Days In Period: 06/29/24-07/31/24:	33
Interest Paid 2024:	26,916.58	Annual Percentage Yield Earned:	5.51%

☒ Itemization Of Overdraft And Returned Item Fees

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



Continued on Next Page

www.farmersbankgroup.com

SEE REVERSE SIDE FOR IMPORTANT INFORMATION



MEMBER FDIC

 S03
 GFBK-002-006440-001-001-240801 006440
 44503100305

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

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RETURN SERVICE REQUESTED

REUBEN MCMILLAN FREE LIBRARY
305 WICK AVE
YOUNGSTOWN, OH 44503

Contact Us

1-888-988-3276

treasurymanagement@farmersbankgroup.com



Account

REUBEN MCMILLAN FREE LIBRARY

Date

07/31/2024

Page

1 of 8

CDARS® Customer Statement

The following information is a summary of activity in your CDARS accounts and the list of FDIC-insured institutions that hold your deposits as of the date indicated. 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%	\$869,492.97	\$869,492.97
	11/10/2022	11/01/2024	4.25%	882,062.58	882,062.58
	07/14/2022	07/10/2025	2.79%	834,567.24	834,567.24
	09/29/2022	09/25/2025	3.64%	580,240.14	580,240.14
	10/20/2022	10/16/2025	3.94%	842,396.22	842,396.22
	10/20/2022	10/16/2025	3.94%	900,477.77	900,477.77
	11/10/2022	11/06/2025	4.25%	864,938.61	864,938.61
TOTAL				\$5,774,175.53	\$5,774,175.53

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

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

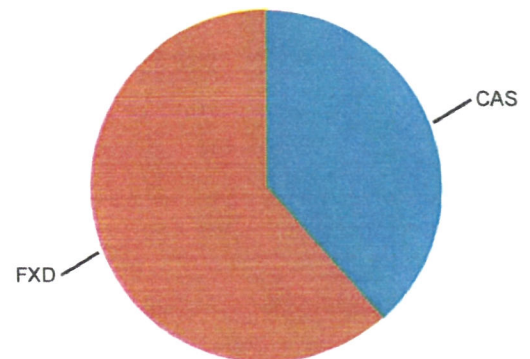


Mark J. Mrochak CFO
Public Library
Youngstown/Mahoning County
305 Wick Avenue
Youngstown, OH 44503

Account:
Report Period: From 7/1/2024 To 7/31/2024
Administrator: Meredith Wearsch
Phone: 330-740-1227
Portfolio Manager: Dale Standley
Phone: 330-740-1207

Portfolio Summary

	Market Value	% Portfolio	Est. Income
Cash & Equivalents (CAS)	\$4,714,108.58	38.48%	\$114,053.64
Fixed Income (FXD)	\$7,537,926.87	61.52%	\$196,950.00
Total Assets	\$12,252,035.45	100.00%	\$311,003.64
Total Account Balance	\$12,252,035.45		



Activity Summary

	Current Period	Year To Date
Beginning Market Value	\$12,075,773.32	\$11,887,575.21
Receipts		
Dividend	\$3,662.77	\$36,305.51
Interest Income	\$107,780.65	\$264,578.91
Total Receipts	\$111,443.42	\$300,884.42
Disbursements		
Institution Fees	(\$1,000.00)	(\$7,000.00)
Interest Income	\$0.00	(\$597.67)
Total Disbursements	(\$1,000.00)	(\$7,597.67)
Change in Market Value	\$65,818.71	\$71,173.49
Ending Market Value	\$12,252,035.45	\$12,252,035.45

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



Gains and Losses Summary

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

Asset Statement

Units	Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
Cash & Equivalents								
Cash								
	Principal Cash	\$2,500,000.00		\$2,500,000.00				
	Income Cash	\$37,500.00		\$37,500.00				
	Total Cash	\$2,537,500.00		\$2,537,500.00	20.71			
Money Market Funds								
250,000.00	FTC CONSERVATIVE FUND	\$250,000.00	\$1.00	\$250,000.00	2.04	\$0.00		5.18
	TOTAL Money Market Funds	\$250,000.00		\$250,000.00	2.04	\$0.00		5.18
Money Market Mutual Funds								
1,926,608.58	MONEY MKT OBLIGS TR FH GOV 58 OBL FD	\$1,926,608.58	\$1.00	\$1,926,608.58	15.72	\$0.00		10.50
	TOTAL Money Market Mutual Funds	\$1,926,608.58		\$1,926,608.58	15.72	\$0.00		5.25
	TOTAL Cash & Equivalents	\$4,714,108.58		\$4,714,108.58	38.48	\$0.00		1.57
Fixed Income								
U.S. Government Agency Obligations								
300,000	FEDERAL HOME LOAN BANKS CONS BD 3.625%25	\$300,000.00	\$98.71	\$296,125.69	2.42	(\$3,874.31)		3.67
1,000,000	FEDERAL HOME LOAN BANKS CONS BD 3.77%26	\$1,000,000.00	\$98.44	\$984,351.97	8.03	(\$15,648.03)		3.83
	TOTAL U.S. Government Agency Obligations	\$1,300,000.00		\$1,280,477.66	10.45	(\$19,522.34)		3.79
U.S. Treasury Notes								
2,000,000	UNITED STATES TREAS NTS 2.75%05/15/25	\$1,978,355.89	\$98.34	\$1,966,843.74	16.05	(\$11,512.15)		2.80
500,000	UNITED STATES TREAS NTS 3%07/15/25	\$498,035.33	\$98.33	\$491,648.44	4.01	(\$6,386.89)		3.05
1,000,000	UNITED STATES TREAS NTS 1.25%12/31/26	\$923,115.12	\$93.25	\$932,539.06	7.61	\$9,423.94		1.34
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/27	\$1,005,321.76	\$97.58	\$975,820.31	7.96	(\$29,501.45)		3.33
1,000,000	UNITED STATES TREAS NTS 2.25%11/15/27	\$938,700.68	\$94.31	\$943,085.94	7.70	\$4,385.26		2.39
300,000	UNITED STATES TREAS NTS 0.625%11/30/27	\$266,769.33	\$89.25	\$267,750.00	2.19	\$980.67		0.70
200,000	UNITED STATES TREAS NTS 3.875%11/30/27	\$201,905.17	\$99.28	\$198,554.69	1.62	(\$3,350.48)		3.90

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
TOTAL U.S. Treasury Notes	\$5,812,203.28		\$5,776,242.18	47.15	(\$35,961.10)		2.55
U.S. Treasury Notes & Bonds							
500,000 UNITED STATES TREAS NTS 0.25% 05/31/25	\$483,791.71	\$96.24	\$481,207.03	3.93	(\$2,584.68)		0.26
TOTAL U.S. Treasury Notes & Bonds	\$483,791.71		\$481,207.03	3.93	(\$2,584.68)		0.26
TOTAL Fixed Income	\$7,595,994.99		\$7,537,926.87	61.52	(\$58,068.12)		2.61
GRAND TOTAL ASSETS	\$12,310,103.57		\$12,252,035.45	100	(\$58,068.12)		2.10

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			\$0.00	\$12,146,349.77
<u>Receipts</u>				
Interest Income				
INTEREST TAXABLE				
7/1/2024	FTC CONSERVATIVE FUND		\$993.15	\$0.00
INTEREST U.S. GOVT				
7/1/2024	UNITED STATES TREAS NTS 1.25%12/31/26 1.25% paid on 1000000.000 Par Value.		\$6,250.00	\$0.00
7/1/2024	UNITED STATES TREAS NTS 3.25%06/30/27 3.25% paid on 1000000.000 Par Value.		\$16,250.00	\$0.00
7/1/2024	UNITED STATES TREAS NTS 3%06/30/24 3% paid on 1000000.000 Par Value.		\$15,000.00	\$0.00
7/15/2024	UNITED STATES TREAS NTS 3%07/15/25 3% paid on 500000.000 Par Value.		\$7,500.00	\$0.00
7/29/2024	FEDERAL HOME LOAN BANKS CONS BD 3.625%25 3.625% paid on 300000.000 Par Value.		\$5,437.50	\$0.00
7/29/2024	FEDERAL HOME LOAN BANKS CONS BD 3.77%26 3.77% paid on 1000000.000 Par Value.		\$18,850.00	\$0.00
7/31/2024	UNITED STATES TREAS NTS 3%07/31/24 3% paid on 2500000.000 Par Value.		\$37,500.00	\$0.00
Total Interest Income			\$107,780.65	\$0.00

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



Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Dividend				
DIVIDEND				
7/1/2024	MONEY MKT OBLIGS TR FH GOV OBL FD		\$3,662.77	\$0.00
Total Dividend			\$3,662.77	\$0.00
Disbursements				
Institution Fees				
FEE PAYMENT				
7/11/2024	Automatic fee collection for account 650367014 for Period Ending 6/30/2024.		(\$1,000.00)	\$0.00
Total Institution Fees Collected from Account			(\$1,000.00)	\$0.00
Transfer				
Amortization/Accretion				
ACCRETION OF ASSET - TAXABLE				
7/1/2024	UNITED STATES TREAS NTS 1.25%12/31/26		\$0.00	\$10,225.54
7/1/2024	UNITED STATES TREAS NTS 3%06/30/24		\$0.00	\$2,715.00
7/15/2024	UNITED STATES TREAS NTS 3%07/15/25		\$0.00	\$471.76
7/31/2024	UNITED STATES TREAS NTS 3%07/31/24		\$0.00	\$40,523.23
AMORTIZATION OF ASSET - TAXABLE				
7/1/2024	UNITED STATES TREAS NTS 3.25%06/30/27		\$0.00	(\$625.15)
Total Amortization/Accretion			\$0.00	\$53,310.38
Investment Activity				
ASSET MATURED				
7/1/2024	UNITED STATES TREAS NTS 3%06/30/24	(1,000,000)	\$1,000,000.00	(\$1,000,000.00)
7/31/2024	UNITED STATES TREAS NTS 3%07/31/24	(2,500,000)	\$2,500,000.00	(\$2,500,000.00)
Sweep Sales (3) 7/1/2024 to 7/31/2024		(1,625.15)	\$1,625.15	(\$1,625.15)
Sweep Purchases (5) 7/1/2024 to 7/31/2024		1,074,568.57	(\$1,074,568.57)	\$1,074,568.57
Total Investment Activity		(2,427,056.58)	\$2,427,056.58	(\$2,427,056.58)
Ending Balances			\$2,537,500.00	\$9,772,603.57

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
LIBRARY FOUNDATION ACCOUNT

July 31, 2024

Balance, January 1, 2024

Checking	\$ 360,469.42	
Investment Accounts	1,369,701.94	\$ 1,730,171.36

RECEIPTS

Distributions from Trust Accounts:

Restricted funds:

Account #03-9 Growth Fund

Alice Clarke Fund	\$ 1,193.40	
Justice Clarke Fund	12,882.90	
Myron Roh Fund	879.29	
Paul E. & Dorothy F. Rees Fund	404.41	
Philippine Kerwer Fund	245.82	
Dr. James Houck Fund	210.14	
Robert H. Donahugh Fund	446.04	
Henry Stambaugh Fund	1,352.00	
James McEwen Fund	2,214.35	\$ 19,828.35

Account #05-4 Income Fund

Nancy Breaden Fund	6,591.30	
Ruth Bowers Fund	1,279.14	
Elizabeth Lowmiller Barnhill Fund	1,672.61	
W. Sturgeon VanGorder - Elizabeth Slotta	4,971.97	
Kenneth M. Lloyd	532.42	
George Boughton	1,211.09	
Edward W. Powers Charitable Fund	580.04	
Martha Muransky	174.56	
Carol A. Bacon-Endowed Fund for Authors	828.95	
Rebecca Showman Host An Author Fund	109.17	17,951.25

<i>Account #02-1 R.D. Fowler Fund</i>		286.43
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<i>Account #6453 Jane Jackson</i>		2,510.48
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<i>Account #01-3 Wick Dennison</i>		7,771.03
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Unrestricted Income funds:

Account #04-7

David & Caroline Theobald Fund	111.33	
Louisa Andrews Fund	466.54	
Ida Clarke Fund	1,221.13	
Caroline Wick Fund	224.43	
James C. Foutts Fund	362.27	
Olive Arms Fund	478.91	
Luela Walker fund	125.49	
Willam Merrick Fund	498.35	
Ida Osborne Fund	498.35	
M. Bernard Hirshberg Fund	137.85	
Louisa Edwards Fund	166.11	
Norma Jones Fund	1,655.86	
Reserve Account Fund	6,418.44	
Amelia Gail Sarbu	5,306.88	\$ 17,671.94

Donations		66,019.48
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Interest Income		98,414.29
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Miscellaneous		37,209.84
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TOTAL RECEIPTS		82.24
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TOTAL RECEIPTS & BALANCE FORWARD		201,725.85
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DISBURSEMENTS

Books & Related Purchases/Expenditures per Terms of Gifts	57,184.91	
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Legal Fees	0.00	
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Audit Fees	9,700.00	
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Miscellaneous	1,553.91	
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Memorial Gifts	0.00	
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Public Relations/Marketing	0.00	
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TOTAL EXPENDITURES		\$ 68,438.82
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BALANCES FORWARD

Checking First National Bank	400,808.64	
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Money Market Account First National Bank	1,462,649.75	1,863,458.39
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TOTAL DISBURSEMENTS AND BALANCES FORWARD		** \$ 1,931,897.21
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** Use restricted by terms of trusts in the amount of \$1,410,999.99



**MAHONING COUNTY
CALENDAR YEAR 2025 ESTIMATE
OF THE PUBLIC LIBRARY FUND ENTITLEMENT**

July 25, 2025

In compliance with RC 5747.47(A), the Ohio Department of Taxation is certifying to Mahoning County, the initial estimated Public Library Fund (PLF) entitlement for Calendar Year 2025.

**Calendar Year 2025 Estimated Entitlement from
the Public Library Fund**

Mahoning County:

CY 2025 Guaranteed Share (base share)	\$10,781,386
CY 2025 Share of Excess (+, -) (equalization share)	\$0
CY 2025 Estimated Entitlement	\$10,781,386

Statutorily, the Public Library Fund (PLF) receives 1.7 percent of all state General Revenue Fund tax sources. Your county's share was determined pursuant to the formula contained in ORC 5747.46 and 5747.47 (inclusive). Displayed in the table above are the full year CY 2025 estimated PLF distributions. Additionally, the displayed amounts are net of transfers to the Library for the Blind and the Ohio Public Library Information Network (OPLIN). These transfers are also contained in HB 33 of the 135th GA and are for the FY 2024-2025 biennium.

Note that the above figures are estimates, reflecting the current best projection of state tax revenues during Calendar Year 2025. Because of the inherent difficulty in projecting state tax revenues relatively far in advance, please remember that actual calendar year 2025 distributions to your county's undivided local government fund will vary from the above estimate by an unknown degree.

As provided under Ohio law, in December 2024, we will issue an updated entitlement estimate for calendar year 2025.

If you have any questions concerning the PLF forecast, please contact Kenneth Frey of Tax Analysis (614-995-0116 or tax.analysis@tax.ohio.gov). If you have any questions concerning PLF payments, please contact Revenue Accounting (614-466-7150 or revenueaccounting@tax.ohio.gov).

Director & CEO's Report

September 6, 2024

Library News



Closing the chapter on another Canfield Fair

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

Upcoming Events

Literary Society Author Event September 19th – Register Today!

Tickets are still available for our annual dinner event and fundraiser, this year with popular novelist Sandra Brown. Support the Library's Foundation and get your tickets – or donate – at:

<https://interland3.donorperfect.net/weblink/weblink.aspx?name=E40983&id=36> or call (330) 740-6086. As always, it will be a wonderful evening to network and support PLYMC!

Celebrating Hispanic Heritage Month

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

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

Experience Division

Public Services

Adult Initiatives

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

Circulation Initiatives

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

Customer Service Initiatives

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

Family Engagement

Youth Initiatives

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

Community Engagement

- Join us for Flamenco in the Park! a Hispanic Heritage Month celebration at Austintown Township Park at 6 p.m. on Friday September 20. Live flamenco music and dance performance presented by ABREPASO Flamenco, Northeast Ohio's premiere flamenco music and dance company. The Pop-Up Van will also be on site.
- PLYMC is partnering with the League of Women Voters of Greater Youngstown in September to offer two non-partisan programs to explain the amendment proposal for an Independent Redistricting

Commission. They will be held at the Main and Boardman Libraries. One will be recorded and available on our website so that patrons unable to attend can view it at home.

- PLYMC will host the popular Young Adult Author, Natalie D. Richards, for TeenTober. Natalie will speak at Main Library and travel with our Teen Services Librarian to four local schools to share her work and answer questions from fans and those aspiring to become authors.
- Main Library will play host to the Hispanic Heritage Opening Ceremony this year on September 12th. Main Library is glad to open our Event Space to celebrate the kick-off to festivities.

Marketing

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



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



Operations Division

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

Facility Updates

Brownlee

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

East

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

Poland

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

Facilities Master Plan

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

Human Resources Division

Personnel

New hires:

Administration

- Zak Kozberg- Chief of Staff

CMT

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

Resignations and Retirements:

Retirements

Administration

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

CMT

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

Resignations

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

Promotions:

Administration

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

CMT

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

PLAY

- Renee Beverly- Assistant Supervisor (Libr 3) at AU from Program Lead at AU (Libr 2)

- Jenna Williams- Traveling Supervisor (Libr 4) from Generalist Librarian (Libr 1)

CMT to PLAY

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

Vacancies (currently <https://www.libraryvisit.org/employment/>)

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

Education and Engagement

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

Safety and Security

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

Safety & Security Manager

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

Social Worker—this data is for June to present

- Incident reports reviewed: 97
- Suggestions regarding IR: 19
- Staff Assistance / Mr. Masters: 4
- Housing assistance for patrons via phone or in person: 37
- Community liaisons: 6

- Referrals to community support agencies / PATH program: 39
- Document Assistance (SSA / Medicaid): 2
- Staff referrals or questions regarding behaviors / services: 27 Intense patrons: 1

Meeting Rooms/Vendors

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

Information Technology Division

Technology Department

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

Collections & Technical Services Department

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

Finance Division

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

CEO's Office

Development

- Literary Society Author Event = Invitations 1200 = Sponsorships \$26,075
- Main Donor Reception – October 24 – Main Library 5:00 p.m.
- Sensory Playground Reception – 5:00 p.m. September 25
- Friends of PLYMC
 - Upcoming Events/Fundraisers
 - September 21 - East – Lavender and Lace Luncheon
 - September 25 – General Membership Meeting - Boardman
 - October 4 – Reuben McMillan – Noble Creature Beer Birthday Celebration
 - October 14 – Boardman – Cookie Table Luncheon
 - Past Events/Fundraisers
 - Bookstore – Back to School Sale
 - July – Boardman – Book Sale
 - August – Austintown – Garage, Book, & Vendor Sale
- Donations

- Ciarniello Memorial \$1,400
- Established Louise Ward Estate – New Fund for Foundation – Early Childhood Literacy \$77,000
- Development/Communications/PR Marketing/Experience – Meeting

Strategic Communications

Springfield Library K9 Retirement:

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

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

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

Coverage of Sandra Brown Literary Society Event:

- <https://www.mahoningmatters.com/news/local/article290475109.html>
- <https://businessjournaldaily.com/the-update-ballet-names-new-directors-valley-chefs-in-tasting-event/>
- <https://www.metromonthly.net/public-library-to-present-best-selling-author-sandra-brown-sept-19/>

Summer Discovery wrap up:

- <https://www.morningjournalnews.com/news/local-news/2024/08/calendar-22/>
- [How to participate in Public Library of Youngstown Summer Discovery | Mahoning Matters](#)

Poland after GCI report release in August:

- <https://www.wkbn.com/news/local-news/poland-news/poland-library-issues-update-on-geotechnical-survey/>
- <https://www.wfmj.com/story/51246012/poland-library-issues-update-on-structural-concerns-library-is-safe-to-use>
- <https://www.mahoningmatters.com/news/local/article291258720.html>

Blue Envelope:

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

Director & CEO Activities

Local

- August 6 – Staff Day
- August 7 – Quarterly Building & Repair Budget Meeting
- August 8 – Bylaws Committee Meeting
- August 10 – Library Branch Finisher Parties
- August 12 – Right to Read Panel

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

State

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

National

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

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

	2024	2024	2025	2025	
	Adopted Budget	Revised Budget	Preliminary Budget	Proposed Budget	
Balance Forward	6/13/2024	9/12/2024	6/13/2024	9/14/2024	
RECEIPTS	\$ 13,690,651.08	\$ 13,690,651.08	\$ 10,223,028.02	\$ 11,124,056.28	
1210 General Property Tax - RE Gross	8,975,334.68	9,500,000.00	8,975,334.68	8,975,334.68	Levy proceeds as shown in accounts 1210 and 2210
2130 Federal Government/Grants	900.00	900.00	900.00	900.00	represent 48% of total budgeted revenue.
2131 Federal Government/E-Rate	79,634.05	179,634.05	79,634.05	160,000.00	
2170 Federal Grants Restricted	100,000.00	100,000.00	100,000.00	100,000.00	
2200 State of Ohio/PLF	9,653,703.44	10,197,863.17	9,653,703.44	10,197,863.17	
2210 State of Ohio/TLR/Rollback & Homestead	942,309.07	942,309.07	942,309.07	942,309.07	
3110 Patron Fines & Lost Books	18,000.00	18,000.00	18,000.00	18,000.00	
3140 Copy Machines	500.00	500.00	500.00	500.00	
3141 Debit Cards	65,000.00	65,000.00	65,000.00	65,000.00	
3199 Other Patron Fees	14,500.00	14,500.00	14,500.00	14,500.00	
4120 Interest	630,000.00	630,000.00	630,000.00	630,000.00	
6120 Restricted Contributions/Grants	5,000.00	5,000.00	5,000.00	5,000.00	
8000 Rental Income	29,520.00	29,520.00	29,520.00	29,520.00	
8710 Refunds for Overpayment	7,500.00	7,500.00	7,500.00	7,500.00	
8720 Insurance Reimbursements	29,109.86	29,109.86	29,109.86	29,109.86	
8798 Reimbursement From Grants	1,000.00	1,000.00	1,000.00	1,000.00	
8799 Other Refunds	20,000.00	20,000.00	20,000.00	20,000.00	
8999 Miscellaneous	5,000.00	5,000.00	5,000.00	5,000.00	
Subtotal Receipts	20,577,011.10	21,745,836.15	20,577,011.10	21,201,536.78	
TOTAL RECEIPTS AND BALANCE FORWARD	\$ 34,267,662.18	\$ 35,436,487.23	\$ 30,800,039.12	\$ 32,325,593.06	
EXPENDITURES					
1100 Salaries	\$ 10,560,227.74	\$ 10,601,564.97	\$ 11,768,240.60	\$ 11,742,415.60	
1400 Retirement Benefits	1,471,085.08	1,476,876.49	1,639,476.82	1,635,861.32	
1600 Insurance Benefits	2,580,236.75	2,580,960.93	2,601,399.93	2,600,947.50	
1900 Other Employee Benefits	59,200.00	59,200.00	59,200.00	59,200.00	
TOTAL SALARIES & BENEFITS	14,670,749.57	14,718,602.39	16,068,317.35	16,038,424.42	
2100 General Office & Programming Supplies	1,000,500.00	1,000,500.00	1,000,500.00	1,000,500.00	
2200 Property Maintenance Repairs	71,000.00	73,500.00	71,000.00	71,000.00	
2300 Motor Vehicle/ Fuel Supplies & Parts	40,000.00	40,000.00	40,000.00	40,000.00	
TOTAL SUPPLIES	1,111,500.00	1,114,000.00	1,111,500.00	1,111,500.00	
3100 Travel & Meeting Expenses	157,500.00	157,500.00	157,500.00	157,500.00	
3200 Communications, Printing & Publicity	533,540.00	568,540.00	533,540.00	533,540.00	
3300 Property Maintenance	1,697,540.00	1,827,540.00	1,697,540.00	1,697,540.00	
3400 Insurance	135,592.00	143,592.00	135,592.00	135,592.00	
3500 Rent/Leases	96,245.00	96,245.00	96,245.00	96,245.00	
3600 Utilities	446,000.00	446,000.00	446,000.00	446,000.00	

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

Based on actual revenue received to date plus estimates on the remaining distributions for 2024 from the ODT estimate that was released in July, 2024. This represents 47% of total budgeted revenue.

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

Reuben McMillan Free Library Association					
General Fund Budget					
Board Meeting of September 12, 2024					
	2024	2024	2025	2025	
	Adopted Budget	Revised Budget	Preliminary Budget	Proposed Budget	
	6/13/2024	9/12/2024	6/13/2024	9/14/2024	
3700 Professional Services	768,117.59	777,561.56	768,117.59	768,117.59	
3800 Library Material Control Services	256,250.00	256,250.00	256,250.00	256,250.00	
3900 Other Contracts & Purchased Services	25,000.00	30,000.00	25,000.00	25,000.00	
TOTAL PURCHASED & CONTRACTED SERVICES	4,115,784.59	4,303,228.56	4,115,784.59	4,115,784.59	
4100 Books	889,500.00	886,000.00	889,500.00	889,500.00	
4200 Periodicals	32,000.00	33,000.00	32,000.00	32,000.00	
4300 Audiovisual Materials	210,000.00	210,000.00	210,000.00	210,000.00	
4500 Electronic Information Public Use	1,061,000.00	1,063,500.00	1,061,000.00	1,061,000.00	
4600 Interlibrary Loan	45,000.00	45,000.00	45,000.00	45,000.00	
4900 Library Material / All Other	15,000.00	15,000.00	15,000.00	15,000.00	
TOTAL LIBRARY MATERIALS	2,252,500.00	2,252,500.00	2,252,500.00	2,252,500.00	
5500 Furniture & Equipment	70,000.00	100,000.00	70,000.00	70,000.00	
5700 Motor Vehicles	50,000.00	50,000.00	50,000.00	50,000.00	
TOTAL CAPITAL OUTLAY	120,000.00	150,000.00	120,000.00	120,000.00	
7100 Dues & Memberships	60,000.00	60,000.00	60,000.00	60,000.00	
7200 Taxes & Assessments	6,600.00	6,600.00	6,600.00	6,600.00	
7500 Refunds & Reimbursements	6,500.00	6,500.00	6,500.00	6,500.00	
7900 Other Miscellaneous	1,000.00	1,000.00	1,000.00	1,000.00	
TOTAL OTHER OBJECTS	74,100.00	74,100.00	74,100.00	74,100.00	
8999 Unallocated Appropriations	200,000.00	200,000.00	200,000.00	200,000.00	
TOTAL EXPENSE	22,544,634.16	22,812,430.95	23,942,201.94	23,912,309.01	
9980 Transfers to Building & Repair Fund	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	
9999 Transfers to Technology Development Fund	500,000.00	500,000.00	500,000.00	500,000.00	
TOTAL TRANSFERS	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	
TOTAL EXPENSE & TRANSFERS	24,044,634.16	24,312,430.95	25,442,201.94	25,412,309.01	
Unencumbered Balance Forward	10,223,028.02	11,124,056.28	5,357,837.18	6,913,284.05	
TOTAL EXPENSES & BALANCE FORWARD	\$ 34,267,662.18	\$ 35,436,487.23	\$ 30,800,039.12	\$ 32,325,593.06	

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

	2024 Adopted Budget 6/13/2024	2024 Revised Budget 9/12/2024	2025 Preliminary Budget 6/13/2024	2025 Proposed Budget 9/12/2024
Balance Forward	21,069,766.81	21,069,766.81	19,554,766.81	19,577,766.81
RECEIPTS				
4121 Interest	530,000.00	630,000.00	530,000.00	630,000.00
6112 Contributions	500.00	500.00	500.00	500.00
8110 Sale of Property	-	-	-	-
8998 Miscellaneous	-	-	-	-
9998 Transfer from Library Foundation	-	-	-	-
9999 Transfer from General Fund	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Total Receipts	1,530,500.00	1,630,500.00	1,530,500.00	1,630,500.00
Total Receipts & Balance Forward	<u>\$ 22,600,266.81</u>	<u>\$ 22,700,266.81</u>	<u>\$ 21,085,266.81</u>	<u>\$ 21,208,266.81</u>
EXPENDITURES				
3781 Investment/Banking Fees	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
5110 Purchase of Land	-	-	-	-
5210 Land Improvements	-	-	-	-
5310 New Buildings	-	-	-	-
5410 Building Improvements/Capital Leases	2,485,000.00	2,555,000.00	2,600,000.00	2,600,000.00
5511 Equipment	300,000.00	300,000.00	300,000.00	300,000.00
8998 Unallocated Appropriation	248,500.00	255,500.00	260,000.00	260,000.00
Total Expenses	3,045,500.00	3,122,500.00	3,172,000.00	3,172,000.00
Unencumbered Balance Forward	19,554,766.81	19,577,766.81	17,913,266.81	18,036,266.81
Total Expenses & Balance Forward	<u>\$ 22,600,266.81</u>	<u>\$ 22,700,266.81</u>	<u>\$ 21,085,266.81</u>	<u>\$ 21,208,266.81</u>

See Detail Sheet.

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

The purpose of this fund is to document anticipated facility improvement projects exceeding \$25,000. The information is presented for two purposes. First, it shows projects that are either currently approved, anticipated or under discussion. The second purpose is to provide a basis for long range financial planning so that the library can be prepared. Actual costs and amounts budgeted for each project can be expected to vary as the individual projects are developed. Projects further in the future have less precision. (Projects costing \$75,000 or more in 2024 require public bidding).

	Budget Year	
	2024	2025
Poland		
Exterior painting	150,000.00	
Exterior carpentry work	50,000.00	
Elevator upgrade	250,000.00	
East		
Exterior siding/repairs	700,000.00	
Parking lot repair	35,000.00	
Brownlee		
Parking lot expansion	120,000.00	
Main		
Masonry repair-20% of total	100,000.00	100,000.00
Sebring		
General updates	100,000.00	
Reseal and strip all parking lots	50,000.00	
Reserve for unscheduled projects	1,000,000.00	2,500,000.00
Subtotal	\$ 2,555,000.00	\$ 2,600,000.00
Investment Fees	12,000.00	12,000.00
Furniture/Equipment	300,000.00	300,000.00
Contingency factor of 10%	255,500.00	260,000.00
Total With Contingency	\$ 3,122,500.00	\$ 3,172,000.00

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

	2024 Adopted Budget 6/13/2024	2024 Revised Budget 9/12/2024	2025 Preliminary Budget 6/13/2024	2025 Proposed Budget 9/12/2024
Balance Forward	3,860,386.39	3,860,386.39	3,877,353.38	3,887,353.38
RECEIPTS				
2132 Federal Government/E-Rate	25,687.99	25,687.99	25,687.99	25,687.99
4122 Interest	20,000.00	30,000.00	20,000.00	30,000.00
9951 Transfer From Other Funds	500,000.00	500,000.00	500,000.00	500,000.00
Total Receipts	\$ 545,687.99	\$ 555,687.99	\$ 545,687.99	\$ 555,687.99
Total Receipts & Balance Forward	<u>\$ 4,406,074.38</u>	<u>\$ 4,416,074.38</u>	<u>\$ 4,423,041.37</u>	<u>\$ 4,443,041.37</u>
EXPENDITURES				
3782 Investment/Banking Fees	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
5550 Equipment	528,121.00	528,121.00	528,121.00	528,121.00
Total Expenses	528,721.00	528,721.00	528,721.00	528,721.00
Unencumbered Balance Forward	3,877,353.38	3,887,353.38	3,894,320.37	3,914,320.37
Total Expenses & Balance Forward	<u>\$ 4,406,074.38</u>	<u>\$ 4,416,074.38</u>	<u>\$ 4,423,041.37</u>	<u>\$ 4,443,041.37</u>

See Detail Sheet.

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

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

2024

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

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED
BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR**

Revised Code Sections 5705.34-5705.35

RESOLVED, By the Board of Trustees of Youngstown and Mahoning County Library, Mahoning County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget or has been granted the authority by the Mahoning County Budget Commission to waive this requirement for the next succeeding fiscal year commencing January 1, 2025; and

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

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

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

SCHEDULE A

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

Fund	Amount Approved by Budget Commission Inside 10 Mill Limitation	Amount To Be Derived from Levies Outside 10 Mill Limitation	County Auditor's Estimate of Tax to be Levied Inside 10 Mill Limit	County Auditor's Estimate of Tax to be Levied Outside 10 Mill Limit
General Fund		10,319,178		2.40
Total		\$ 10,319,178		2.40

And be it Further Resolved, that the Chief Financial Officer/Fiscal Officer of this Board is hereby authorized to certify a copy of this Resolution to the County Auditor.

Motion for approval of this Resolution made, seconded and approved by the Board of Trustees on

_____.

Carole Weimer
President Board of Trustees

GUIDELINES FOR NOMINATING COMMITTEE AND TRUSTEE EXPECTATIONS

NOTE FOR WORKING COPY ONLY: the deleted content below has been shifted to policy 206 in its entirety. This working copy is intended primarily for consideration of the content shift. If agreed, the content can then be reviewed, edited, and/or augmented as needed.

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

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

1. Candidates cannot be excluded on the basis of sex, race, national origin, handicap or religious beliefs.
2. Candidates should be known and respected by the community, having proved worthy of a position of responsibility and trust.
3. The Nominating Committee will seek to fill vacancies with persons living in various areas of the county in order to maintain, insofar as possible, a balance of geographic representation.
4. The Nominating Committee will endeavor to seek persons with experience and professions in activities which would provide expertise on the Board.
5. Candidates should have independence of judgment and not be subject to any possible conflict of interest.
6. The Nominating Committee should be convinced that a prospective candidate is able to provide the time, support and interest necessary to the Board's activities. Lack of such support and interest could result in no re-nomination.

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

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

~~Expectations of Service~~

~~Being on the Board of Directors is a public role.~~

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

~~Board meeting attendance is expected.~~

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

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

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

Board members duties are varied.

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

It is recognized and understood that serving as a trustee is a volunteer position. And, over the course of a 3-year term, many things in a person's life may change. Therefore these expectations are just that—expectations—not hard and fast rules. When considering serving as a trustee, if there are issues or concerns about any of these expectations, they should be discussed with either the Board President, a member of the Nominating Committee or the Director.

ADOPTED BY BOARD OF TRUSTEES OCTOBER 19, 1990.

AMENDED BY BOARD OF TRUSTEES SEPTEMBER 21, 2006

AMENDED BY BOARD OF TRUSTEES DECEMBER 11, 2008

206 (NEW)

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

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

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Privacy Practices

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

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

Reviewed by the Bylaws Committee of the Board of Trustees: August 8, 2024

Approved by the PLYMC Board of Trustees: ~~{DATE}~~September 12, 2024

Update and Approval History: ADOPTED BY THE BOARD OF TRUSTEES MARCH 18, 2004.

EQUAL SERVICE POLICY

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

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

Reviewed by the Bylaws Committee of the Board of Trustees: _____ August 8, 2024

Approved by the PLYMC Board of Trustees: _____
~~[DATE]~~ September 12, 2024

Update and Approval History:

~~ADOPTED BY BOARD OF TRUSTEES~~ Adopted by Board of Trustees:
~~DECEMBER~~ December 10, 1992

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September 12, 2024						
<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>NEW EMPLOYEES</u>						
Huoy, Rachelle		Librarian 1 /Newport		22.18	hr	5/28/2024
Kozberg, Zak		Chief of Staff/Admin		85,000.00	yr	7/22/2024
McElhaney, Megan		Public Service Generalist PT/Campbell		15.60	hr	7/22/2024
McNeil, Jordan		Material Handler PT/Newport		15.00	hr	5/28/2024
Pirone, Daniel		Public Service Generalist/Tri-Lakes		15.60	hr	6/17/2024
Stoner, Allison		Public Service Generalist/TCC		15.60	hr	7/22/2024
Syrianoudis, Corin		Public Service Generalist/TCC		15.60	hr	7/22/2024
<u>TRANSFERS & CHANGES IN RATE</u>						
Albright, Ron	Public Service Generalist/MK	Librarian 1/MK	16.39	22.18	hr	8/19/2024
Barrett, Andrew	MTC Trades-Craftperson/Maint	Maintenance Chief/Maintenance	24.03	25.23	hr	7/15/2024
Bellish, Jessica	Public Service Generalist/AU	Librarian 1 PT/AU	15.99	22.18	hr	8/19/2024
Beverly, Renee	Librarian 2/Austintown	Librarian 3 Asst Supervisor/Austintown	26.22	27.53	hr	7/8/2024
Coleman, Suzanna	Pub Service Generalist 1 FT/TCC	Public Service Generalist 1 PT/MK	15.99	15.99	hr	6/24/2024
Crowe, David	Asst Mgr of Facilities/Admin	Facilities Maintenance Mgr/Admin	66,518.40	73,200.00	yr	8/19/2024
DeBolt, Darren	Safety & Security Specialist/Admin	Safety & Security Manager/Admin	65,000.00	73,200.00	yr	7/8/2024
Garofali, Leah	Public Service Coordinator/Admin	Training & Scheduling Specialist/Admin	44,449.60	50,000.00	yr	7/8/2024
Highfield, Michael	Maintenance/Newport	MTC Trades-Craftsperson/Newport	21.51	22.59	hr	8/5/2024
Knickerbocker, Emma	Material Handler PT/Newport	Credentialed Spec - Maker Space/Main	15.76	21.13	hr	7/15/2024
Miklos, Chloe	Public Service Generalist/AU	Librarian 1 PT/MK	15.99	22.18	hr	7/22/2024
Velazquez, Beth	Librarian 1 PT/AU	Librarian 1 FT/AU	22.18	22.18	hr	8/5/2024
Williams, Jenna	Librarian 1/MK	Librarian 1/MK	23.30	25.68	hr	8/5/2024
<u>RESIGNATIONS & TERMINATIONS</u>						
Ayers, Lily	Librarian 1/MK					7/5/2024
Foster, David	Facilities & Construction Mgr/Admin					7/5/2024
McCullough, Deborah	Chief Operating Officer/Admin					7/31/2024
Platt, Lindsay	Librarian 7 Supervisor/MK					8/30/2024
Schneider, Samantha	Librarian 3-Family Engage/Main					7/19/2024
Shannon, Lily	Librarian 1 / AU					8/13/2024
Stoner, Allison	Pub Service Generalist FT/TCC					7/24/2024
Watson, Glenda	Pub Service Generalist PT/Campbell					6/29/2024
Yurchekfrod, Kevin	Maintenance Chief/Newport					6/29/2024