The Public Library of Youngstown & Mahoning County

Regular Board of Trustee Meeting

Canfield Library Meeting Room/Virtually via Zoom

September 14, 2023

4:00 p.m.

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 to the meeting on the new board software.

Meeting Book - September 14 2023 Board of Trustee Meeting

Meeting of the Records Commission	
Motion to approve records disposal as detailed on Form RC-3 dated September 14, 2023	C Weimer
Motion to approve the minutes of the September 8, 2022 meeting as written and distributed	C Weimer
Adjournment of Records Commission	C Weimer
Regular Board Meeting	
Minutes Motion to approve minutes of the June 8, 2023 meeting as written and distributed	C Weimer
Chief Financial Officer's Report Motion to approve the Chief Financial Officer's Report	M Mrofchak
2024 PLF Estimated Entitlement	
Director & Chief Executive Officer's Report	A Fifarek
Committee Reports	
Finance, Audit & Investment Committee	J Meehan
2023 Revised Appropriations Motion to approve	
1. General Fund	
2. Building & Repair Fund	
3. Technology Development Fund	
2024 Proposed Appropriations Motion to approve	
1. General Fund	
2. Building & Repair Fund	
3. Technology Development Fund	
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	
Service & Personnel Committee Update on the Director & CEO's new evaluation form	T Frost
Bylaws Committee Update	T Frost
Nominating Committee	A Benyo
Motion to accept the resignation of Mary Lou Reyes dated August 22, 2023	

Motion to nominate Denise Glinatsis Bayer to the seat vacated by Mary Lou Reyes expiring January 2025

Building & Sites Committee Update	T Dimascio
Development Committee Update	A Blackann
Executive Committee Update	C Weimer
Report form Legal Counsel	M Boetcher
Items Too Late for the Agenda	C Weimer
Appointments, Tranfers, Resignations, etc Motion to approve	C Weimer
Adjournment Motion to adjourn	C Weimer

OHIO HISTORY CONNECTION

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)

To have this form returned to the Records Commission electronically, include an email address: **mmrofchak@libraryvisit.org**

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.

OHIO HISTORY CONNECTION

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**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Bank Statements	**FO-5**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Bids-Unsuccessful	**FO-7**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Canceled Checks	**FO-11**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Cash Journals/Cash Books	**FO-12**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Check Registers	**FO-15**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Contracts	**FO-17**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Donation Records-Cash/Noncash	**FO-21**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Employer Tax Withholding Reports	**FO-23**	**9/14/2023**	**Paper**		**1/1/2013-12/31/2013**		**9/29/2023**	
Encumbrance, Appropriations & Expenditure Journal	**FO-24**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Investment Listings/ Statements	**FO-28**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Invoices	**FO-29**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Petty Cash Records	**FO-34**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	

OHIO HISTORY CONNECTION

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	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Prevailing Wage Records	**FO-35**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Purchase Orders	**FO-37**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Receipt Journals & Documents	**FO-38**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Timesheets	**FO-40**	**9/14/2023**	**Paper & Electronic**		**1/1/2018-12/31/2018**		**9/29/2023**	
Vouchers	**FO-42**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
1099's to Indep Contractors	**FO-44**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
OPERS Indep Contractor Acknowledgement	**FO-45**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	
Board of Trustee Mtg Recordings	**FO-46**	**9/14/2023**	**Cassette & Electronic**		**1/1/2016-12/31/2016**		**9/29/2023**	
W-9 Forms	**FO-47**	**9/14/2023**	**Paper**		**1/1/2018-12/31/2018**		**9/29/2023**	

MINUTES

Board of Trustee Records Commission
September 8, 2022

A meeting of the Reuben McMillan Free Library Records Commission was held on September 8, 2022 at 4:06 p.m. in the Main Library Event Space and virtually via zoom. Presiding over the meeting was Board President Carole Weimer with the following members present in person: Alex Benyo, Tom Frost, Terry Dimascio, Mary Lou Reyes, Judy Schmutz, Ron Strollo, and Atty. Martin Boetcher. Present via zoom were: Alexa Sweeney Blackann, Angela Duskey, Delores Crawford, Mariel Sallee, JoAnn Stock, and Jamie Viano. Absent were: Tim Bresnahan, Jim Meehan, Ralph Meacham, and Mayor Jamael Tito Brown.

M. Reyes made a motion to approve records disposal as detailed on Form RC-3 dated September 8, 2022. T. Dimascio seconded the motion and the motion carried.

J. Schmutz made a motion to approve the minutes of the September 9, 2021 meeting as written and distributed. A. Benyo seconded the motion and the motion passed.

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

MINUTES

June 8, 2023

The regular meeting of the Board of Trustees of the Reuben McMillan Free Library Association was held on June 8, 2023 at 4:05 p.m. in the meeting room of the Michael Kusalaba Library and via zoom. Presiding over the meeting in person was Board President Carole Weimer with the following members present: Alexa Sweeney Blackann, Terry Dimascio, Angela Duskey, Tom Frost, Jim Meehan, Judy Schmutz, Ron Strollo, and Jamie Viano. Present via zoom were: Alex Benyo, Mariel Sallee, JoAnn Stock, and Atty. Martin Boetcher. Absent were: Tim Bresnahan, Delores Crawford, Mary Lou Reyes, Ralph Meacham, and Mayor Jamael Tito Brown. Also in attendance were Director and Chief Executive Officer Aimee Fifarek, Chief Financial Officer Mark Mrofchak, Deputy Finance Officer/Board Secretary Tina McBane, a few staff members and a couple of concerned citizens.

J. Meehan made a motion to approve the minutes of the February 9, 2023 meeting as written and distributed. A. Duskey seconded the motion and the motion carried. J. Meehan made a motion to approve the minutes of the March 21, 2023 meeting as written and distributed. T. Dimascio seconded the motion and the motion passed.

M. Mrofchak presented the Chief Financial Officer's report. Receipts in the General Fund through April 30th were $8,860,245.91. The two major components of revenue within the General Fund are real estate collections (account #1210), which were $5,173,705.06 and the Public Library Fund (account #2200), which was $3,347,218.56. Our final real estate tax settlement for the first half collections for 2023 was received in April. The Library's PLF distribution for April was above our estimate by 1% - state tax receipts for the month of March came in at 1.6% above overall estimates which is reflected in the April PLF distribution (distributions are calculated based on the previous month's state tax collections.). May's distribution was 3% below our estimate - the State of Ohio saw a 6% decrease in overall state tax revenues for the month of April compared to estimates. 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 2023. Adding receipts to the balance forward brought the total available for expenditure to $22,282,595.89. Expenditures thus far were $6,260,257.71 with an additional amount reserved through encumbrances for outstanding obligations of $2,305,289.97.

The Building and Repair Fund posted receipts of $157,681.98 through April 30th from investment income and contributions. Adding receipts to the balance forward brought the total available for expenditure to $19,399,606.61. Expenses in the fund were for investment fees and costs associated with the closeout of the Main Library Renovation Project in the amount of $916,337.92 with an additional amount encumbered for projects of $534,855.24.

The Technology Development Fund posted receipts of $17,491.35 through April 30th from E-Rate funding and investment income. The balance forward brought the total available for expenditure to $3,380,393.58. Expenditures for investment fees and equipment totaled $58,963.23. The encumbrances for outstanding obligations as of April 30th were $34,372.25 for this fund.

The amount on deposit at First National Bank was $19,794,684.45 where the sweep account was paying interest at an annual percentage yield of 1.45% and the money market account was paying 4.33%. Last year, at this time, the sweep account was paying interest at an annual percentage yield of .25% and the money market account was paying .35% respectively.

The amount held at Farmers National Bank in the checking account at April 30th was $25.00. In addition, there is a CD in the amount of $848,247.11 with an interest rate of .35% and investments in CDARS in the amount of $5,500,208.32 with interest rates ranging from 2.79 to 4.25%.

The amount held at Farmers Trust for investment at April 30th was $11,678,838.18 and was earning market yields at rates ranging from 2.82% to 4.71%.

As of April 30th, the Library Foundation account received $81,442.80 from trust distributions, interest income and donations. Expenditures totaled $12,276.20 leaving a balance forward of $1,477,149.78. Of that amount, $1,146,027.62 is restricted to honor the requests of donors.

Additional items:

1. The Library advertised for “Request for Qualifications (RFQ)” 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). Advertisement for proposals on this project were published in the Vindicator on January 25th and January 31st. The Library received ten RFQs from interested architectural firms.

2. The Library advertised for bids for the “Poland Branch Library Renovation” at an estimated cost of $250,000. Advertisement for proposals on this project were published in the Vindicator on April 20th and April 27th with the bid opening being held on May 5th. The Library received two proposals:

   a. Patella Carpet & Tile – in the amount of $219,610

   b. United Contractors Inc. – in the amount of $270,600

   The Library accepted the low bid from Patella Carpet & Tile.

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

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

Director & CEO's Report

June 2, 2023

Upcoming Events

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

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

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

Operations Division – Buildings, Collections, and Facilities

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

School Resource Collection. We will be working with the GLA and other local leaders to find new ways to deliver services to the community during our strategic planning process.

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

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

- Children's Hunger Alliance will resume meal distribution with us at Main on June 19th.
- The Pop Up will begin a regular weekly schedule of visits to Southern Mahoning County Tuesday, June 6th rotating between Angels for Animals, Dollar General, and one other site TBD through August. The schedule will be reevaluated at that point by both PLYMC and participating organizations.
- Social Media highlights for May - Facebook: 85 new page likes, Instagram: 38 new followers, most popular Facebook post was the cake making program in the Culinary Literacy Center with a reach of 1,842 and 283 engagements. The top TikTok video featured our Pop-Up Library crew joking about the struggles with maneuvering the van. It was seen 1,933 times and had 36 likes.
- Summer Reading started May 1. Registrations as of 5/30 are:

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

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

348	941	268	583	2	16	2,156

The program runs through July 31, 2023 with closing celebrations at each branch between July 29 and August 11.

Finance Division

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

Human Resources – Personnel and Professional Development

Professional Development

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

Personnel Changes

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

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

Promotional Selections:

- Courtney Doyle- promoted to Rental Coordinator from TCC PSG 1

- Kristy Taylor – reclassified from Librarian 6 to Librarian 7

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

Development – Foundation and Friends of the Library

- Save the Date for 2023 Literary Society Author Event – September 21st
- Ladies in Little Black Dress Event – 330 Reservations
- Summer Discover Program Donations and Grants for Books for the Children = $12,975
- Spring Campaign for Culinary Literacy Kitchen = $6,597
- Friends of PLYMC Fundraisers: Mah Jongg Tournament netted $2,245, Italian Luncheon netted $1,500

Strategic Communications – Media and Government Relations

Media

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

Government Relations

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

Strategic Planning

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

CEO's Activities

Local

- America 250 – Mahoning Valley Planning Meetings – April 20, May 4, June 6
- Ohio State University Mahoning County Extension Advisory Committee – April 20
- Louie Free interview – April 24
- Center for Nonprofit Excellence Focus Group – May 3
- City of Youngstown 3rd Ward Meeting – May 18
- Northeast Ohio Regional Library System Directors Conference – May 25-26

State

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

National

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

M. Henderson, Strategic Communications Officer, gave a presentation on the Strategic Planning process that the Library is currently going through.

J. Meehan, Chair of the Finance, Audit, and Investment Committee, presented the 2023 revised appropriations and the 2024 preliminary appropriations. J. Meehan made a motion to approve the total of $22,263,666.06 in the General Fund for 2023. R. Strollo seconded the motion and the motion carried. J. Meehan moved to approve the appropriations in the Building & Repair Fund of $3,016,637.10. J. Schmutz seconded the motion and the motion passed. J. Meehan made a motion to approve the Technology Development Fund appropriation of $341,215.00. A. Duskey seconded the motion with all members voting aye.

For 2024, J. Meehan made a motion to approve the appropriations totaled $22,920,034.12 in the General Fund. T. Frost seconded the motion with all members voting unanimously. J. Meehan moved to approve the appropriations in the Building & Repair Fund of $2,719,637.10. T. Dimascio seconded the motion and the motion passed. J. Meehan made a motion to approve the Technology Development Fund appropriations of $341,215.00. J. Schmutz seconded the motion and the motion carried.

T. Frost, Chair of the Service & Personnel Committee, gave an update on the new evaluation form to be used for the Director & CEO's evaluation and thanked Chief Human Resource Officer L. Repasky for all her work on the form.

T. Frost, Chair of the Bylaws Committee, made a motion to approve reviewed Board Policies 102, 220, and 230 with no changes. A. Benyo seconded the motion and the motion carried. T. Frost made a motion to approve amended Board policy 215:

215

PUBLIC ATTENDANCE AT BOARD MEETINGS

The Board of Trustees of the Library has, since its inception in 1880, sought to provide the best possible library service to the public. As a responsibility of library service, books and other library materials selected are chosen for values of interest, information, and enlightenment of all the people in the community. Individuals with concerns about the materials should consult Board Policy 650—Request for Acquisitions or Removal of Collection Material by the Public.

It is the policy of the Library to hold meetings, which are open to the public at all times, and to comply fully with the Sunshine Law of Ohio (Ohio Revised Code 121.22).

The Library shall maintain and utilize the following methods whereby Library Administration shall establish the guidelines and administrative procedures for public participation at Board Meetings:

1. Reasonable advance notification of Board meetings shall be sent to the media and posted on the Library's website.

2. It is within the Board's purview to set the time, location, and manner of all meetings.

3. No Board meetings shall be held unless the Board has given 24 hours advance notice of the time, place, and purpose of the meeting to the media and the public via the Library's website. However, no such notice shall be required in the event of an emergency requiring immediate official action. The time, place, and purpose of the meeting shall be relayed to the media and posted on the Library's website as soon as it is determined that an emergency meeting is necessary.

4. In addition to the methods of notification outlined above of this policy, any person may, upon written request and payment of a reasonable fee for postage, obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Such *a request shall be made in writing to: Secretary, Library Board of Trustees, Public Library of Youngstown and Mahoning County, 305 Wick Avenue, Youngstown, Ohio 44503.*

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

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

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

Any persons wishing to address the Board are requested to contact the Board Secretary three (3) days in advance of the meeting to: Board Secretary, Library Board of Trustees, Public Library of Youngstown and Mahoning County, 305Wick Avenue, Youngstown, Ohio 44503.

They may also contact the Board Secretary via the Contact Us function on our website.

The following information is required in order to speak at a Board meeting or Board Committee meeting:

a. Name, address, e-mail (if applicable), and phone number of the person requesting to speak.

b. The subject on which they wish to speak.

c. Persons wishing to address the Board or Board Committee must be physically present at the meeting and register their names and topic on the sign-in sheet, which will be provided at the meetings. Speakers must fill out the sign-in sheet before they are recognized.

d. Any person who wishes to address the Board or Board Committee will be allocated up to three (3) minutes.

e. Speakers will be called in the order in which they register and asked to step forward to address the Board or Board Committee and have their comments recorded for the public record.

f. The total public comment time shall not exceed twenty (20) minutes, however, the Board President or presiding officer can choose to extend the comment period at their discretion.

g. All comments shall be made to the Board—as a whole—rather than an individual Board or Library staff member and should be presented with civility and courtesy.

h. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.

i. Persons addressing the Board or Board Committee are expected to observe a level of civility and decorum appropriate for a public meeting and refrain from vulgar, profane, or harassing remarks.

The Board Chair or other presiding officer may terminate any presentation deemed not to adhere to these standards.

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

J. Schmutz seconded the motion with all members voting aye.

T. Dimascio, Chair of the Building & Sites Committee, updated the Board on the refresh done to the Poland Library and the condition of the exterior of the East Library.

A. Blackann, Chair of the Development Committee, updated the Board on the success of the Ladies in Little Black Dress fundraiser and details of the September 21st Literary Society Event to be held at the Main Library.

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

There being no further business, a motion was made by C. Weimer to adjourn the meeting, seconded by J. Schmutz with all voting aye and the meeting concluded at 5:09 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

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

July 31, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023	$ 1,027,133.25	$	$ 1,027,133.25	$	$ 1,027,133.25	$	$
Balance Forward January 1, 2023		12,395,216.73	12,395,216.73		12,395,216.73		
RECEIPTS							
1210 General Property Tax - RE Gross		8,684,931.06	8,684,931.06	952,000.00	6,125,705.06		2,559,226.00
1250 Tangible Personal Property Tax		0.00	0.00	0.00	0.00		0.00
2130 Federal Government/Grant		900.00	900.00	0.00	0.00		900.00
2131 Federal Government/Grant E-Rate		79,634.05	79,634.05	0.00	69,089.41		10,544.64
2170 Federal Grants Restricted		150,000.00	150,000.00	0.00	50,000.00		100,000.00
2200 State of Ohio/PLF		9,782,586.15	9,782,586.15	1,015,193.37	6,405,463.50		3,377,122.65
2210 State of Ohio/TLR/Rollback & Homestead		936,577.74	936,577.74	0.00	466,576.34		470,001.40
3110 Patron Fines & Fees		18,000.00	18,000.00	2,050.03	11,252.93		6,747.07
3140 Copy Machines		500.00	500.00	0.00	23.77		476.23
3141 Debit Card Machines		60,000.00	60,000.00	6,867.59	41,718.44		18,281.56
3199 Other Patron Fees		5,500.00	5,500.00	784.05	4,850.03		649.97
4120 Interest		300,000.00	300,000.00	62,448.93	346,788.78		(46,788.78)
6120 Restricted Contributions/Grants		30,000.00	30,000.00	500.00	28,500.00		1,500.00
8300 Rental Income		22,020.00	22,020.00	0.00	900.00		21,120.00
8720 Insurance Reimbursements		22,264.32	22,264.32	1,722.64	14,179.98		8,084.34
8799 Other Refunds		40,000.00	40,000.00	0.00	26,860.50		13,139.50
8999 Miscellaneous		5,000.00	5,000.00	176.83	2,120.63		2,879.37
TOTAL RECEIPTS	0.00	20,137,913.32	20,137,913.32	$ 2,041,743.44	13,594,029.37	$ 0.00	$ 6,543,883.95
TOTAL RECEIPTS & BALANCE	$ 1,027,133.25	$ 32,533,130.05	$ 33,560,263.30		$ 27,016,379.35		
EXPENDITURES							
1100 Salaries	$ 89,674.94	$ 9,716,687.14	$ 9,806,362.08	$ 729,663.46	$ 5,433,239.95	$ 403,317.14	$ 3,969,804.99
1400 Retirement Benefits	64,907.39	1,353,172.68	1,418,080.07	100,560.55	740,975.59	0.00	677,104.48
1600 Insurance Benefits	209,385.52	2,154,724.08	2,364,109.60	192,735.40	1,554,882.12	332,796.24	476,431.24
1900 Other Employee Benefits	1,679.00	44,200.00	45,879.00	1,561.50	15,901.05	6,762.00	23,215.95
TOTAL SALARIES & BENEFITS	365,646.85	13,268,783.90	13,634,430.75	1,024,520.91	7,744,998.71	742,875.38	5,146,556.66
2100 General & Administrative Supplies	111,475.82	852,000.00	963,475.82	31,294.72	290,831.55	192,035.53	480,608.74
2200 Property Maintenance Repairs	2,844.83	53,000.00	55,844.83	2,057.37	40,284.38	15,184.24	376.21
2300 Motor Vehicle/Fuel Supplies & Parts	12,934.21	40,000.00	52,934.21	2,399.33	14,446.91	17,977.61	20,509.69
TOTAL SUPPLIES	127,254.86	945,000.00	1,072,254.86	35,751.42	345,562.84	225,197.38	501,494.64
3100 Travel & Meeting Expenses	4,106.88	153,380.00	157,486.88	14,736.52	48,372.22	16,970.13	92,144.53
3200 Communications, Printing & Publicity	44,838.38	502,040.00	546,878.38	15,244.40	182,543.81	158,313.70	206,020.87
3300 Property Maintenance	111,414.51	1,369,000.00	1,480,414.51	120,189.47	639,735.38	428,075.79	412,603.34
3400 Insurance	2.00	122,480.00	122,482.00	120.00	7,734.00	0.00	114,748.00
3500 Rents/Leases	621.78	46,245.00	46,866.78	3,242.60	11,823.55	14,077.25	20,965.98
3600 Utilities	30,618.06	521,000.00	551,618.06	33,372.98	214,868.02	70,346.82	266,403.22
3700 Professional Services	87,870.13	722,787.16	810,657.29	34,494.23	277,444.31	128,719.10	404,493.88
3800 Library Material Control Services	15,425.59	229,150.00	244,575.59	0.00	88,148.49	9,687.12	146,739.98
3900 Other Contracts/Purchased Services	763.66	17,000.00	17,763.66	1,871.25	11,256.43	1,252.00	5,255.23
TOTAL PURCHASED/CONTRACTED SVCS	295,660.99	3,683,082.16	3,978,743.15	223,271.45	1,481,926.21	827,441.91	1,669,375.03

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

July 31, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	146,541.13	873,000.00	1,019,541.13	41,360.04	210,074.31	138,841.91	670,624.91
4200 Periodicals	1,763.81	32,000.00	33,763.81	311.48	7,837.83	20,034.80	5,891.18
4300 Audio Visual	27,125.18	204,000.00	231,125.18	11,998.35	63,238.61	82,727.64	85,158.93
4500 Electronic Information/Public Use	42,243.55	1,020,500.00	1,062,743.55	99,706.28	518,556.03	263,514.72	280,672.80
4600 Interlibrary Loan	7,000.00	45,000.00	52,000.00	0.00	41,152.39	0.00	10,847.61
4700 Library Material Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4900 Library Material/All Other	0.00	10,000.00	10,000.00	2,399.18	10,589.22	331.96	(921.18)
TOTAL LIBRARY MATERIALS	224,673.67	2,184,500.00	2,409,173.67	155,775.33	851,448.39	505,451.03	1,052,274.25
5500 Furniture & Equipment	3,219.52	250,000.00	253,219.52	6,938.19	134,877.69	47,869.49	70,472.34
5700 Motor Vehicles	616.36	155,000.00	155,616.36	0.00	0.00	0.00	155,616.36
TOTAL CAPITAL OUTLAY	3,835.88	405,000.00	408,835.88	6,938.19	134,877.69	47,869.49	226,088.70
7100 Dues & Memberships	10,061.00	48,200.00	58,261.00	9,267.00	30,300.00	9,041.00	18,920.00
7200 Taxes & Assessments	0.00	21,600.00	21,600.00	3,085.64	21,048.47	0.00	551.53
7500 Refunds & Reimbursements	0.00	6,500.00	6,500.00	0.00	124.16	0.00	6,375.84
7900 Other Miscellaneous	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER OBJECTS	10,061.00	77,300.00	87,361.00	12,352.64	51,472.63	9,041.00	26,847.37
8999 Unallocated Appropriations	0.00	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL EXPENSES	1,027,133.25	20,763,666.06	21,790,799.31	1,458,609.94	10,610,286.47	2,357,876.19	8,822,636.65
9980 Transfers to Building & Repair Fund	0.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
9999 Transfers to Technology Fund	0.00	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL TRANSFERS	0.00	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
TOTAL EXPENSES & TRANSFERS	$ 1,027,133.25	22,263,666.06	23,290,799.31	1,458,609.94	10,610,286.47	$ 2,357,876.19	$ 10,322,636.65
ENCUMBERED BALANCE FORWARD					2,357,876.19		
BALANCE FORWARD		10,269,463.99	10,269,463.99		14,048,216.69		
TOTAL EXPENSES/TRANSFERS/BALANCES		$ 32,533,130.05	$ 33,560,263.30		$ 27,016,379.35		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Building Repair Fund
July 31, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023	$ 1,321,043.62	$	$ 1,321,043.62	$	$ 1,321,043.62	$	$
Balance Forward January 1, 2023		17,920,881.01	17,920,881.01		17,920,881.01		
RECEIPTS							
4121 Interest	0.00	250,000.00	250,000.00	37,954.81	349,496.00	0.00	(99,496.00)
6112 Contributions	0.00	50,000.00	50,000.00	0.00	100.00	0.00	49,900.00
8110 Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8998 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9998 Transfer from Library Foundation Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfer from General Fund	0.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
TOTAL RECEIPTS		1,300,000.00	1,300,000.00	$ 37,954.81	349,596.00	0.00	950,404.00
TOTAL RECEIPTS & BALANCES	$ 1,321,043.62	$ 19,220,881.01	$ 20,541,924.63		$ 19,591,520.63	$ 0.00	$ 950,404.00
EXPENDITURES							
3781 Investment/Banking Fees	$ 0.00	$ 12,000.00	$ 12,000.00	$ 881.86	$ 6,168.00	$ 0.00	$ 5,832.00
5110 Purchase of Land	0.00	0.00	$ 0.00	0.00	0.00	0.00	0.00
5210 Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5310 New Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5410 Building Improvements	1,289,065.52	2,458,761.00	3,747,826.52	316,001.32	1,216,479.66	523,298.51	2,008,048.35
5511 Equipment	31,978.10	300,000.00	331,978.10	0.00	53,180.36	8,432.74	270,365.00
7221 Property Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7901 Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8998 Unallocated Appropriation	0.00	245,876.10	245,876.10	0.00	0.00	0.00	245,876.10
TOTAL EXPENSES	1,321,043.62	3,016,637.10	4,337,680.72	$ 316,883.18	1,275,828.02	$ 531,731.25	$ 2,530,121.45
ENCUMBERED BALANCE FORWARD					531,731.25		
BALANCE FORWARD	0.00	16,204,243.91	16,204,243.91		17,783,961.36		
TOTAL EXPENSES & BALANCES FORWARD	$ 1,321,043.62	$ 19,220,881.01	$ 20,541,924.63		$ 19,591,520.63		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION

Fiscal Officer's Report - Technology Development Fund

July 31, 2023

	2022 Encumbrances Forward	2023 Budget	2022 Encumbrances & 2023 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2023	$ 18,536.02	$	$ 18,536.02	$	$ 18,536.02	$	$
Balance Forward January 1, 2023		3,344,366.21	3,344,366.21		3,344,366.21		
RECEIPTS							
2132 Federal Grant Government/E-Rate	0.00	25,687.99	25,687.99	0.00	12,053.85	0.00	13,634.14
4122 Interest	0.00	15,000.00	15,000.00	5,437.50	14,750.00	0.00	250.00
6123 Restricted Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8798 Refunds/Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9951 Transfer in From Other Funds	0.00	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL RECEIPTS		540,687.99	540,687.99	$ 5,437.50	26,803.85	0.00	513,884.14
TOTAL RECEIPTS & BALANCES	$ 18,536.02	$ 3,885,054.20	$ 3,903,590.22		$ 3,389,706.08	$ 0.00	$ 513,884.14
EXPENDITURES							
3782 Investment/Banking Fees	$ 0.00	$ 600.00	$ 600.00	$ 45.72	$ 321.09	$ 0.00	$ 278.91
5550 Equipment	18,536.02	340,615.00	359,151.02	3,792.86	94,188.90	33,690.08	231,272.04
TOTAL EXPENSES	18,536.02	341,215.00	359,751.02	$ 3,838.58	94,509.99	$ 33,690.08	$ 231,550.95
ENCUMBERED BALANCE FORWARD					33,690.08		
BALANCE FORWARD	0.00	3,543,839.20	3,543,839.20		3,261,506.01		
TOTAL EXPENSES & BALANCE FORWARD	$ 18,536.02	$ 3,885,054.20	$ 3,903,590.22		$ 3,389,706.08		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

July 31, 2023

Petty Cash - General Fund	$ 456.00	
Change/Branches/Petty Cash - General Fund	4,494.00	
All other investments & bank accounts - General Fund	16,401,142.88	
Balance, General Fund		$ 16,406,092.88
Balance, Building & Repair Fund		18,315,692.61
Balance, Technology Development Fund		3,295,196.09
		38,016,981.58
Bank Error		0.00
PayPal fees		(27.80)
Bank debits/credits		(310,641.26)
NSF checks		0.00
Merchant E-Solutions/Section 125 funding/Square		(22.23)
Investment earnings		0.00
Total Cash and Investment all Funds per Library		$ 37,706,290.29
Bank Balance - Checking Farmers National Bank	25.00	
Balance on Deposit Farmers National Bank		$ 25.00
Bank Balance - Checking First National Bank	450,000.00	
Bank Balance - Sweep Account - First National Bank	8,668,811.31	
Bank Balance - Money Market - First National Bank	10,636,469.58	
Bank Balance - Escrow - First National Bank	0.00	
Bank Balance - Employee Section 125 Funding Account First National	10.00	
Outstanding Funding Register - Section 125 Account First National	0.00	
Deposits in Transit From Merchant E-Solutions/Sierra to First National Bank	149.74	
Deposit in Transit/Bank Debit	0.00	
Outstanding Checks - First National Bank - Operating Funds	(293,708.15)	
Balance on Deposit First National Bank		19,461,732.48
Investment Descriptions		
Bank Balance - CDs Farmers National Bank	$ 848,971.02	
Farmers National Bank - CDARS Program (see attached list)	5,553,688.51	
Farmers Trust Company managed investments (see attached list)	11,836,923.28	
Total investments		18,239,582.81
Petty Cash		456.00
Change/Branches/Petty Cash - Supplies		4,494.00
Total Cash and Investments per Depositories		$ 37,706,290.29

JULY, 2023

CD XXXXX8416 – XXXXX8416

Account information

Balance

Current balance	$848,971.02
Interest rate	0.35%
Term	24 months
Maturity date	Nov 05, 2023
Months to maturity	3

Interest

Current accrued interest	$732.67
Pay interest to	This account
Next interest payment (Aug 04, 2023)	$748.96
Redemption amount	$848,960.84
Forfeiture amount	$742.85
Renewal terms	Single maturity

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

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Since 1887
FARMERS
NATIONAL BANK

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
07/31/2023

CDARS® Customer Statement

The following information is a summary of activity in your CDARS accounts and the list of FDIC insured institutions that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through CDARS.

Summary of Accounts

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
	11/10/2022	11/07/2024	4.25%	$833,218.96	$833,218.96
	11/10/2022	11/07/2024	4.25%	845,264.17	845,264.17
	07/14/2022	07/10/2025	2.79%	811,543.59	811,543.59
	09/29/2022	09/25/2025	3.64%	559,444.41	559,444.41
	10/20/2022	10/16/2025	3.94%	809,765.54	809,765.54
	10/20/2022	10/16/2025	3.94%	865,597.25	865,597.25
	11/10/2022	11/06/2025	4.25%	828,854.59	828,854.59
TOTAL				**$5,553,688.51**	**$5,553,688.51**

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

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

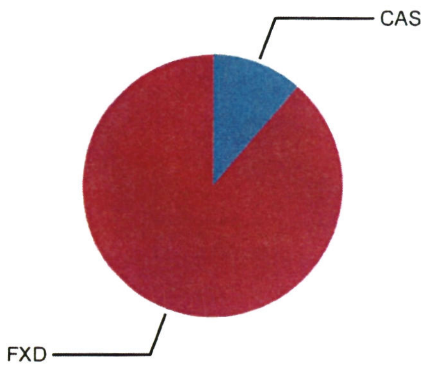
FARMERS TRUST COMPANY

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

Account:	
Report Period:	From 7/1/2023 To 7/31/2023
Administrator:	Meredith Wearsch
Phone:	330-740-1227
Portfolio Manager:	Todd Finn
Phone:	330-609-8328

Portfolio Summary

	Market Value	% Portfolio	Est. Income
Cash & Equivalents (CAS)	$1,325,825.15	11.38%	$67,339.03
Fixed Income (FXD)	$10,319,757.89	88.62%	$300,700.00
Total Assets	$11,645,583.04	100.00%	$368,039.03
Total Account Balance	**$11,645,583.04**		



Activity Summary

	Current Period	Year To Date
Beginning Market Value	**$11,587,508.46**	**$11,389,007.46**
Receipts		
Dividend	$13,955.00	$87,949.50
Interest Income	$70,293.67	$229,323.87
Total Receipts	$84,248.67	$317,273.37
Disbursements		
Institution Fees	($1,000.00)	($7,000.00)
Interest Income	($33,356.36)	($33,356.36)
Total Disbursements	($34,356.36)	($40,356.36)
Change in Market Value	**$8,182.27**	**($20,341.43)**
Ending Market Value	**$11,645,583.04**	**$11,645,583.04**

1509-02-0000225-0016-0001922

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

FARMERS TRUST COMPANY

Gains and Losses Summary

	Current Period	Year To Date
Realized Gain/(Loss) - Long Term	$0.00	$87.10
Realized Gain/(Loss) - Short Term	$0.00	$0.00
Total Realized Gain/(Loss)	**$0.00**	**$87.10**

Asset Statement

Units	Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
Cash & Equivalents								
Cash								
	Principal Cash	$0.00		$0.00				
	Income Cash	$37,500.00		$37,500.00				
	Total Cash	$37,500.00		$37,500.00	0.32			
Money Market Funds								
36,787.50	FTC CONSERVATIVE FUND	$36,787.50	$1.00	$36,787.50	0.32	$0.00		5.06
TOTAL Money Market Funds		**$36,787.50**		**$36,787.50**	**0.32**	**$0.00**		**5.06**
Money Market Mutual Funds								
1,251,537.65	MONEY MKT OBLIGS TR FH GOV OBL FD	$1,251,537.65	$1.00	$1,251,537.65	10.75	$0.00		5.23
TOTAL Money Market Mutual Funds		**$1,251,537.65**		**$1,251,537.65**	**10.75**	**$0.00**		**5.23**
TOTAL Cash & Equivalents		**$1,325,825.15**		**$1,325,825.15**	**11.38**	**$0.00**		**4.94**
Fixed Income								
U.S. Government Agency Obligations								
300,000	FEDERAL HOME LOAN BANKS CONS BD 3.625%25	$300,000.00	$97.41	$292,238.70	2.51	($7,761.30)		3.72
1,000,000	FEDERAL HOME LOAN BANKS CONS BD 3.77%26	$1,000,000.00	$96.49	$964,866.83	8.29	($35,133.17)		3.91
TOTAL U.S. Government Agency Obligations		**$1,300,000.00**		**$1,257,105.53**	**10.79**	**($42,894.47)**		**3.86**
U.S. Treasury Notes								
1,000,000	UNITED STATES TREAS NTS 3%06/30/24	$996,406.25	$97.87	$978,671.88	8.40	($17,734.37)		3.07
2,500,000	UNITED STATES TREAS NTS 3%07/31/24	$2,439,941.40	$97.71	$2,442,675.78	20.98	$2,734.38		3.07
2,000,000	UNITED STATES TREAS NTS 2.75%05/15/25	$1,974,224.36	$96.15	$1,922,968.76	16.51	($51,255.60)		2.86
500,000	UNITED STATES TREAS NTS 3%07/15/25	$497,099.25	$96.43	$482,128.91	4.14	($14,970.34)		3.11
1,000,000	UNITED STATES TREAS NTS 1.25%12/31/26	$902,845.31	$90.08	$900,820.31	7.74	($2,025.00)		1.39
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/27	$1,006,562.50	$96.11	$961,132.81	8.25	($45,429.69)		3.38
1,000,000	UNITED STATES TREAS NTS 2.25%11/15/27	$932,500.00	$92.05	$920,468.75	7.90	($12,031.25)		2.44

Asset Statement

Units	Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
300,000	UNITED STATES TREAS NTS 0.625%11/30/27	$259,178.93	$85.66	$256,980.47	2.21	($2,198.46)		0.73
200,000	UNITED STATES TREAS NTS 3.875%11/30/27	$202,340.13	$98.40	$196,804.69	1.69	($5,535.44)		3.94
	TOTAL U.S. Treasury Notes	**$9,211,098.13**		**$9,062,652.36**	**77.82**	**($148,445.77)**		**2.78**
	TOTAL Fixed Income	**$10,511,098.13**		**$10,319,757.89**	**88.62**	**($191,340.24)**		**2.91**
	GRAND TOTAL ASSETS	**$11,836,923.28**		**$11,645,583.04**	**100**	**($191,340.24)**		**3.15**

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			**$37,500.00**	**$11,749,530.97**
<u>Receipts</u>				
Interest Income				
	INTEREST TAXABLE			
7/5/2023	FTC CONSERVATIVE FUND		$1,006.17	$0.00
	INTEREST U.S. GOVT			
7/17/2023	UNITED STATES TREAS NTS 3%07/15/25 3% paid on 500000.0000000 Par Value.		$7,500.00	$0.00
7/28/2023	FEDERAL HOME LOAN BANKS CONS BD 3.625%25 3.625% paid on 300000.0000000 Par Value.		$5,437.50	$0.00
7/28/2023	FEDERAL HOME LOAN BANKS CONS BD 3.77%26 3.77% paid on 1000000.0000000 Par Value.		$18,850.00	$0.00
7/31/2023	UNITED STATES TREAS NTS 3%07/31/24		$37,500.00	$0.00
Total Interest Income			**$70,293.67**	**$0.00**
Dividend				
	DIVIDEND			
7/5/2023	MONEY MKT OBLIGS TR FH GOV OBL FD		$13,955.00	$0.00
Total Dividend			**$13,955.00**	**$0.00**
<u>Disbursements</u>				

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

FARMERS TRUST COMPANY

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Interest Income				
	ACCRUED INT PURCHASE U.S. GOVT			
7/11/2023	UNITED STATES TREAS NTS 3%07/31/24		($33,356.36)	$0.00
Total Interest Income			**($33,356.36)**	**$0.00**
Institution Fees				
	FEE PAYMENT			
7/13/2023	Automatic fee collection for account 650367014 for Period Ending 6/30/2023.		($1,000.00)	$0.00
Total Institution Fees Collected from Account			**($1,000.00)**	**$0.00**
Transfer				
Transfer				
	TRANSFER INCOME CASH TO PRINCIPAL CASH			
7/11/2023	TRANSFER OF INCOME CASH TO PRINCIPAL CASH		$0.00	$0.00
7/13/2023	TRANSFER INCOME CASH TO PRINCIPAL CASH		$0.00	$0.00
Total Transfer			**$0.00**	**$0.00**
Investment Activity				
Purchases				
	PURCHASE OF ASSET			
7/11/2023	UNITED STATES TREAS NTS 3%07/31/24	2,500,000 $97.60	($2,439,941.40)	$2,439,941.40
Total Purchases		**2,500,000**	**($2,439,941.40)**	**$2,439,941.40**
Sweep Sales (5) 7/1/2023 to 7/31/2023		(2,474,297.76)	$2,474,297.76	($2,474,297.76)
Sweep Purchases (4) 7/1/2023 to 7/31/2023		84,248.67	($84,248.67)	$84,248.67
Total Investment Activity		**(2,390,049.09)**	**$2,390,049.09**	**($2,390,049.09)**
Ending Balances			**$37,500.00**	**$11,799,423.28**

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
LIBRARY FOUNDATION ACCOUNT
July 31, 2023

Balance, January 1, 2022				
Checking			$ 234,270.14	
Investment Accounts			1,173,713.04	$ 1,407,983.18
RECEIPTS				
Distributions from Trust Accounts:				
Restricted funds:				
Account #03-9 Growth Fund				
Alice Clarke Fund	$ 1,171.20			
Justice Clarke Fund	12,643.18			
Myron Roh Fund	862.93			
Paul E. & Dorothy F. Rees Fund	396.88			
Philippine Kerwer Fund	241.24			
Dr. James Houck Fund	206.24			
Robert H. Donahugh Fund	437.74			
Henry Stambaugh Fund	1,326.84			
James McEwen Fund	2,173.13	$ 19,459.38		
Account #05-4 Income Fund				
Nancy Breaden Fund	6,826.07			
Ruth Bowers Fund	1,324.70			
Elizabeth Lowmiller Barnhill Fund	1,732.18			
W. Sturgeon VanGorder - Elizabeth Slotta	5,149.06			
Kenneth M. Lloyd	551.37			
George Boughton	1,254.23			
Edward W. Powers Charitable Fund	600.69			
Martha Muransky	180.77			
Carol A. Bacon-Endowed Fund for Authors	858.47			
Rebecca Showman Host An Author Fund	113.07	18,590.61		
Account #02-1 R.D. Fowler Fund		68.12		
Account #6453 Jane Jackson		3,095.54		
Account #01-3 Wick Dennison		10,348.24		
Unrestricted Income funds:				
Account #04-7				
David & Caroline Theobald Fund	104.61			
Louisa Andrews Fund	438.37			
Ida Clarke Fund	1,147.40			
Caroline Wick Fund	210.89			
James C. Foutts Fund	340.42			
Olive Arms Fund	450.00			
Luela Walker fund	117.90			
Willam Merrick Fund	468.26			
Ida Osborne Fund	468.26			
M. Bernard Hirshberg Fund	129.52			
Louisa Edwards Fund	156.08			
Norma Jones Fund	1,555.89			
Reserve Account Fund	6,030.95			
Amelia Gail Sarbu	4,986.49	$ 16,605.04	68,166.93	
Donations			77,337.73	
Interest Income			24,200.00	
Miscellaneous			0.00	
TOTAL RECEIPTS				169,704.66
TOTAL RECEIPTS & BALANCE FORWARD				$ 1,577,687.84
DISBURSEMENTS				
Books & Related Purchases/Expenditures per Terms of Gifts			32,732.52	
Legal Fees			0.00	
Audit Fees			0.00	
Miscellaneous			1,378.14	
Memorial Gifts			0.00	
Public Relations/Marketing			0.00	
TOTAL EXPENDITURES				$ 34,110.66
BALANCES FORWARD				
Checking First National Bank			290,940.99	
Money Market Account First National Bank			1,252,636.19	1,543,577.18
TOTAL DISBURSEMENTS AND BALANCES FORWARD				** $ 1,577,687.84

** Use restricted by terms of trusts in the amount of $1,190,394.86

Ohio Department of Taxation

Revenue Accounting Division
PO Box 183077
Columbus, Ohio 43218-3077
(614) 466-7150 Fax (614) 995-0988
www.tax.ohio.gov

MAHONING COUNTY
CALENDAR YEAR 2024 ESTIMATE
OF THE PUBLIC LIBRARY FUND ENTITLEMENT

July 25, 2023

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 2024.

Calendar Year 2024 Estimated Entitlement from the Public Library Fund
Mahoning County:

CY 2024 Guaranteed Share ("base" share)	**$10,720,929**
CY 2024 Share of Excess (+,-) ("equalization" share)	**$0.00**
CY 2024 Estimated Entitlement	**$10,720,929**

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 2023 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 2024. Because of the inherent difficulty in projecting state tax revenues relatively far in advance, please remember that actual calendar year 2024 distributions to your county's undivided public library fund will vary from the above estimate by an unknown degree.

As provided under Ohio law, in December 2023, we will issue an updated entitlement estimate for calendar year 2024.

If you have any questions concerning the PLF, please contact Andrew Coulter of Revenue Accounting (614-466-7150) for payment questions or Kenneth Frey of Tax Analysis (614-995-0116) for questions on the forecast.

plf_2023 est July 2022

BUDGET COMMISSION
MAHONING COUNTY, OHIO

PUBLIC LIBRARY FUNDS FOR 2024

District #	District	Calendar Year 2023 valuation	% Based on Valuation	% Used 2023	Greater of Two for 2023	Amount of Allocation		
Columbiana Library (Columbiana School district):								
43	Beaver Twp	25,664,010	0.53%			57,250		
54	Fairfield Twp Columbiana Village	37,995,470	0.79%			84,758		
61	Beaver Twp	265,520	0.01%			592		
2	Springfield Twp	2,327,990	0.05%			5,193	2023	
	Total	**66,252,990**	**1.38%**	**1.37%**	**1.38%**	**147,794**	True %	1.378555507%
Leetonia Library (Leetonia School District):								
10	Green Twp	1,348,700	0.03%			7,170		
11	Washington Village	3,894,720	0.08%			20,705		
	Total	**5,243,420**	**0.11%**	**0.26%**	**0.26%**	**27,874**	True %	0.260000000%
Rodman Library (Alliance School district):								
18	Smith Twp - Alliance City	345,290	0.01%			1,479		
19	Smith Twp	19,421,400	0.40%			83,216		
	Total	**19,766,690**	**0.41%**	**0.79%**	**0.79%**	**84,695**	True %	0.790000000%
Hubbard Public Library								
55	Coitsville Township - Hubbard LSD	983,450	0.02%			2,608		
		983,450	**0.02%**	**0.02%**	**0.02%**	**2,608**	True %	0.024323571%
Youngstown and Mahoning County Library			**98.08%**	**97.56%**	**97.55%**	**10,457,958**	True %	97.55846687%
Mahoning County Total Valuation		**4,805,971,880**	**100%**	**100%**	**100%**	**10,720,929**		100.01%
Total Allocation to Mahoning County		**$ 10,720,929**						

Director & CEO's Report

September 8, 2023

Upcoming Events

- There are still tickets available for our Evening with David Baldacci, September 21st at Main Library. He will be talking about his most recent book, Simply Lies. Register today!
- Hispanic Heritage Month runs from September 15 to October 15. We will offer programs throughout the county. Patrons can pick up a passport at the first Hispanic Heritage Month program they attend will receive stamps in their passport for each program attended.
- Tailgate at the Library – Before you go to see the YSU take on Robert Morris on September 16, come to Main Library and enjoy all ages crafts and activities. Go Guins!
- Drop-In Public Input Sessions for Strategic Planning will be happening at Newport (9/19, 4-6pm), Brownlee Woods (9/20, 2-4pm), and Sebring (9/25, 3-5pm) Libraries.
- The East Friends will be hosting their Lavender and Lace Feast of Salads September 23rd 1-3pm at Main Library. Tickets are $20, with all proceeds supporting the Friends of the Library.

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

Invitation for Trustees – Staff Day Lunch

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

Operations Division – Buildings, Collections, and Facilities

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

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

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

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

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

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

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

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

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

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

- We have added White House Fruit Farms to the Pop-Up schedule. We've visited twice and will be back on September 20th, 11:00 AM to 1:00 PM.
- We've added Main Library back to the Mobile Market schedule. They will be here on September 14th at 11:00 AM. We are also trying out Springfield to explore the interest in that community.

Finance Division

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

IT Division

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

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

Human Resources – Personnel and Professional Development

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

Professional Development

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

Safety & Security

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

Personnel Changes

- Retirements: 1
    - Sybil Torella; Public Service Specialist 1; 22 Years 11.5 Months
- Resignations: 6
    - 1 for family reasons, 2 relocated out of state, 3 left for new positions (1 in a different industry 1 for a promotional opportunity at another library),
- New Hires: 12
    - Darren DeBolt; Safety and Security Specialist
    - Cassandra Wirtz; Public Service Generalist 1
    - Andrea Sargent; Material Handler
    - Ben Corll; BR Supervisor
    - Rachael Warino; Public Service Generalist 1
    - Naomi Greskovich; Public Service Generalist 1
    - Chloe Miklos; Public Service Generalist 1
    - Renae Ault; CM Supervisor
    - Rachael Estudante; Community Wellness and Health Literacy Specialist
    - Imagin Whitehouse; Public Service Generalist 1

Promotional Selections:

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

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

Strategic Communications – Media and Government Relations

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

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

CEO's Activities

Local

- Greenford Fireman's Festival/Community Input Session – August 15
- Meeting with Austintown School Leadership about after-school – August 16
- Lattes and Legislators Chamber event with Sen. Rulli – August 21
- Canfield Community Input Session – August 22
- Greenford Township Trustee Meeting – August 22
- Michael Kusalaba Community Input Session – August 30
- Meeting with Dionne Dowdy of United Returning Citizens – August 31
- Main Community Input Session – September 6
- Poland Community Input Session – September 7

State

- n/a

National

- n/a

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

	2023 Adopted Budget	2023 Revised Budget	2024 Preliminary Budget	2024 Proposed Budget
	6/8/2023	9/14/2023	6/8/2023	9/14/2023
Balance Forward	$ 12,395,216.73	$ 12,395,216.73	$ 10,269,463.99	$ 11,072,154.61
RECEIPTS				
1210 General Property Tax - RE Gross	8,684,931.06	9,325,705.06	8,684,931.06	8,770,847.18
2130 Federal Government/Grants	900.00	900.00	900.00	900.00
2131 Federal Government/E-Rate	79,634.05	150,000.00	79,634.05	79,634.05
2170 Federal Grants Restricted	150,000.00	150,000.00	150,000.00	150,000.00
2200 State of Ohio/PLF	9,782,586.15	9,782,586.15	9,782,586.15	9,936,215.27
2210 State of Ohio/TLR/Rollback & Homestead	936,577.74	936,577.74	936,577.74	942,309.07
3110 Patron Fines & Lost Books	18,000.00	18,000.00	18,000.00	18,000.00
3140 Copy Machines	500.00	500.00	500.00	500.00
3141 Debit Cards	60,000.00	60,000.00	60,000.00	60,000.00
3199 Other Patron Fees	5,500.00	7,900.00	5,500.00	7,900.00
4120 Interest	300,000.00	480,000.00	300,000.00	480,000.00
6120 Restricted Contributions/Grants	30,000.00	30,000.00	5,000.00	5,000.00
8000 Rental Income	22,020.00	25,020.00	22,020.00	25,020.00
8720 Insurance Reimbursements	22,264.32	22,264.32	22,264.32	22,264.32
8799 Other Refunds	40,000.00	40,000.00	20,000.00	20,000.00
8999 Miscellaneous	5,000.00	5,000.00	5,000.00	5,000.00
Subtotal Receipts	20,137,913.32	21,034,453.27	20,092,913.32	20,523,589.89
TOTAL RECEIPTS AND BALANCE FORWARD	$ 32,533,130.05	$ 33,429,670.00	$ 30,362,377.31	$ 31,595,744.50
EXPENDITURES				
1100 Salaries	$ 9,716,687.14	$ 9,733,819.26	$ 10,469,634.90	$ 10,469,634.90
1400 Retirement Benefits	1,353,172.68	1,355,571.18	1,458,402.08	1,458,402.08
1600 Insurance Benefits	2,154,724.08	2,155,508.86	2,167,914.98	2,167,914.98
1900 Other Employee Benefits	44,200.00	44,200.00	44,200.00	44,200.00
TOTAL SALARIES & BENEFITS	13,268,783.90	13,289,099.30	14,140,151.96	14,140,151.96
2100 General Office & Programming Supplies	852,000.00	852,000.00	852,000.00	852,000.00
2200 Property Maintenance Repairs	53,000.00	60,000.00	53,000.00	60,000.00
2300 Motor Vehicle/ Fuel Supplies & Parts	40,000.00	40,000.00	40,000.00	40,000.00
TOTAL SUPPLIES	945,000.00	952,000.00	945,000.00	952,000.00
3100 Travel & Meeting Expenses	153,380.00	153,380.00	153,380.00	153,380.00
3200 Communications, Printing & Publicity	502,040.00	502,040.00	502,040.00	502,040.00
3300 Property Maintenance	1,369,000.00	1,374,000.00	1,369,000.00	1,374,000.00
3400 Insurance	122,480.00	122,480.00	122,480.00	122,480.00
3500 Rent/Leases	46,245.00	96,245.00	46,245.00	96,245.00
3600 Utilities	521,000.00	521,000.00	521,000.00	521,000.00
3700 Professional Services	722,787.16	734,321.09	722,787.16	724,436.81
3800 Library Material Control Services	229,150.00	229,150.00	229,150.00	229,150.00
3900 Other Contracts & Purchased Services	17,000.00	17,000.00	17,000.00	17,000.00
TOTAL PURCHASED & CONTRACTED SERVICES	3,683,082.16	3,749,616.09	3,683,082.16	3,739,731.81

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

Based on 95% of the updated ODOT estimate for 2024 that was released in July, 2023. This represents 48% of total budgeted revenue.

Includes current and anticipated staffing positions, negotiated increases, anticipated retirement pay-outs for several long-term employees as well as maximum 8.00% health insurance renewal increase for the Library as contractually negotiated.

Reuben McMillan Free Library Association General Fund Budget Board Meeting of September 14, 2023	**2023** **Adopted** **Budget** 6/8/2023	**2023** **Revised** **Budget** 9/14/2023	**2024** **Preliminary** **Budget** 6/8/2023	**2024** **Proposed** **Budget** 9/14/2023
4100 Books	873,000.00	862,000.00	873,000.00	862,000.00
4200 Periodicals	32,000.00	32,000.00	32,000.00	32,000.00
4300 Audiovisual Materials	204,000.00	206,000.00	204,000.00	206,000.00
4500 Electronic Information Public Use	1,020,500.00	1,025,500.00	1,020,500.00	1,025,500.00
4600 Interlibrary Loan	45,000.00	45,000.00	45,000.00	45,000.00
4900 Library Material / All Other	10,000.00	14,000.00	10,000.00	14,000.00
TOTAL LIBRARY MATERIALS	2,184,500.00	2,184,500.00	2,184,500.00	2,184,500.00
5500 Furniture & Equipment	250,000.00	250,000.00	50,000.00	50,000.00
5700 Motor Vehicles	155,000.00	155,000.00	155,000.00	155,000.00
TOTAL CAPITAL OUTLAY	405,000.00	405,000.00	205,000.00	205,000.00
7100 Dues & Memberships	48,200.00	48,200.00	48,200.00	48,200.00
7200 Taxes & Assessments	21,600.00	21,600.00	6,600.00	6,600.00
7500 Refunds & Reimbursements	6,500.00	6,500.00	6,500.00	6,500.00
7900 Other Miscellaneous	1,000.00	1,000.00	1,000.00	1,000.00
TOTAL OTHER OBJECTS	77,300.00	77,300.00	62,300.00	62,300.00
8999 Unallocated Appropriations	200,000.00	200,000.00	200,000.00	200,000.00
TOTAL EXPENSE	20,763,666.06	20,857,515.39	21,420,034.12	21,483,683.77
9980 Transfers to Building & Repair Fund	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
9999 Transfers to Technology Development Fund	500,000.00	500,000.00	500,000.00	500,000.00
TOTAL TRANSFERS	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00
TOTAL EXPENSE & TRANSFERS	22,263,666.06	22,357,515.39	22,920,034.12	22,983,683.77
Unencumbered Balance Forward	10,269,463.99	11,072,154.61	7,442,343.19	8,612,060.73
TOTAL EXPENSES & BALANCE FORWARD	$ 32,533,130.05	$ 33,429,670.00	$ 30,362,377.31	$ 31,595,744.50

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

	2023 Adopted **Budget** 6/8/2023	2023 Revised **Budget** 9/14/2023	2024 Preliminary **Budget** 6/8/2023	2024 Proposed **Budget** 9/14/2023
Balance Forward	17,920,881.01	17,920,881.01	16,204,243.91	16,398,243.91
RECEIPTS				
4121 Interest	250,000.00	400,000.00	250,000.00	400,000.00
6112 Contributions	50,000.00	50,000.00	50,000.00	50,000.00
8110 Sale of Property	-	-	-	-
8998 Miscellaneous	-	-	-	-
9998 Transfer from Library Foundation	-	-	-	-
9999 Transfer from General Fund	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Total Receipts	1,300,000.00	1,450,000.00	1,300,000.00	1,450,000.00
Total Receipts & Balance Forward	$ 19,220,881.01	$ 19,370,881.01	$ 17,504,243.91	$ 17,848,243.91
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	2,458,761.00	2,418,761.00	2,188,761.00	2,378,761.00
5511 Equipment	300,000.00	300,000.00	300,000.00	300,000.00
8998 Unallocated Appropriation	245,876.10	241,876.10	218,876.10	237,876.10
Total Expenses	3,016,637.10	2,972,637.10	2,719,637.10	2,928,637.10
Unencumbered Balance Forward	16,204,243.91	16,398,243.91	14,784,606.81	14,919,606.81
Total Expenses & Balance Forward	$ 19,220,881.01	$ 19,370,881.01	$ 17,504,243.91	$ 17,848,243.91

See Detail Sheet.

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

The purpose of this fund is to document anticipated facility improvement projects exceeding $25,000. The information is presented for two purposes. First, it shows projects that are either currently approved, anticipated or under discussion. The second purpose is to provide a basis for long range financial planning so that the library can be prepared. Actual costs and amounts budgeted for each project can be expected to vary as the individual projects are developed. Projects further in the future have less precision. (Projects above $50,000 require public bidding).

Budget Year	2023	2024
Kusalaba		
Seal cedar siding		10,000.00
Poland		
Stone retaining wall restoration-creek side	838,761.00	838,761.00
Carpet replacement	230,000.00	-
East		
Reside/reseal exterior siding	250,000.00	-
Parking lot repair		35,000.00
Brownlee		
Parking lot expansion	-	40,000.00
Main		
Masonary repair-20% of total	100,000.00	100,000.00
Austintown		
Carpet replacement		200,000.00
Sebring		
Roof replacement		70,000.00
General updates		50,000.00
Reseal and strip all parking lots		35,000.00
Reserve for unscheduled projects	1,000,000.00	1,000,000.00
Subtotal	2,418,761.00	2,378,761.00
Investment Fees	12,000.00	12,000.00
Furniture/Equipment	300,000.00	300,000.00
Contingency factor of 10%	241,876.10	237,876.10
Total With Contingency	2,972,637.10	2,928,637.10

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

	2023 Adopted **Budget** 6/8/2023	2023 Revised **Budget** 9/14/2023	2024 Preliminary **Budget** 6/8/2023	2024 Proposed **Budget** 9/14/2023	
Balance Forward	3,344,366.21	3,344,366.21	3,543,839.20	3,568,151.21	
RECEIPTS					
2132 Federal Government/E-Rate	25,687.99	40,000.00	25,687.99	25,687.99	
4122 Interest	15,000.00	25,000.00	15,000.00	25,000.00	
9951 Transfer From Other Funds	500,000.00	500,000.00	500,000.00	500,000.00	
Total Receipts	$ 540,687.99	$ 565,000.00	$ 540,687.99	$ 550,687.99	
Total Receipts & Balance Forward	$ 3,885,054.20	$ 3,909,366.21	$ 4,084,527.19	$ 4,118,839.20	
EXPENDITURES					
3782 Investment/Banking Fees	$ 600.00	$ 600.00	$ 600.00	$ 600.00	
5550 Equipment	340,615.00	340,615.00	340,615.00	340,615.00	
Total Expenses	341,215.00	341,215.00	341,215.00	341,215.00	See Detail Sheet.
Unencumbered Balance Forward	3,543,839.20	3,568,151.21	3,743,312.19	3,777,624.20	
Total Expenses & Balance Forward	$ 3,885,054.20	$ 3,909,366.21	$ 4,084,527.19	$ 4,118,839.20	

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

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

		2023
Upgrades to existing equipment and data-network:		
Annual system wide targeted replacement computers -15%	$	68,000.00
Public Use Tech Items (such as Xbox, iPad, tablets, laptops)		20,000.00
Replacement self check units		36,000.00
Replacement switches - actual cost prior to e-rate reimbursement		14,000.00
Replace AWE stations with NABI tablets (as AWE break)		3,000.00
New VMWare Servers		4,500.00
Possible Security Camera Upgrades (hardware) +Cabling		28,000.00
Replacement/new laptops/surfaces, as needed (for branch kits and staff use)		45,000.00
Replace MK maker items if break		2,000.00
Replacement tablets, iPads		7,250.00
Access points (e-rate) - actual cost prior to e-rate reimbursement		48,000.00
Replace one meeting room projector, if needed		5,900.00
Assorted maker space supplies		4,000.00
Network cabling - additional and repairs		8,000.00
Color copiers		3,000.00
Digitization equipment		8,000.00
Mac laptops/i-pad for Marketing department		5,000.00
Contingency (10%)		30,965.00
Investment fees		600.00
	$	341,215.00

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, 2024; and

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

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

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

SCHEDULE A

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

Fund	Amount Approved by Budget Commission Inside 10 Mill 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		10,224,375		2.40
Total		$ 10,224,375		2.40

PLYMC DIRECTOR AND CEO PERFORMANCE EVALUATION

Introduction *(to include with Board evaluation only)*

We appreciate your invaluable contribution as an esteemed member of our board. Your insights and assessments play a pivotal role in shaping the future of PLYMC. As part of your responsibilities, your input into the evaluation process of our Director and Chief Executive Officer is of utmost importance. In line with our commitment to transparency and accountability, we would like to inform you that the responses provided in this survey will not be anonymous. This approach aligns with the principles of open communication and accountability, ensuring that your evaluations contribute directly to the betterment of our organization and the development of our Director and CEO.

The evaluation of our Director and CEO is a critical aspect of our governance, strategy, and overall performance. Your thorough and thoughtful assessment will enable us to identify strengths, address areas for improvement, and ultimately steer PLYMC toward greater success.

We understand the demands on your time, but we kindly request that you prioritize this evaluation and take the necessary time to provide comprehensive and constructive feedback. Your dedication to this process will undoubtedly contribute to the continued growth and excellence of our organization.

Thank you for your commitment to our shared goals and for your continued dedication to the success of PLYMC.

PURPOSE OF JOB: ***(to include with all evaluations)***

The Director and Chief Executive Officer of the Library is responsible for providing strategic leadership for the Public Library of Youngstown and Mahoning County ("Library") by working with the Board of Trustees ("Board") and the organization Leadership Team to establish long range goals, strategies, plans and policies. Responsible for providing both internal and external leadership in the provision of quality library services and the Library's contribution to the quality of education and life in Mahoning County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides leadership and management to ensure that the values, purpose and vision of the Library are put in place and aligned with established strategies.
- Responsible for administrative and operational oversight for all areas of the Library
- Works with the CFO and the Board to ensure that the Library remains fiscally responsible and operates within budget guidelines.
- Leads and motivates high-performing leadership teams and organization. Develops and nurtures the CEO/Board partnership.
- Establishes and maintains positive relationships with constituents and stakeholders that support the work of the Library.
- Regularly reports current activities and performance measurements to the Board.

Evaluation for Board President and Vice President:

The Board President and Vice President will complete the below evaluation. In addition, they will conduct an individual one-on-one meeting with the Director and CEO. Following this they will compose a memorandum to serve as an official record of their conversation with the Director and CEO. This document will be retained in her personnel file for future reference.

Evaluation for Board of Trustees (with the exception of the President and Vice President- see above- 13 total)

Please rank the performance of the Director and CEO on a scale of 1-5, where 1 indicates a poor performance and 5 represents excellent performance. If you choose a rank below 3, please provide an explanation for your selection. Explanations for each ranking are provided below.

- 1: Poor: The individual consistently falls short of expectations in demonstrating the desired qualities or skills. They may struggle to balance team dynamics and work independently, exhibit frequent inaccuracies, lack reliability, disregard confidentiality requirements, and display questionable integrity.
- 2: Below Average: The individual occasionally meets expectations but often shows inconsistencies. They may struggle with maintaining a balance between team dynamics

and independent work, occasionally make mistakes or lack reliability, occasionally overlook confidentiality requirements, and occasionally display integrity concerns.

- 3: Average: The individual meets the baseline expectations in most areas but does not stand out. They are capable of managing team dynamics and independent work to an acceptable degree, display satisfactory accuracy and reliability, maintain confidentiality adequately, and generally exhibit acceptable levels of integrity.
- 4: Above Average: The individual consistently exceeds expectations and demonstrates a commendable level of proficiency. They excel in managing team dynamics and independent work, consistently deliver accurate and reliable results, prioritize and maintain strict confidentiality, and consistently exhibit a high level of integrity.
- 5: Excellent: The individual consistently exceeds expectations and sets a high standard for others to follow. They excel in managing team dynamics and independent work effortlessly, consistently deliver flawless accuracy and reliability, demonstrate exceptional commitment to confidentiality requirements, and consistently exhibit exemplary integrity, earning trust and respect from colleagues and stakeholders.

Business and Finance

1) Develops sound financial plans and meets goals. Establishes all appropriate systems and processes to enhance and protect the organization's financial well-being.

Community and Professional Relationships

2) Actively participates in a variety of professional organizations and/or engagement activities (both library and nonlibrary) to raise the profile of the library locally and nationally and ensure ongoing self-education.
3) Serves as the Library's chief spokesperson and acts as advocate for issues relevant to the organization.

Governance and Board Interaction

4) Keeps the Board informed of the status of core library resources, including technology, facilities, equipment, staffing; as well as the organization's condition and all-important factors influencing it.
5) Builds and maintains positive relationships with the Board, guides Board activities, ensures effective communication, collaborates with the Board President for governance functions, manages due diligence for core issues, and directs the Board's focus on strategic matters.
6) Works with Board officers and committee chairs to get the best thinking and involvement of each Board member & to stimulate each Board member to give their best.
7) Helps Board monitor and evaluate the organization's relevancy, effectiveness, and results.

Management and Administration

8) Stays current on legal and regulatory matters related to the Library and provides direction to the Board and staff to ensure the Library is compliant with applicable laws and regulations.
9) Guides the Board and organization's leadership team in understanding necessary considerations for negotiations and benefits spending that helps recruit, retain, and support quality staff.

Relationship Building and Leadership

10) Understands the relevance of local, state, and national issues to the Library and can effectively communicate the implications to the Board.

Personal Qualities

11) Maintains high standards of ethics, honesty, and integrity in all professional matters and demonstrates a positive and professional manner that generates goodwill with the Board and community.
12) Seeks and accepts constructive criticism of work, making constructive efforts to change and improve based on feedback.

Strategic Vision and Innovation

13) Develops long and short-term goals to accomplish the mission of the library while constructively challenging the usual approach, effectively balancing innovation and risk-taking with conventional practices.

Optional comment box for any additional information they would like to add.

Introduction *(for direct reports and bargaining unit staff):*

As part of our ongoing commitment to growth and development, we are launching an evaluation process aimed at enhancing the leadership effectiveness of our Director and CEO.

Your unique perspective holds immense value in shaping their performance and our organizational success. This evaluation serves as an opportunity for you to provide insights, share experiences, and contribute to a comprehensive assessment of their leadership styles.

Your participation is key to fostering transparency and creating a culture of open dialogue. Rest assured that your responses will be handled with the utmost confidentiality, ensuring that your feedback remains anonymous. This anonymity encourages candid and constructive input, which is essential for identifying areas of improvement and celebrating accomplishments.

We encourage you to invest the time and thoughtfulness necessary to provide meaningful feedback. Your collective voices will play an essential role in refining our leadership strategies and driving positive change throughout the organization.

Thank you for your commitment to PLYMC's continuous advancement. Your input is greatly appreciated, and we look forward to your valuable contributions to this evaluation process.

Evaluation for Direct Reports to Complete (8 total):

Business and Finance

1) Seeks appropriate additional revenue sources through state and federal funding, grants, and donations. Identifies, builds, and secures new relationships and funding to ensure PLYMC's long term financial success.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
2) Develops sound financial plans and meets goals. Establishes all appropriate systems and processes to enhance and protect the organization's financial well-being.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
3) Works with the Library's Chief Financial Officer and additional organizational leaders to ensure that funds are wisely spent within budget limitations.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Community and Professional Relationships

4) Creates new opportunities for community involvement in the library and builds partnerships with civic, business, and cultural groups.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
5) Has gained the trust and support of Mahoning County community members and stakeholders, national and state library leaders, and local and state dignitaries.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Governance and Board Interaction

6) Keeps the Board fully informed of the organization’s condition and all-important factors influencing it.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Management and Administration

7) Stays current on legal and regulatory matters related to the Library and provides direction to the Board and staff to ensure the Library is compliant with applicable laws and regulations.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
8) Provides general oversight of all Library activities and assures a smoothly functioning, efficient organization.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
9) Guides the Board and organization’s leadership team in fostering a healthy work environment that helps recruit, retain, and support quality staff.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Relationship Building and Leadership

10) Works collaboratively using a team approach to engage all PLYMC employee groups.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
11) Articulates a clear vision and aligns all elements of the organization to achieve the Library’s mission.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
12) Demonstrates initiative, creativity, and sound judgment in identifying and addressing strategic issues facing the organization.

a. *Demonstrated strengths:*
b. *Concerns related to performance and/or suggestions for improvement:*

Personal Qualities

13) Demonstrates a positive and professional manner that generates goodwill with the Board, staff, and the community.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
14) Maintains high standards of ethics, honesty, and integrity in all professional matters.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
15) Seeks and accepts constructive criticism of work, making constructive efforts to change and improve based on feedback.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Strategic Vision and Innovation

16) Continually assesses external trends to identify new opportunities for the organization and how best to meet community member needs.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
17) Encourages innovation and new ideas, consistently generating creative, resourceful solutions to problems.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Optional comment box for any additional information they would like to add.

Evaluation for Bargaining Unit to Complete (random selection of 10…5 from each Union):

Community and Professional Relationships

1) Has gained the trust and support of Mahoning County community members and stakeholders, national and state library leaders, and local and state dignitaries.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
2) Identifies the key relationships necessary to support an effective organization and assures proper planning, relationship building and communications to develop and maintain these.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
3) Creates new opportunities for community involvement in the library and builds partnerships with civic, business, and cultural groups.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Relationship Building and Leadership

4) Provides general oversight of all Library activities and assures a smoothly functioning, efficient organization.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

5) Works collaboratively using a team approach to engage all PLYMC employee groups.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
6) Maintains positive relationships with bargaining units. Ensures all policies, practices, and procedures are clearly articulated to provide for the health of the organization and each staff person.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*
7) Establishes a work environment that is inclusive and ensures diversity and equity are embedded within all aspects of the organization.
    a. *Demonstrated strengths:*

b. *Concerns related to performance and/or suggestions for improvement:*

Personal Qualities

8) Demonstrates a positive and professional manner that generates goodwill with the staff and the community.
   a. *Demonstrated strengths:*
   b. *Concerns related to performance and/or suggestions for improvement:*
9) Maintains high standards of ethics, honesty, and integrity in all professional matters.
   a. *Demonstrated strengths:*
   b. *Concerns related to performance and/or suggestions for improvement:*

Strategic Vision and Innovation

10) Encourages innovation and new ideas, consistently generating creative, resourceful solutions to problems.
    a. *Demonstrated strengths:*
    b. *Concerns related to performance and/or suggestions for improvement:*

Optional comment box for any additional information they would like to add.

September 14, 2023

Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
NEW EMPLOYEES						
Ault, Renae		Librarian 4 Supervisor/Campbell		25.68	hr	7/24/2023
Coleman, Suzanna		Public Service Generalist FT/TCC Main		15.60	hr	7/10/2023
Corll, Benjamin		Librarian 4 Supervisor/Brownlee Woods		25.68	hr	7/3/2023
DeBolt, Darren		Safety & Security Specialist/MN Admin		65,000.00	yr	6/19/2023
Estudante, Rachael		Lib 3 Comm/Health/Wellness/Com Engage		24.46	hr	8/14/2023
Greskovich, Naomi		Public Service Generalist PT/MK		15.60	hr	7/10/2023
Hauser, Diana		Librarian 1 PT/Main		22.18	hr	5/30/2023
Miklos, Chloe		Public Service Generalist FT/Austintown		15.60	hr	7/10/2023
Posey, Sean		Librarian 1 PT/Main		22.18	hr	8/14/2023
Rose, Matthew		Lib 3 Digitization Spec/Spec Serv MN		24.46	hr	5/30/2023
Sargent, Andrea		Material Handler PT/Technical Services		15.00	hr	6/19/2023
Warino, Rachael		Public Service Generalist PT/MK		15.60	hr	7/10/2023
Whitehouse, Imagin		Public Service Generalist FT/Main		15.60	hr	8/14/2023
Wirtz, Cassandra		Public Service Generalist FT/Tri-Lakes		15.60	hr	6/19/2023
TRANSFERS & CHANGES IN RATE						
Coontz, Danielle	Pub Serv Generalist/Sebring	Librarian 1 FT/Sebring	15.99	22.18	hr	7/31/2023
D'Apolito, Francesca	Librarian 1 PT/Newport	Librarian 1 FT/Core Services MN	22.18	22.18	hr	6/26/2023
Doyle, Coutyney	Public Service Generalist/TCC	Rental Coordinator/MN Admin	15.99	50,000.00	yr	5/30/2023
Gerthung, Jillean	Librarian 3 Asst Super/Technical Serv	Librarian 4 Supervisor/Technical Serv	32.01	33.61	hr	7/24/2023
Hauser, Diana	Librarian 1 PT/Main	Librarian 1 FT/Austintown	22.18	22.18	hr	7/10/2023
Henderson, Lily	Pub Serv Generalist/Canfield	Pubic Service Spec/Canfield	18.61	20.12	hr	7/31/2023
Ivan, Louis	Pub Serv Generalist/Comm Engage	Librarian 1/Newport	15.99	22.18	hr	6/26/2023
Longmore, Kenneth	Pub Serv Generalist 1/Brownlee	Clerk 2 Patron Advisor/Brownlee	15.99	16.62	hr	7/24/2023
LEAVE OF ABSENCE						
Moore, Susan	Public Serv Gen/Tri-Lakes					6/19/2023
RETURN FROM LEAVE OF ABSENCE						
Martinez, Victoria	Public Serv Gen/TCC Main					6/5/2023
Moore, Susan	Public Serv Gen/Tri-Lakes					7/10/2023

September 14, 2023

Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
RESIGNATIONS & TERMINATIONS						
Best, Heather	Event & Vendor Spec/MN Admin					6/23/2023
Buckley, Amy	Librarian 1/Core Services MN					6/23/2023
Burnham, David	Public Serv Gen/Canfield					5/31/2023
Franklin, Channal	Public Serv Gen 2/East					7/27/2023
Gage, Daniel	Librarian 1/Newport					6/17/2023
McCollum, Kari	Librarian 1/Sebring					8/9/2023
Oulton, Alivia	Clerk 2 Patron Advisor/Tri-Lakes					7/7/2023
Torella, Sybil	Public Service Spec 1/Canfield					7/22/2023