The Public Library of Youngstown & Mahoning County

Regular Board Of Trustees Meeting - December 11, 2025

I. Minutes
C Weimer

Motion to approve the minutes of the September 11 2025 meeting as written and distributed

A. September 11, 2025 Minutes - 4

II. Chief Financial Officer's Report
M Mrofchak

Motion to approve

A. December 11 2025 CFO Report - 22

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

IV. Committee Reports

A. President's Update — C Weimer

B. Finance, Audit & Investment Committee — J Meehan

1. 2025 Revised Appropriations
Motion to approve

    a. General Fund

        a. December 11 2025 Budget - 34

    b. Building & Repair Fund

    c. Technology Development Fund

2. 2026 Temporary Appropriations
Motion to approve

    a. General Fund

    b. Building & Repair Fund

    c. Technology Development Fund

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

4. Motion to transfer to the Building & Repair Fund anything over what is not needed at year end in the General Fund for operations, the — J Meehan

specific amount to be determined by the Director & CEO and the CFO

5. Motion to transfer to the Technology Development Fund anything over what is not needed at year end in the General Fund for operations, the specific amount to be determined by the Director & CEO and the CFO — J Meehan

C. Executive Committee — C Weimer

Motion to go into Executive Session to discuss the Library Director & CEO's annual evaluation and employment contract. Roll Call Vote Required

D. Bylaws Committee — D Bayer

Motion to approve revised/amended Board Policy 201 Code of Regulations

1. 201 Code of Regulations - 40

E. Building & Sites Committee — R Strollo

Update

F. Development Committee — A Blackann

Update

G. Nominating Committee — M Sallee

Update

H. Service & Personnel Committee — T Frost

Update

V. Motion recommending the 2026 Annual & Regular Board Meeting be held on February 12, 2026 — C Weimer

Motion to approve

VI. Report from Legal Counsel — M Boetcher

VII. Items Too Late for the Agenda — C Weimer

VIII. Appointments, Transfers, Resignations, etc — C Weimer

Motion to approve

A. December 11, 2025 Transfers - 49

IX. Public Comments — C Weimer

A. Joann Pirko

B. John Yerian

C. Arjun Tuli

D. Jonah Karzmer

X. Adjournment

C Weimer

Motion to adjourn

MINUTES

September 11, 2025

The regular meeting of the Reuben McMillan Free Library Association was held on September 11, 2025 at 4:14 p.m. in the Michael Kusalaba Library meeting room. Presiding over the meeting was Board President Carole Wimer with the following members present: Alexa Sweeney Blackann, Delores Crawford, Angela Duskey, Thomas Frost, Mariel Sallee, JoAnn Stock, Ron Strollo, and Ralph Meacham. Absent were: Denise Bayer, Tim Bresnahan, Jenita Gillespie, James Meehan, Matt Morrone, Jamie Viano, and Mayor Jamael Tito Brown. Also in attendance were Director and Chief Executive Officer Aimee Fifarek, Deputy Financial Officer/Board Secretary Tina McBane, Atty. Martin Boetcher, several staff members, and several concerned citizens.

T Frost made a motion to approve the minutes of the June 12, 2025 meeting as written and distributed. R Strollo seconded the motion and the motion passed.

In the absence of Mark Mrofchak, Chief Finance Officer, A Fifarek presented the Chief Financial Officer's report. The receipts in the General Fund through July 31st were $13,372,771.68. The two major components of revenue within the General Fund are real estate collections (account #1210) which were $6,119,178.12 and corresponding homestead/rollback reimbursements, which were $439,381.50 (account #2210) and the Public Library Fund (account #2200), which was $6,194,243.95. Our second half real estate tax advances started this month and our final tax settlement was received in August.

As of July 2025, the Public Library Fund distribution to PLYMC was down 8% from the estimate provided by OLC in July 2025. The current allocation will be a fixed amount for the remainder of the year as a result of the passage of HB 96. Included in the board packet is the estimated 2026 PLF distribution for that calendar year.

Adding receipts to the balance forward brought the total available for expenditure to $26,165,609.20. Expenditures thus far were $12,472,756.30 with an additional amount reserved through encumbrances for outstanding obligations of $2,926,063.09.

The Building and Repair Fund posted receipts of $367,545.08 through July 31st from investment income. Adding receipts to the balance forward brought the total available for expenditure to $23,916,380.20. Expenses in the fund were for investment fees and costs associated with various building improvements in the amount of $360,219.21 with an additional amount encumbered for projects of $1,255,926.94.

The Technology Development Fund posted receipts of $14,522.56 through July 31st from investment income. The balance forward brought the total available for expenditure to $4,152,114.64. Expenses in the fund were for investment fees and equipment totaled $177,639.92. The encumbrances for outstanding obligations as of July 31st were $54,258.68 for this fund.

The amount on deposit at First National Bank was $21,548,639.32 where the sweep account was paying interest at an annual percentage yield of 1.66% and the money market account was paying 3.61%. Last year at this time, the sweep account was paying interest at an annual percentage yield of 2.02% and the money market account was paying 4.59% respectively.

The amount held at Farmers National Bank in a checking account on July 31st was $25,000. In addition, the library has a sweep account in the amount of $1,187,667.15 with an annual percentage yield of 4.50% and investments in CDARS in the amount of $5,708,594.84 with interest rates ranging from 3.20 to 4.25%.

The amount held at Farmers Trust for investment on July 31st was $12,748,257.23 and earned average market yields at rates ranging from 2.6% to 4.18%.

As of July 31st, the Library Foundation account received $205,360.86 from trust distributions, interest income, and donations. Second quarter trust distributions are included in the revenue total ($30,711.33). Expenditures totaled $200,989.08 leaving a balance forward of $2,102,105.22. Of that amount, $1,584,322.04 is restricted to honoring the requests of donors. R Strollo made a motion to approve the CFO's report. D Crawford seconded the motion with all members voting unanimously.

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

Director and CEO's Report

September 2025

Greetings, Trustees -

Many changes are in process at PLYMC: see my sections below on upcoming budget impacts in Supporting the Work and the new Stakeholder Relations Division in Raising our Voice, as well as a multi-division effort around safety and effectively managing conflict.

One of the biggest changes, however, is the retirement of Development Director Debbie Liptak after 23 years of dedicated service. Debbie originated the role of Development Director at PLYMC and brought professionalism and structure to this very important role. Her work has had a lasting impact on PLYMC and will come to an end on September 30th, 2025. We are grateful for her many years of service in the community on our behalf. Thank you, Debbie!

On another note, I would like to extend congratulations to CHRO Liz Repasky who was selected for this year's Leadership Mahoning Valley cohort. Liz will have the opportunity to connect with other leaders from across the valley and build relationships with her peers and foster future strategic partnerships with

Raising Our Voice

Stakeholder Relations Division

Several years ago, I identified the need to devote additional resources to Government

Relations work and created the position currently occupied by Strategic Communications Officer Michael Stepp. This has served us well as we have worked to navigate the substantial changes in our political environment and spin up an unexpected mid-year advocacy campaign.

In a similar vein, recent misinformation and disinformation that has circulated about PLYMC and Ohio Libraries in general have made it clear that we need a more robust strategy to communicate the purpose and impact libraries have on our communities and create feedback mechanisms that allow concerns and questions from these key audiences to be answered. Most of our resources are organized around library services and how they benefit library patrons, which in past years seemed to be the communication that was needed by us. The job of crafting the message about the "business" of the library – economic impact, budget realities, and the value to other organizations – largely fell to me as Director with the assistance of our SCO during defined advocacy periods and direct conversations with election officials. Once again, in our changing environment, more resources are required.

Therefore, I have reorganized the externally-focused staff who report to me – SCO Michael Stepp, the new Donor Relations Manager (when hired), current Development Coordinator Heather Elder, and Admin Coordinator Tasha Lambert – into the Stakeholder Relations Division. Zak Kozberg has agreed to leave his Chief of Staff duties to head up this new Division. Stakeholder Relations is tasked with building strategic partnerships across the community and the state as well as ensuring the library's messages are coordinated across all key stakeholder groups, including taxpayers, elected officials and other community leaders, donors, staff and you as Trustees.

Chief of Staff Zak Kozberg has spent a good deal of his first year at PLYMC coordinating our advocacy and communications on high-profile issues with our other division heads and marketing team, so I am confident in my decision to make this work his primary focus. Consequently, I will be eliminating the Chief of Staff role within the organization. Zak has become a member of the Library's Leadership Team, joining CFO Mark Mrofchak (Finance), CXO Erin Phemester (Public Services and Marketing), CHRO Liz Repasky (Human Resources), COO Jordan Shaver (Facilities and Safety & Security), CTO Tom Casey (Technology and Collection Services) and myself as Director and CEO. In this way, we will give coordinated internal and external communications a voice in the decisions that we as a Leadership Team must make to keep our organization strong.

Poland Library Relocation Exploration

COO Jordan Shaver is coordinating our efforts to explore alternative sites for Poland Library. This involves the following primary components:

- Appraisals: as is evaluations of the Poland Library building to determine overall market value, including potential resale value.

- Sites: more than one available property that the Board could consider as an alternative location for Poland Library.
- Feasibility Study: an in-depth analysis of at least one likely building site to verify suitability and identify potentially problematic building conditions (ex. undisclosed underground debris or formations).

The information collected will be presented to the Building and Sites Committee for evaluation to make a recommendation to the Full Board of Trustees. The goal is to provide the Board with sufficient Relocate information that will allow a reasonable comparison to the Renovate information already presented.

Our Patrons' Experience

Summer Discovery wrapped up on July 31. Overall, the program had 5,505 participants with 57.9% of those finishing the program! This is nearly a 30% increase in registrants from 2024. Congratulations go to all our staff for not only hosting great programs all summer, but for engaging people all year long across Mahoning County. These numbers are a testament to their great work!

Planning a great Summer Discovery season is no mean feat and takes a lot of work on behalf of Public Service Manager Pam Brockway, Marketing Director Courtney Angelo and the entirety of the Marketing Team, and a dedicated staff committee: East Supervisor Amy Bowers (Chair), Brownlee Woods Supervisor Ben Corll (Vice Chair), Boardman Supervisor Nicole Puhalla (Past Chair). Committee members: Renae Ault (CM), Renee Beverly (AU), Amy Burkard (MN), Tatiana Cooper (MK), Melissa Dunlap (BD), Allie Shaw (BD), Brianna Sickle (BD), Ciara Wagner (TR), Cheesa Walls (BW) and our Book Prize Coordinator Stephanie Brickell (MN) and selectors Ashley Young and Ashley Gibson (TS).

Highlighting Good News

Here are a few examples of the good work being done across PLYMC:

- Top Facebook Post: Jace completed the 1,000 Books Before Kindergarten program! The post garnered 182 reactions with several comments congratulating Jace on his accomplishment.
- **Austintown**: 37 programs with 577 attendees. Shark Week and Tiny Art Show were major successes.
- **Canfield**: Program attendance rose **63.87%** from 2024. Strong preschool engagement and popular presenters drove growth.
- **Core Services @ Main Library**: Continued to see steady attendance at their Role-Playing Games (RPG) Club and Spanish 102.
- **Family Engagement@ Main Library**: Served **302 meals** through our Children's Hunger Alliance Summer Food Program.

- **Michael Kusalaba**: Outreach events at Victory Estates and Brier Hill reached **165 children**.
- **Sebring**: Hosted 20 programs with 258 attendees; circulation rose 28.83% and door count increased 16.2%.
- **Specialty Services @ Main**: Received over 20 written thank-you's for genealogy, obituary, and business research assistance.
- **Tri-Lakes**: Summer Discovery star Jungle Terry drew a record-breaking 115 attendees, the largest crowd for a program in Tri-Lakes history.

Facilities improvements

- The East Library Envelope project is well underway, but there has still been a lot of support for our other buildings this summer:
- At Boardman, crews completed exterior painting of doors, wrought iron, and gutters, alongside structural repairs and full pressure washing of the building. Landscaping overgrowth was cleared from parking lot islands, children's areas, and entrances, creating a more open and accessible environment.
- At Main Library, public and staff areas received fresh interior painting, and outdated landscaping near the electrical transformer was removed.
- Tri Lakes saw a series of updates that included the replacement of a handicap door bollard and hinges, the conversion of parking lot lights to LED, and the removal of shrubbery at entrances.
- The Poland Branch underwent mechanical and exterior improvements with the replacement of two chiller fan motors, repairs to the pergola in the children's area, and a comprehensive pressure washing of both the building and surrounding fencing.
- Springfield also benefited from updates, with its parking lot lights converted to integrated LED fixtures and arborvitae removed from the staff entrance.

Technology and Collection Updates

- Austintown: Increased wireless bandwidth to the meeting room and added phone chargers to support the after-school program.
- Main: Upgraded the public sound studio in the DIY Space and added a wall mounted phone charging station to the Family Engagement Area
- Technical Services staff reviewed collection needs with supervisors and staff in every department.
- Continuing Upgrade of staff and public PCs to Windows 11 and Office 2024.
- SearchOhio continues to be unavailable while the statewide systems are being migrated to a new platform. PLYMC staff are working to get us ready for the October launch.

Supporting the Work

PLYMC's New Budget Reality

The PLYMC Leadership Team is in the process of changing our budgeting process to account for the significant reduction in Public Library Fund revenue. We are doing the hard work to reduce annual operating costs $550,000 or more without significantly impacting any one community or fundamental service.

Furthermore, the elimination of the PLF as a percentage of the General Revenue Fund also means that library services in Mahoning County will no longer benefit from good revenue years like this one. Had that connection remained, PLYMC would be not only covering our ongoing operating costs, but we would also be able to add to the capital funds needed to maintain and improve our building stock and keep up with technology. Instead, we expect to not be able to make the transfer into our capital funds at the levels planned for 2025.

We are currently in the process of meeting with every branch supervisor and department manager to present their draft budgets for the coming year as well as their thoughts on longer-term investments. This new process was already being developed at the start of the year as a way of providing greater insight into the budget process for PLYMC staff and improving communication across the system. In the light of the funding level changes, this process is even more necessary as we must develop a much more deliberate and restrictive budgeting strategy.

My goal is to have all information to Mark by mid-October so that he will have time to assemble the draft budget in time for the Finance Committee meeting in November and the full Board meeting in December. While looking for a sustainable and strategic budgetary balance is ongoing, one thing is clear: all aspects of our organization will be impacted by this revenue change and we will have to make some difficult decisions on a schedule that is not of our choosing. We must also prepare for a time in the future should something more than deliberate and sustainable budgeting be required to maintain library services in Mahoning County.

Safety and Security In-Service Meetings

Michael Kusalaba and Newport Library have recently closed in order allow all branch staff to discuss recent incidents, discuss concerns, and build their skills related to de- escalation, situational awareness, and incident reporting practices that sadly are needed increasingly as community tensions rise. These sessions revealed that staff are deeplycommitted to supporting their communities but are struggling with increased demands from incident reports and high needs individuals dealing with a frustrating world. They have also yielded some very targeted improvements, such as identified rounds with a check-in system to encourage guards and of-duty officers to regularly transit the buildings and adjusting placement of shelving and furniture to improve sight lines. Main Library will be closed later this week to have a similar conversation for this large staff and complex building.

These sessions have been successful thanks to our Experience, Operations, and Human Resources Teams working together with staff to honestly address the concerns that come with serving the public today. Many thanks to Safety and Security Manager Darren DeBolt, Public Service Managers Pam Brockway and Cheri Goldner, and Leadership Team Members Erin Phemester, Liz Repasky and Jordan Shaver.

The People of PLYMC

New hires:

- Brandon Brown – FT Computer Support Technician
- John Henry Strudwick – FT Credentialed Specialist – Culinary Arts

Resign/Retire (names and positions):

- 1 Part Time (Brownlee Woods) and two Full Time (Main and Sebring)

Vacancies:

Some of the list below may already be filled. See all current Employment Opportunities on our website: https://www.libraryvisit.org/employment/

- PLAY – 1 FT Librarian 3, Digitalization Specialist in SPS,MN
- CMT – 6 Public Service Generalist positions at the Call Center at Main, Campbell, Michael Kusalaba, Newport, Sebring, Tri-Lakes, Travelling Branch 1 FT Public Service Generalist I at MN
- Admin – FT Donor Relations Manager in Stakeholder Relations

Under the President's Update, C Weimer informed the Board of Judy Schmutz's resignation. T Frost made a motion to accept the resignation and R Strollo seconded the motion. C Weimer also recognized Deborah Liptak on her retirement and thanked her for her service.

In the absence of J Meehan, Chair of the Finance, Audit and Investment Committee, A Fifarek presented the 2025 Revised Appropriations and the 2026 Proposed Appropriations. For the 2025 revised appropriations, D Crawford made a motion to approve the total of $26,172,616.79 in the General Fund. R Strollo seconded the motion and the motion carried. D Crawford moved to approve the appropriations in the Building and Repair Fund of $3,334,690.00. R Strollo seconded the motion and the motion passed. For the Technology Fund, D Crawford made a motion to approve appropriations of $520,285.00. R Strollo seconded the motion with al members voting unanimously.

For 2026, T Frost made a motion to approve the preliminary appropriations totaled $26,654,694.10 in the General Fund. M Sallee seconded the motion with all members voting aye. T Frost moved to approve the appropriations in the Building & Repair fund of

$4,148,910.00. M Sallee seconded the motion and the motion passed. T Frost made a motion to approve the Technology Fund appropriations of $520,285.00. M Sallee seconded the motion and the motion carried.

T Frost made a 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.

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, 2026; and

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

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

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

SCHEDULE A

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

Fund	Amount Approved by Budget Commission Inside 10 Mill Limitiation	Amount To Be Derived from Levies Outside 10 Mill Limitation	County Auditor's Estimate of Tax to be Levied Inside 10 Mill Limit	County Auditor's Estimate of Tax to be Levied Outside 10 Mill Limit
General Fund		10,576,707		2.40
Total		$ **10,576,707**		**2.40**

And be it further

RESOLVED, That the Chief Financial Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

M Sallee second the motion with all members voting aye.

R Strollo, Chair of the Building & Sites Committee, updated the board that the progress on East Library is continuing.

In the absence of D Bayer, Chair of the Bylaws Committee, D Crawford made a motion to approve revised/amended Board Policy 201 as presented. T Frost seconded the motion with all members voting unanimously.

201

CODE OF REGULATIONS

It is duly moved and seconded and unanimously approved that the following Code of Regulations of the Reuben McMillan Free Library Association be adopted as the Code of Regulations of the Association and that all other Codes of Regulations and amendments thereunto, hereby are rescinded.

REUBEN MC MILLAN FREE LIBRARY ASSOCIATION
CODE OF REGULATIONS
ARTICLE I – TRUSTEES

The government of the Reuben McMillan Free Library Association, the conduct of the Library, and the control of its property shall be vested in a Board of Trustees and their successors duly and lawfully chosen.

Membership in the association shall be limited to those persons who from time to time are serving as trustees, and the terms of "Members" and "Trustees" shall be synonymous at all times. The purpose hereof is to maintain an independent board which is free from political or religious pressure and able to resist censorship efforts.

The Board shall consist of seventeen Trustees. Fifteen Trustees shall be elected by the Trustees, and shall serve three year terms with five being elected at each annual meeting. During his/her/their incumbency in office, the Mayor of the City of Youngstown (Mayor) shall serve as a Trustee, ex officio. Also during his/her/their incumbency in office, the Mahoning County Auditor (Auditor) shall serve as Trustee, ex officio. The Mayor and the Auditor shall be entitled to all rights and privileges of Trustees, but neither shall be entitled to vote at meetings of the Trustees. The Mayor and Auditor may decline to serve or resign as Trustee, in which case such position of Trustee shall be vacant until the incumbent Mayor or auditor agrees to serve as Trustee. Neither the Mayor nor the Auditor may be removed as Trustees by action of the Board, but any other Trustee may be removed by majority vote of voting Trustees at which a quorum is present.

Six of the fifteen Board of Trustee seats are designated seats. They are known as the:

- Mahoning County Commissioners seat
- Education Service Center of Eastern Ohio seat
- Youngstown State University Board of Trustees seat
- Ohio State Senate seat
- Youngstown State Foundation seat
- Friends of the Public Library of Youngstown and Mahoning County seat

When a vacancy occurs in the Mahoning County Commissioners seat, the Nominating Committee shall inform the Mahoning County Commissioners that they may nominate one or two residents of Mahoning County as candidates for the seat. They shall endeavor to maintain a balance of representation from throughout Mahoning County in selecting nominees. If the Mahoning County Commissioners does not nominate a acceptable candidate to the Nominating Committee within thirty (30) days of being informed of the vacancy, the Nominating Committee shall nominate one or two residents of Mahoning County as candidates for the seat. At the end of the term of the Mahoning County Commissioners seat, or when it becomes vacant, the same nominating procedure as delineated above shall recur for that seat.

When a vacancy occurs in the Mahoning County Educational Service Center seat, the Nominating Committee shall inform the Mahoning County Educational Service Center following the procedure delineated above.

When a vacancy occurs in the Youngstown State University Board of Trustees seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Board of Trustees following the procedure delineated above.

When a vacancy occurs in the Ohio State Senate seat, the Nominating Committee shall inform the Ohio State Senator whose district includes all or the greatest part of Mahoning County, by area, following the procedure delineated above.

When a vacancy occurs in the Youngstown State University Foundation seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Foundation following the procedure delineated above.

When a vacancy occurs in the Friends of the Public Library of Youngstown and Mahoning County seat, the Nominating Committee shall inform the President or Chairperson of the Friends of the Public Library of Youngstown and Mahoning County following the procedure listed above.

Any vacancy occurring in the nine remaining appointed Trustee seats will be filled by a vote of the majority of remaining Trustees at the earliest feasible time at which a suitable candidate, as outlined in Policy 205, can be found, ideally within six months of the vacancy occurring.

Once a Trustee has completed at least fifteen years of service on the Board, he/she/they shall have the option to pursue an additional term as a Trustee or become a Trustee Emeritus.

A Trustee Emeritus shall be entitled to all rights and privileges of a Trustee, except that said Trustee shall not be entitled to vote at meetings nor be eligible to be an Officer.

The term of a Trustee Emeritus shall be indefinite and such Trustee shall serve in such capacity for as long as he/she/they so desires, except that a Trustee Emeritus may be removed by majority vote of voting Trustees at any meeting at which a quorum is present.

ARTICLE II – MEETINGS

There shall be four regular meetings of the Board of Trustees annually, one occurring in each of the four quarters of the year. In addition, there shall be an annual meeting of the Board of Trustees for the election of officers and for the transaction of other business, to be held immediately preceding the first meeting of each calendar year. Any in-person components of all meetings shall be held in the County of Mahoning and State of Ohio at such a place as the officers shall designate.

Regular quarterly meetings shall be held on the second Thursday of June and the Second Thursdays of September and December. Special meetings shall also be held upon call of the library director, five trustees, or the president of the Board of Trustees. Reasonable advance written notice of the time and place of all regularly scheduled meetings shall be sent by U.S. Mail and/or electronic mail, but no later than 24 hours in advance, to the Board of Trustees and the news media. Written notice of time, place, and purpose of all special meetings shall be sent in accordance with the notice requirements as outlined in the Ohio Revised Code to all members of the Board of Trustees and news media that have requested notification.

Whenever any notice is required to be given under the provisions of law, the Articles of Incorporation or these regulations, a waiver of notice in writing signed by the person or persons entitled notice, whether before or after the time stated in the waiver, will be deemed equivalent to the giving of notice. The waiver must, in the case of a special meeting of Trustees, specify the general nature of the business to be transacted.

Any action required by law or under the Articles of Incorporation or these regulations, or any action that otherwise may be taken at a meeting of the Trustees, may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all the persons entitled to vote with regard to the subject matter of the consent, or all Trustees, and filed with the secretary of the Corporation.

ARTICLE III – QUORUM

A majority of currently seated voting members of the board of trustees shall constitute a quorum at any meeting of such board and a quorum shall have the authority to act upon any matters properly coming before the meeting. Trustees attending remotely and in compliance with Policy 202 may be counted for Quorum.

ARTICLE IV – OFFICERS

Officers of the Association shall consist of a President, a Vice-President, and a Secretary all of whom shall be elected, voting members of the Board of Trustees, as well as the Chief Financial Officer (who shall serve as the fiscal officer), and Library Director & Chief Executive Officer and such assistant and other officers as from time to time the Board of Trustees shall deem desirable.

The President, Vice-President and Secretary of the Board of Trustees shall be elected by the Board for terms of one year each and shall continue in their office until the successors are duly elected and take office. The Director & CEO shall be selected by the Board of Trustees for a period agreed to by the Board of Trustees and the Director & CEO. The Chief Financial Officer and Deputy Financial Officer shall be selected by the Director & CEO in conjunction with the President of the Board of Trustees. Any officer may be removed by the Board whenever, in its best judgment, the interests of the Association will be served.

The duties of the officers shall be duties as are usually assigned to such officers respectively. The Chief Financial Officer shall report to the Board of Trustees the financial condition of the Association, including receipts and disbursements, at each annual meeting and at such other times as the Board may require.

It shall be the duty of the Library Director & CEO to assume charge of the buildings, grounds, collection and collection materials, and other properties of the Association; to select and acquire such additional collection materials as funds permit; to make recommendations and suggestions to the Board from time to time to maintain the greatest efficiency and effectiveness in the operation of the Library; to exercise jurisdiction in the selection and direction of the employees of the Library; to maintain detailed accounts on money received from fines and other sources and to report same to the Trustees; to prepare and present to the Trustees an annual operating budget; to prepare the annual budget requirements for submission to the tax authority; to discharge such other duties as usually are prescribed or from time to time may be assigned by the Board of Trustees. The Library Director & CEO shall advise the Trustees at all times of all actions taken by him/her/they and such actions always shall be subject to the direction, control and approval of the Trustees. The Director & CEO shall also comply with all employment agreements, if any, entered into between the Director & CEO and the Library.

Officer Vacancies and Succession

If an unplanned officer vacancy occurs the following succession plan should take effect:

President: Should the President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Vice President should immediately assume the seat.

Vice President: Should the President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Secretary should immediately assume the seat.

Secretary: Should the Vice President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Nominating Committee should nominate and elect a currently serving trustee to fill the role.

Should a vacancy in the Secretary role occur, the Nominating Committee will have 30 days to convene and nominate a new Secretary. The nominee will be voted on by the full Board of Trustees within 60 days of the vacancy occurring via scheduled Board meeting or Special Meeting, whichever comes first.

ARTICLE V – COMMITTEE DEFINITIONS AND RESPONSIBILITIES

There shall be appointed by the president with the approval of the trustees such committees as the business of the association from time to time may require, and such committees when appointed shall have such functions as may be authorized by the trustees.
The Committees are as follows:

- Executive Committee
- Development Committee
- Personnel Committee
- Building and Sites Committee
- Finance Committee
- Bylaws Committee
- Nominating Committee

Each Committee will consist of an assigned list of Trustees with a designated Chair and Staff Liaison. The Staff Liaison will serve as the point of contact between PLYMC Operations and the Board Committee

The President of the Board of Trustees will draft Committee assignments for each Fiscal Year with terms commencing at the first general meeting of the Fiscal Year.

The President will assume membership on each of the Board Committees

Committee Descriptions and Duties

- Executive Committee
    - The Executive Committee will consist of the officers of the Board of Trustees and the chairs of the committees listed. This committee will provide oversight and guidance into the overall strategic vision for PLYMC. The Executive Committee

will also be responsible for the hiring of the Director and CEO and Chief Financial Officer

- Development Committee
  - The Development Committee will be tasked with assisting the PLYMC Development Department and Director and CEO's Office with the cultivating, maintenance, and solicitation of monetary contributions to PLYMC

- Personnel Committee
  - The Personnel Committee will be responsible for the guidance and assistance provided to PLYMC Leadership under the scope of staff, administration personnel and the practices and polices concerning Human Resources. They will also provide guidance during Labor negotiations which occur every five years.

- Building and Sites Committee
  - The Building and Sites Committee will be tasked with and advising and assisting the maintenance and facilities of the PLYMC, along with working with the Chief Operating Officer in order to make efficient and financially sound decisions regarding the physical properties of PLYMC

- Finance Committee
  - The Finance Committee will be tasked with assisting and advising the Chief Financial Officer on all matters related to the financial stability and health of the organization.

- Bylaws Committee
  - The By Laws Committee will be responsible for the drafting, editing, review and approval of the Board of Trustees' set of Bylaws
  - Any changes to the Board Bylaws will be voted on within the Bylaws Committee and brought to the full Board for a vote at the next regularly scheduled Board meeting unless a special emergency meeting is called.
- Nominating Committee
  - The Nominating Committee will be responsible for nominating new Board Candidates to the full Board of Trustees for vote. The Committee will also be responsible for nominating new officers should there be a vacancy.
  - For Guidelines See Board Policy 205

ARTICLE VI – INTERPRETATION

The interpretation and construction placed by the trustees upon this Code of Regulations are now in effect or as hereafter may be amended, shall be final and conclusive subject to such restrictions, if any, as may be imposed from time to time by law.

ARTICLE VII – INDEMNIFICATION

Members of the Board of Trustees are covered by the Library's Errors and Omissions Policy, including their liability resulting from either institutional or individual lawsuits, and will be indemnified and held harmless from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a trustee (except in cases involving willful misconduct).

ARTICLE VIII – AMENDMENTS

This Code of Regulations may be added to or amended at any meeting of the trustees of the Association at which a quorum shall be present by an affirmative vote of at least a majority of the trustees then in office, provided that written notice of the meeting to which the proposed amendment will be submitted has been mailed or emailed to each trustee at least ten days prior to the date of such meeting together with a description of the proposed amendment or amendments.

T Frost made a motion to approve revised/amended Board Policy 690 as presented. R Strollo seconded the motion and the motion passed.

690

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

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

Purpose

- To create an environment that is welcoming, comfortable, respectful, safe, and conducive to Library use by all patrons and staff.
- To protect the rights and safety of all Library patrons and staff members.
- To protect Library materials, facilities, and property.
- More specific and additional information concerning the Library's Use Policy is contained on the Public Library of Youngstown and Mahoning County's ("PLYMC") website. The Library Use Policy as contained on the PLYMC's website may be amended from time to time by the Director and CEO.

Response to Library Use Policy violations

Failure to abide by this policy can result in escalating responses from limitations to service and/or eviction depending on the nature, severity and number of violations. Criminal prosecution is possible if there is a violation of local, state, or federal law.

Enforcement and Appeal

Procedures for the implementation of this policy will be established by the Director and CEO. The procedures shall be included on the PLYMC's website. In a case where the violation of the user results in the eviction and/or suspension of Library privileges for more than one week, the procedure shall provide:

1. A clear written communication to the user of the user's infraction and consequences of the violation.
2. A clear explanation of the rule violated and conduct violating the rule.
3. The process for the patron to appeal the eviction and request for reinstatement/reconsideration.
4. A written result of the appeal process.

Appeals for reinstatement of access to services will be processed in a timely manner.

Library Staff Cannot Act in Place of Parents or Caregivers

Young children and vulnerable customers cannot be left unattended, even when caregivers are in other areas of the building. Customers of all ages are permitted to use Library computers to access the Internet, and any restrictions of a child's access to the Internet are the responsibility of the parent or legal guardian.

A Blackann, Chair of the Development Committee, recognized Deborah Liptak's hard work and impact on the community.

T Frost, Chair of the Service & Personnel Committee, made a motion recommending adoption of the proposed resolution recognizing Diane Varady.

Resolution

Whereas Diane began her PLYMC career in November 1979 as a Clerk and served PLYMC faithfully until her passing on August 14th, 2025.

Whereas… Diane began her career at Main in October 1984, she was promoted to an Assistant Head Clerk's position in the department.

Whereas… She transferred to the Poland branch library in the position of Assistant Head Clerk before being promoted to Poland branch's Head Clerk position in January 1997. In November 2009, she transferred to the Head Clerk position in the City Unit branch libraries.

Whereas… She transferred back to Poland branch in September 2012 as the Head Clerk before moving into the Assistant Head Clerk post in the Michael Kusalaba Unit branch libraries in October 2016. She made another career change in February 2019 when she moved into the position of Community Outreach Clerk in the Newport Unit branch libraries.

Whereas… In January 2022, she became the Patron Advisor at the Campbell branch library, a position she held for the remainder of her career with PLYMC.

Now, Therefore, Be It Resolved, that the Board of Trustees of the Reuben McMillan Free Library Association hereby expresses its gratitude to Diane Varady and, on behalf of the citizens of this community, recognizes her considerable contribution to the library system.

Be It Further Resolved, by the Board of Trustees of the Association, that the following resolution be spread upon the minutes of the Association, and that a copy be presented to the family of Diane Varady, along with our deepest sympathy and condolences. We will forever be grateful for her contributions to PLYMC.

J Stock seconded the motion with all members voting unanimously.

C Weimer, Chair of the Executive Committee, reported that the committee met recently to work on A Fifarek's contract.

M Sallee made a motion to approve the Appointments, Transfers, and Resignations. R Strollo seconded the motion and the motion carried.

The following people came forward to give their comments on the Poland Library:

1. David Smith
2. Joan Smith
3. Chris Graff
4. Phyllis Ricchiuti
5. Ted Downie
6. Susan Yerian

There being no further business, a motion was made by M Sallee to adjourn the meeting, seconded by T Frost with all voting aye and the meeting concluded at 5:25 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

F-1

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

October 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	$ 1,856,560.83	$	$ 1,856,560.83	$	$ 1,856,560.83	$	$
Balance Forward January 1, 2024		10,936,276.69	10,936,276.69		10,936,276.69		
RECEIPTS							
1210 General Property Tax - RE Gross		9,472,745.08	9,472,745.08	0.00	9,472,745.08		0.00
2130 Federal Grant-Other		900.00	900.00	0.00	864.56		35.44
2131 Federal Government/Grant E-Rate		160,000.00	160,000.00	50,414.06	63,346.92		96,653.08
2170 Federal Grants Restricted		120,000.00	120,000.00	0.00	116,638.80		3,361.20
2200 State of Ohio/PLF		10,610,314.33	10,610,314.33	838,419.79	8,748,499.28		1,861,815.05
2210 State of Ohio/TLR/Rollback & Homestead		975,235.85	975,235.85	0.00	876,973.34		98,262.51
3110 Patron Fines & Fees		18,000.00	18,000.00	1,414.27	17,351.62		648.38
3140 Copy Machines		500.00	500.00	0.00	0.00		500.00
3141 Debit Card Machines		70,000.00	70,000.00	5,531.91	62,443.54		7,556.46
3199 Other Patron Fees		12,000.00	12,000.00	1,250.34	13,402.24		(1,402.24)
4120 Interest		725,000.00	725,000.00	48,019.03	537,759.27		187,240.73
6120 Restricted Contributions/Grants		5,000.00	5,000.00	0.00	0.00		5,000.00
8300 Rental Income		23,800.00	23,800.00	1,675.00	21,095.00		2,705.00
8710 Refunds for Overpayments		5,000.00	5,000.00	0.00	0.00		5,000.00
8720 Insurance Reimbursements		19,527.56	19,527.56	2,643.18	21,793.24		(2,265.68)
8798 Reimbursements From Grants		1,000.00	1,000.00	0.00	0.00		1,000.00
8799 Other Refunds		25,000.00	25,000.00	64,750.03	85,027.39		(60,027.39)
8999 Miscellaneous		12,000.00	12,000.00	187.49	8,962.37		3,037.63
TOTAL RECEIPTS	0.00	22,256,022.82	22,256,022.82	$ 1,014,305.10	20,046,902.65	$ 0.00	$ 2,209,120.17
TOTAL RECEIPTS & BALANCE	$ 1,856,560.83	$ 33,192,299.51	$ 35,048,860.34		$ 32,839,740.17		
EXPENDITURES							
1100 Salaries	$ 132,385.72	$ 11,300,000.00	$ 11,432,385.72	$ 879,387.78	$ 8,778,336.77	$ 511,194.36	$ 2,142,854.59
1400 Retirement Benefits	0.00	1,574,801.54	1,574,801.54	117,564.61	1,244,599.09	0.00	330,202.45
1600 Insurance Benefits	224,194.63	2,818,919.59	3,043,114.22	216,725.15	2,156,004.37	370,493.75	516,616.10
1900 Other Employee Benefits	6,338.69	115,000.00	121,338.69	1,101.67	28,284.48	5,695.22	87,358.99
TOTAL SALARIES & BENEFITS	362,919.04	15,808,721.13	16,171,640.17	1,214,779.21	12,207,224.71	887,383.33	3,077,032.13
2100 General & Administrative Supplies	325,292.64	1,160,450.00	1,485,742.64	69,016.51	675,169.33	255,192.44	555,380.87
2200 Property Maintenance Repairs	14,767.57	77,500.00	92,267.57	4,111.38	49,496.01	16,628.13	26,143.43
2300 Motor Vehicle/Fuel Supplies & Parts	2,802.23	40,000.00	42,802.23	2,012.82	17,981.26	7,252.77	17,568.20
TOTAL SUPPLIES	342,862.44	1,277,950.00	1,620,812.44	75,140.71	742,646.60	279,073.34	599,092.50
3100 Travel & Meeting Expenses	9,577.45	207,500.00	217,077.45	20,446.36	94,056.65	15,680.51	107,340.29
3200 Communications, Printing & Publicity	93,961.63	572,540.00	666,501.63	19,658.35	231,016.29	146,541.49	288,943.85
3300 Property Maintenance	281,734.90	1,882,830.00	2,164,564.90	96,297.55	1,235,124.72	379,117.95	550,322.23
3400 Insurance	0.00	147,892.00	147,892.00	0.00	113,508.00	0.00	34,384.00
3500 Rents/Leases	30,624.75	99,745.00	130,369.75	3,282.60	52,895.88	39,449.04	38,024.83
3600 Utilities	31,479.47	452,000.00	483,479.47	45,521.29	387,253.82	52,337.34	43,888.31
3700 Professional Services	188,549.51	748,663.66	937,213.17	24,010.48	542,755.84	114,522.66	279,934.66
3800 Library Material Control Services	9,604.85	353,975.00	363,579.85	7,617.23	190,104.96	0.01	173,474.88
3900 Other Contracts/Purchased Services	5,804.66	35,000.00	40,804.66	1,331.46	11,776.95	4,719.06	24,308.65
TOTAL PURCHASED/CONTRACTED SVCS	651,337.22	4,500,145.66	5,151,482.88	218,165.32	2,858,493.11	752,368.06	1,540,621.70

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

F-2

October 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	249,608.48	889,500.00	1,139,108.48	45,902.98	335,258.95	175,249.67	628,599.86
4200 Periodicals	3,873.92	40,500.00	44,373.92	40.00	29,222.77	7,695.38	7,455.77
4300 Audio Visual	66,074.24	232,000.00	298,074.24	14,769.22	88,013.53	44,683.99	165,376.72
4500 Electronic Information/Public Use	142,657.44	1,645,000.00	1,787,657.44	92,834.11	1,103,649.98	392,462.49	291,544.97
4600 Interlibrary Loan	0.00	55,000.00	55,000.00	0.00	43,584.89	0.00	11,415.11
4900 Library Material/All Other	57.11	15,000.00	15,057.11	6,766.28	12,372.17	0.00	2,684.94
TOTAL LIBRARY MATERIALS	462,271.19	2,877,000.00	3,339,271.19	160,312.59	1,612,102.29	620,091.53	1,107,077.37
5500 Furniture & Equipment	17,150.53	100,000.00	117,150.53	0.00	22,200.72	21,131.79	73,818.02
5700 Motor Vehicles	0.00	470,000.00	470,000.00	150,263.61	382,593.86	0.00	87,406.14
TOTAL CAPITAL OUTLAY	17,150.53	570,000.00	587,150.53	150,263.61	404,794.58	21,131.79	161,224.16
7100 Dues & Memberships	20,020.41	60,000.00	80,020.41	10,915.00	54,441.37	215.00	25,364.04
7200 Taxes & Assessments	0.00	6,600.00	6,600.00	0.00	5,313.39	0.00	1,286.61
7500 Refunds & Reimbursements	0.00	6,500.00	6,500.00	30.99	4,573.48	8.11	1,918.41
7900 Other Miscellaneous	0.00	1,700.00	1,700.00	0.00	1,099.18	0.00	600.82
TOTAL OTHER OBJECTS	20,020.41	74,800.00	94,820.41	10,945.99	65,427.42	223.11	29,169.88
8999 Unallocated Appropriations	0.00	64,000.00	64,000.00	0.00	0.00	0.00	64,000.00
TOTAL EXPENSES	1,856,560.83	25,172,616.79	27,029,177.62	1,829,607.43	17,890,688.71	2,560,271.16	6,578,217.74
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	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
TOTAL EXPENSES & TRANSFERS	$ 1,856,560.83	26,172,616.79	28,029,177.62	1,829,607.43	17,890,688.71	$ 2,560,271.16	$ 7,578,217.74
ENCUMBERED BALANCE FORWARD					2,560,271.16		
BALANCE FORWARD		7,019,682.72	7,019,682.72		12,388,780.30		
TOTAL EXPENSES/TRANSFERS/BALANCES		$ 33,192,299.51	$ 35,048,860.34		$ 32,839,740.17		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Building Repair Fund
October 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	$ 410,999.22	$	$ 410,999.22	$	$ 410,999.22	$	$
Balance Forward January 1, 2024		23,137,835.90	23,137,835.90		23,137,835.90		
RECEIPTS							
4121 Interest	0.00	630,000.00	630,000.00	32,352.86	514,456.43	0.00	115,543.57
6112 Contributions	0.00	500.00	500.00	0.00	0.00	0.00	500.00
8110 Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8998 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9998 Transfer from Library Foundation Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfer from General Fund	0.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
TOTAL RECEIPTS		1,630,500.00	1,630,500.00	$ 32,352.86	514,456.43	0.00	1,116,043.57
TOTAL RECEIPTS & BALANCES	$ 410,999.22	$ 24,768,335.90	$ 25,179,335.12		$ 24,063,291.55	$ 0.00	$ 1,116,043.57
EXPENDITURES							
3781 Investment/Banking Fees	$ 0.00	$ 12,000.00	$ 12,000.00	$ 883.78	$ 8,833.10	$ 0.00	$ 3,166.90
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	410,999.22	2,747,900.00	3,158,899.22	119,492.72	499,230.19	1,370,077.67	1,289,591.36
5511 Equipment	0.00	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00
7221 Property Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7901 Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8998 Unallocated Appropriation	0.00	274,790.00	274,790.00	0.00	0.00	0.00	274,790.00
TOTAL EXPENSES	410,999.22	3,334,690.00	3,745,689.22	$ 120,376.50	508,063.29	$ 1,370,077.67	$ 1,867,548.26
ENCUMBERED BALANCE FORWARD					1,370,077.67		
BALANCE FORWARD	0.00	21,433,645.90	21,433,645.90		22,185,150.59		
TOTAL EXPENSES & BALANCES FORWARD	$ 410,999.22	$ 24,768,335.90	$ 25,179,335.12		$ 24,063,291.55		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
Fiscal Officer's Report - Technology Development Fund
October 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	October	Jan-Oct	Current Outstanding Encumbrances	Unencumbered Balance
Encumbered Balance, January 1, 2024	$ 56,867.69	$	$ 56,867.69	$	$ 56,867.69	$	$
Balance Forward January 1, 2024		4,080,724.39	4,080,724.39		4,080,724.39		
RECEIPTS							
2132 Federal Grant Government/E-Rate	0.00	25,000.00	25,000.00	0.00	5,295.50	0.00	19,704.50
4122 Interest	0.00	20,000.00	20,000.00	0.00	14,522.56	0.00	5,477.44
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	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		45,000.00	45,000.00	$ 0.00	19,818.06	0.00	25,181.94
TOTAL RECEIPTS & BALANCES	$ 56,867.69	$ 4,125,724.39	$ 4,182,592.08		$ 4,157,410.14	$ 0.00	$ 25,181.94
EXPENDITURES							
3782 Investment/Banking Fees	$ 0.00	$ 700.00	$ 700.00	$ 45.26	$ 453.73	$ 0.00	$ 246.27
5550 Equipment	56,867.69	519,585.00	576,452.69	46,168.63	271,204.15	9,676.27	295,572.27
TOTAL EXPENSES	56,867.69	520,285.00	577,152.69	$ 46,213.89	271,657.88	$ 9,676.27	$ 295,818.54
ENCUMBERED BALANCE FORWARD					9,676.27		
BALANCE FORWARD	0.00	3,605,439.39	3,605,439.39		3,876,075.99		
TOTAL EXPENSES & BALANCE FORWARD	$ 56,867.69	$ 4,125,724.39	$ 4,182,592.08		$ 4,157,410.14		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

F-5

October 31, 2025

Petty Cash - General Fund	$	456.00		
Change/Branches/Petty Cash - General Fund		4,494.00		
All other investments & bank accounts - General Fund		14,944,101.46		
Balance, General Fund			$	14,949,051.46
Balance, Building & Repair Fund				23,555,228.26
Balance, Technology Development Fund				3,885,752.26
				42,390,031.98
Bank Error				0.00
PayPal fees				0.00
Bank debits/credits				(356,015.97)
NSF checks				0.00
Merchant E-Solutions/Section 125 funding/Square/Stripe				(46.32)
Investment earnings				0.00
Total Cash and Investment all Funds per Library			$	42,033,969.69
Bank Balance - Checking Farmers National Bank		25,000.00		
Balance on Deposit Farmers National Bank			$	25,000.00
Bank Balance - Checking First National Bank		450,000.00		
Bank Balance - Sweep Account - First National Bank		10,193,063.58		
Bank Balance - Money Market - First National Bank		11,679,336.36		
Bank Balance - Employee Section 125 Funding Account First National		40.00		
Deposits in Transit From Merchant E-Solutions/Sierra to First National Bank		0.00		
Deposit in Transit/Bank Debit		(30.00)		
Outstanding Checks - First National Bank - Operating Funds		(112,610.33)		
Balance on Deposit First National Bank				22,209,799.61
Investment Descriptions				
Farmers National Bank - Sweep	$	1,036,813.29		
Farmers National Bank - CDARS Program (see attached list)		5,931,029.22		
Farmers Trust Company managed investments (see attached list)		12,826,377.57		
Total investments				19,794,220.08
Petty Cash				456.00
Change/Branches/Petty Cash - Supplies				4,494.00
Total Cash and Investments per Depositories			$	42,033,969.69

006477

FARMERS NATIONAL BANK

20 S. Broad St. | Canfield, Ohio 44406
888.988.3276

F-6

Address Service Requested

Statement Date: 10/31/2025
Primary Account: XXXXXXXX6548

006477 0.6200 AV 0.593 TR00025
REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
305 WICK AVE
YOUNGSTOWN, OH 44503-1003

PUBLIC FUNDS SWEEP ACCOUNT

Account: XXXXXXXX6548

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
09/30/25	$1,196,416.58	$1,840,396.71 (2)	$2,000,000.00 (2)	10/31/25	$1,036,813.29

Minimum Balance $1,030,386.03
Average Balance $1,788,142.74
Total Days In Statement Period 10/01/25 Through 10/31/25: 31

+ Other Credits

Date	Description	Amount
10/16	Transfer From Public Funds Chkg Account 1551654	$1,833,969.45
10/31	Interest	$6,427.26
	Total of 2 Other Credits	*$1,840,396.71*

- Other Debits

Date	Description	Amount
10/23	Transfer To Public Funds Chkg Account 1551654	$1,000,000.00
10/30	Transfer To Public Funds Chkg Account 1551654	$1,000,000.00
	Total of 2 Other Charges	*$2,000,000.00*

% Interest

Average Ledger Balance:	1,788,142.74	Interest Earned:	6,427.26
Interest Paid This Period:	6,427.26	Days In Period:10/01/25-10/31/25:	31
Interest Paid 2025:	45,402.93	Annual Percentage Yield Earned:	4.31%

GFBK-002-006477-001-001-251102 006477 S07
44503100305

Continued on Next Page

www.farmersbankgroup.com
SEE REVERSE SIDE FOR IMPORTANT INFORMATION
EQUAL HOUSING LENDER MEMBER FDIC

F-7

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

000000

Since 1887 FARMERS NATIONAL BANK

RETURN SERVICE REQUESTED

REUBEN MCMILLAN FREE LIBRARY
305 WICK AVE
YOUNGSTOWN, OH 44503

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

Account
REUBEN MCMILLAN FREE LIBRARY

Date
10/31/2025

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. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply. To meet the conditions for pass-through FDIC deposit insurance, deposit accounts at FDIC-insured banks in IntraFi's network that hold deposits placed using an IntraFi service are titled, and deposit account records are maintained, in accordance with FDIC regulations for pass-through coverage.

Summary of Accounts

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
	11/07/2024	11/05/2026	3.40%	$1,031,023.60	$1,031,023.60
	07/10/2025	07/08/2027	3.68%	865,985.22	865,985.22
	09/25/2025	09/23/2027	2.95601%	607,226.67	607,226.67
	10/23/2025	10/21/2027	3.44029%	0.00	1,000,000.00
	10/30/2025	10/28/2027	3.44%	0.00	1,000,000.00
	11/10/2022	11/06/2025	4.25%	912,207.60	912,207.60
	11/07/2024	11/04/2027	3.20%	514,586.13	514,586.13
TOTAL				**$3,931,029.22**	**$5,931,029.22**

F-8

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

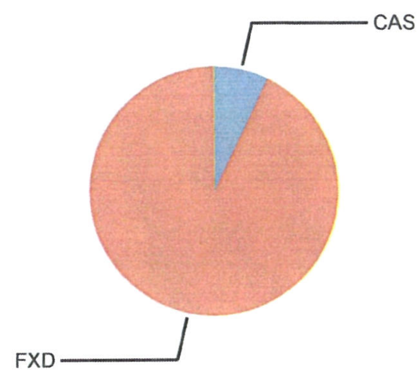
FARMERS TRUST COMPANY AGENT THE PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY

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

Account:
Report Period: From 10/1/2025 To 10/31/2025
Administrator: Steve Wall
Phone: 330-740-1223
Portfolio Manager: Dale Standley
Phone: 330-740-1207

Portfolio Summary

	Market Value	% Portfolio	Est. Income
Cash & Equivalents (CAS)	$926,340.12	7.16%	$36,006.16
Fixed Income (FXD)	$12,010,271.97	92.84%	$315,450.00
Total Assets	$12,936,612.09	100.00%	$351,456.16
Total Account Balance	**$12,936,612.09**		



Activity Summary

	Current Period	Year To Date
Beginning Market Value	**$12,902,440.72**	**$12,404,935.55**
Receipts		
Dividend	$2,239.25	$31,424.38
Interest Income	$18,394.72	$252,393.31
Total Receipts	$20,633.97	$283,817.69
Disbursements		
Institution Fees	($1,000.00)	($10,000.00)
Interest Income	$0.00	($29,215.70)
Total Disbursements	($1,000.00)	($39,215.70)
Change in Market Value	**$14,537.40**	**$287,074.55**
Ending Market Value	**$12,936,612.09**	**$12,936,612.09**

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

FARMERS TRUST COMPANY

Gains and Losses Summary

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

Asset Statement

Units	Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
	Cash & Equivalents							
	Cash							
	Principal Cash	$0.00		$0.00				
	Income Cash	$17,500.00		$17,500.00				
	Total Cash	$17,500.00		$17,500.00	0.14			
	Money Market Funds							
250,000.00	FTC CONSERVATIVE FUND	$250,000.00	$1.00	$250,000.00	1.93	$0.00		3.93
	TOTAL Money Market Funds	**$250,000.00**		**$250,000.00**	**1.93**	**$0.00**		**3.93**
	Money Market Mutual Funds							
658,840.12	MONEY MKT OBLIGS TR FH GOV OBL FD	$658,840.12	$1.00	$658,840.12	5.09	$0.00		3.97
	TOTAL Money Market Mutual Funds	**$658,840.12**		**$658,840.12**	**5.09**	**$0.00**		**3.97**
	TOTAL Cash & Equivalents	**$926,340.12**		**$926,340.12**	**7.16**	**$0.00**		**3.81**
	Fixed Income							
	U.S. Government Agency Obligations							
1,000,000	FEDERAL HOME LOAN BANKS CONS BD 3.77%26	$1,000,000.00	$99.83	$998,262.59	7.72	($1,737.41)		3.78
	TOTAL U.S. Government Agency Obligations	**$1,000,000.00**		**$998,262.59**	**7.72**	**($1,737.41)**		**3.78**
	U.S. Treasury Notes							
250,000	UNITED STATES TREAS NTS 0.375%11/30/25	$245,785.05	$99.73	$249,320.40	1.93	$3,535.35		0.38
250,000	UNITED STATES TREAS NTS 4.125%06/15/26	$250,055.60	$100.23	$250,576.17	1.94	$520.57		4.12
500,000	UNITED STATES TREAS NTS 0.75%08/31/26	$487,554.03	$97.58	$487,888.19	3.77	$334.16		0.77
1,000,000	UNITED STATES TREAS NTS 1.25%12/31/26	$944,123.18	$97.22	$972,226.56	7.52	$28,103.38		1.29
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/27	$1,004,042.18	$99.39	$993,945.31	7.68	($10,096.87)		3.27
750,000	UNITED STATES TREAS NTS 2.25%08/15/27	$729,238.53	$97.64	$732,304.69	5.66	$3,066.16		2.30
1,000,000	UNITED STATES TREAS NTS 2.25%11/15/27	$951,452.33	$97.36	$973,554.69	7.53	$22,102.36		2.31
300,000	UNITED STATES TREAS NTS 0.625%11/30/27	$274,637.43	$94.10	$282,304.69	2.18	$7,667.26		0.66

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

FARMERS TRUST COMPANY

Asset Statement

Units	Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
200,000	UNITED STATES TREAS NTS 3.875%11/30/27	$201,454.33	$100.54	$201,070.31	1.55	($384.02)		3.85
500,000	UNITED STATES TREAS NTS 0.625% 12/31/27	$463,097.92	$93.86	$469,316.41	3.63	$6,218.49		0.67
500,000	UNITED STATES TREAS NTS 1.25%06/30/28	$465,480.88	$94.07	$470,332.03	3.64	$4,851.15		1.33
1,250,000	UNITED STATES TREAS NTS 2.875%08/15/28	$1,219,308.47	$98.06	$1,225,781.25	9.48	$6,472.78		2.93
250,000	UNITED STATES TREAS NTS 3.75%12/31/28	$250,717.41	$100.36	$250,898.44	1.94	$181.03		3.74
500,000	UNITED STATES TREAS NTS 1.75%01/31/29	$465,723.31	$94.29	$471,445.31	3.64	$5,722.00		1.86
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/29	$973,904.29	$98.62	$986,171.88	7.62	$12,267.59		3.30
250,000	UNITED STATES TREAS NTS 3.875%12/31/29	$251,592.94	$100.72	$251,806.64	1.95	$213.70		3.85
1,000,000	UNITED STATES TREAS NTS 3.5% 04/30/30	$976,816.85	$99.18	$991,835.94	7.67	$15,019.09		3.53
750,000	UNITED STATES TREAS NTS 3.75%06/30/30	$745,052.72	$100.16	$751,230.47	5.81	$6,177.75		3.74
TOTAL U.S. Treasury Notes		**$10,900,037.45**		**$11,012,009.38**	**85.12**	**$111,971.93**		**2.52**
TOTAL Fixed Income		**$11,900,037.45**		**$12,010,271.97**	**92.84**	**$110,234.52**		**2.63**
GRAND TOTAL ASSETS		**$12,826,377.57**		**$12,936,612.09**	**100**	**$110,234.52**		**2.71**

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			**$0.00**	**$12,804,418.93**
Receipts				
Interest Income				
	INTEREST TAXABLE			
10/1/2025	FTC CONSERVATIVE FUND		$894.72	$0.00
	INTEREST U.S. GOVT			
10/31/2025	UNITED STATES TREAS NTS 3.5% 04/30/30 3.5% paid on 1000000.000 Par Value.		$17,500.00	$0.00
Total Interest Income			**$18,394.72**	**$0.00**
Dividend				
	DIVIDEND			

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
10/1/2025	MONEY MKT OBLIGS TR FH GOV OBL FD		$2,239.25	$0.00
Total Dividend			**$2,239.25**	**$0.00**
Disbursements				
Institution Fees				
	FEE PAYMENT			
10/10/2025	Automatic fee collection for account 650367014 for Period Ending 9/30/2025.		($1,000.00)	$0.00
Total Institution Fees Collected from Account			**($1,000.00)**	**$0.00**
Transfer				
Amortization/Accretion				
	ACCRETION OF ASSET - TAXABLE			
10/31/2025	UNITED STATES TREAS NTS 3.5% 04/30/30		$0.00	$2,324.67
Total Amortization/Accretion			**$0.00**	**$2,324.67**
Investment Activity				
Sweep Sales (2) 10/1/2025 to 10/31/2025		(1,000.00)	$1,000.00	($1,000.00)
Sweep Purchases (1) 10/1/2025 to 10/31/2025		3,133.97	($3,133.97)	$3,133.97
Total Investment Activity		**2,133.97**	**($2,133.97)**	**$2,133.97**
Ending Balances			**$17,500.00**	**$12,808,877.57**

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
LIBRARY FOUNDATION ACCOUNT
October 31, 2025

F-12

Balance, January 1, 2025				
Checking			$ 515,025.91	
Investment Accounts			1,582,707.53	$ 2,097,733.44
RECEIPTS				
Distributions from Trust Accounts:				
Restricted funds:				
Account #03-9 Growth Fund				
Alice Clarke Fund	$ 1,878.32			
Justice Clarke Fund	20,276.68			
Myron Roh Fund	1,389.38			
Paul E. & Dorothy F. Rees Fund	636.51			
Philippine Kerwer Fund	386.89			
Dr. James Houck Fund	330.73			
Robert H. Donahugh Fund	702.04			
Henry Stambaugh Fund	2,127.94			
James McEwen Fund	3,485.20	$ 31,213.69		
Account #05-4 Income Fund				
Nancy Breaden Fund	11,171.27			
Ruth Bowers Fund	2,167.95			
Elizabeth Lowmiller Barnhill Fund	3,102.92			
W. Sturgeon VanGorder - Elizabeth Slotta	8,426.76			
Kenneth M. Lloyd	902.35			
George Boughton	2,052.64			
Edward W. Powers Charitable Fund	983.07			
Martha Muransky	333.77			
Carol A. Bacon-Endowed Fund for Authors	1,494.43			
Rebecca Showman Host An Author Fund	185.04			
Louise M. Ward Early Childhood Literacy Fund	445.27	31,265.47		
Account #02-1 R.D. Fowler Fund		9.87		
Account #6453 Jane Jackson		4,113.03		
Account #01-3 Wick Dennison		22,216.41		
Unrestricted Income funds:				
Account #04-7				
David & Caroline Theobald Fund	151.99			
Louisa Andrews Fund	636.91			
Ida Clarke Fund	1,667.05			
Caroline Wick Fund	306.39			
James C. Foutts Fund	494.56			
Olive Arms Fund	653.80			
Luela Walker fund	171.31			
Willam Merrick Fund	680.33			
Ida Osborne Fund	680.33			
M. Bernard Hirshberg Fund	188.17			
Louisa Edwards Fund	226.77			
Norma Jones Fund	2,260.53			
Reserve Account Fund	8,762.28			
Amelia Gail Sarbu	7,244.79 $	24,125.21	112,943.68	
Donations			115,210.17	
Interest Income			44,709.58	
Miscellaneous			11,356.06	
TOTAL RECEIPTS				284,219.49
TOTAL RECEIPTS & BALANCE FORWARD				$ 2,381,952.93
DISBURSEMENTS				
Books & Related Purchases/Expenditures per Terms of Gifts			228,719.89	
Legal Fees			0.00	
Audit Fees			0.00	
Miscellaneous			4,482.64	
Memorial Gifts			0.00	
Public Relations/Marketing			0.00	
TOTAL EXPENDITURES				$ 233,202.53
BALANCES FORWARD				
Checking First National Bank			434,719.05	
Money Market Account First National Bank			1,714,031.35	2,148,750.40
TOTAL DISBURSEMENTS AND BALANCES FORWARD			**	$ 2,381,952.93

** Use restricted by terms of trusts in the amount of $1,610,060.38

Reuben McMillan Free Library Association
General Fund Budget
Board Meeting of December 11, 2025

	2025 Adopted Budget 9/11/2025	2025 Revised Budget 12/11/2025	2026 Proposed Budget 9/11/2025	2026 Temporary Budget 12/11/2025
Balance Forward	$ 10,936,276.69	$ 10,936,276.69	$ 7,019,682.72	$ 7,267,010.10
RECEIPTS				
1210 General Property Tax - RE Gross	9,472,745.08	9,472,745.08	9,389,937.01	9,389,937.01
1250 Tangible Personal Property Tax	-	-	-	-
2130 Federal Government/Grants	900.00	900.00	900.00	900.00
2131 Federal Government/E-Rate	160,000.00	70,000.00	160,000.00	70,000.00
2170 Federal Grants Restricted	120,000.00	120,000.00	120,000.00	50,000.00
2200 State of Ohio/PLF	10,610,314.33	10,610,314.33	10,101,302.74	10,148,200.10
2210 State of Ohio/TLR/Rollback & Homestead	975,235.85	975,235.85	975,235.85	975,235.85
3110 Patron Fines & Lost Books	18,000.00	19,000.00	18,000.00	20,000.00
3140 Copy Machines	500.00	500.00	500.00	500.00
3141 Debit Cards	70,000.00	70,000.00	70,000.00	70,000.00
3199 Other Patron Fees	12,000.00	15,500.00	12,000.00	15,000.00
4120 Interest	725,000.00	700,000.00	725,000.00	600,000.00
6120 Restricted Contributions/Grants	5,000.00	1,000.00	5,000.00	5,000.00
8000 Rental Income	23,800.00	23,800.00	23,800.00	23,800.00
8710 Refunds for Overpayment	5,000.00	5,000.00	5,000.00	1,000.00
8720 Insurance Reimbursements	19,527.56	25,000.00	19,527.56	25,000.00
8798 Reimbursement From Grants	1,000.00	-	1,000.00	1,000.00
8799 Other Refunds	25,000.00	90,000.00	25,000.00	25,000.00
8999 Miscellaneous	12,000.00	12,000.00	5,000.00	10,000.00
Subtotal Receipts	22,256,022.82	22,210,995.26	21,657,203.16	21,430,572.96
TOTAL RECEIPTS AND BALANCE FORWARD	$ 33,192,299.51	$ 33,147,271.95	$ 28,676,885.88	$ 28,697,583.06
EXPENDITURES				
1100 Salaries	$ 11,300,000.00	$ 11,040,000.00	$ 12,240,000.00	$ 12,240,000.00
1400 Retirement Benefits	1,574,801.54	1,538,401.54	1,706,401.54	1,706,401.54
1600 Insurance Benefits	2,818,919.59	2,820,964.65	2,841,387.45	2,736,283.53
1900 Other Employee Benefits	115,000.00	115,000.00	60,000.00	472,150.00
TOTAL SALARIES & BENEFITS	15,808,721.13	15,514,366.19	16,847,788.99	17,154,835.07
2100 General Office & Programming Supplies	1,160,450.00	1,160,450.00	1,160,450.00	514,302.00
2200 Property Maintenance Repairs	77,500.00	77,500.00	77,500.00	77,500.00
2300 Motor Vehicle/ Fuel Supplies & Parts	40,000.00	40,000.00	40,000.00	25,000.00
TOTAL SUPPLIES	1,277,950.00	1,277,950.00	1,277,950.00	616,802.00
3100 Travel & Meeting Expenses	207,500.00	207,500.00	207,500.00	175,230.00
3200 Communications, Printing & Publicity	572,540.00	582,540.00	572,540.00	533,040.00
3300 Property Maintenance	1,882,830.00	1,893,830.00	1,857,830.00	2,005,470.00
3400 Insurance	147,892.00	147,892.00	147,892.00	143,000.00
3500 Rent/Leases	99,745.00	99,745.00	99,745.00	106,745.00
3600 Utilities	452,000.00	482,000.00	446,000.00	472,000.00

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

Based on estimate received for distributions in 2026 from the Ohio Department of Taxation released in July 2025. This represents 47% of total budgeted revenue.

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

Reuben McMillan Free Library Association General Fund Budget Board Meeting of December 11, 2025	2025 **Adopted Budget** 9/11/2025	2025 **Revised Budget** 12/11/2025	2026 **Proposed Budget** 9/11/2025	2026 **Temporary Budget** 12/11/2025
3700 Professional Services	748,663.66	763,663.66	696,173.11	703,078.11
3800 Library Material Control Services	353,975.00	353,975.00	353,975.00	276,700.00
3900 Other Contracts & Purchased Services	35,000.00	35,000.00	35,000.00	25,000.00
TOTAL PURCHASED & CONTRACTED SERVICES	4,500,145.66	4,566,145.66	4,416,655.11	4,440,263.11
4100 Books	889,500.00	889,500.00	900,000.00	877,000.00
4200 Periodicals	40,500.00	40,500.00	40,500.00	43,000.00
4300 Audiovisual Materials	232,000.00	232,000.00	232,000.00	232,000.00
4500 Electronic Information Public Use	1,645,000.00	1,645,000.00	1,645,000.00	1,645,000.00
4600 Interlibrary Loan	55,000.00	55,000.00	55,000.00	55,000.00
4900 Library Material / All Other	15,000.00	15,000.00	15,000.00	15,000.00
TOTAL LIBRARY MATERIALS	2,877,000.00	2,877,000.00	2,887,500.00	2,867,000.00
5500 Furniture & Equipment	100,000.00	100,000.00	100,000.00	90,000.00
5700 Motor Vehicles	470,000.00	470,000.00	100,000.00	100,000.00
TOTAL CAPITAL OUTLAY	570,000.00	570,000.00	200,000.00	190,000.00
7100 Dues & Memberships	60,000.00	60,000.00	60,000.00	60,000.00
7200 Taxes & Assessments	6,600.00	6,600.00	6,600.00	6,600.00
7500 Refunds & Reimbursements	6,500.00	6,500.00	6,500.00	6,500.00
7900 Other Miscellaneous	1,700.00	1,700.00	1,700.00	1,700.00
TOTAL OTHER OBJECTS	74,800.00	74,800.00	74,800.00	74,800.00
8999 Unallocated Appropriations	64,000.00	-	200,000.00	200,000.00
TOTAL EXPENSE	25,172,616.79	24,880,261.85	25,904,694.10	25,543,700.18
9980 Transfers to Building & Repair Fund	1,000,000.00	1,000,000.00	750,000.00	750,000.00
9999 Transfers to Technology Development Fund	-	-	-	-
TOTAL TRANSFERS	1,000,000.00	1,000,000.00	750,000.00	750,000.00
TOTAL EXPENSE & TRANSFERS	26,172,616.79	25,880,261.85	26,654,694.10	26,293,700.18
Unencumbered Balance Forward	7,019,682.72	7,267,010.10	2,022,191.78	2,403,882.88
TOTAL EXPENSES & BALANCE FORWARD	$ 33,192,299.51	$ 33,147,271.95	$ 28,676,885.88	$ 28,697,583.06

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of December 11, 2025

	2025 Adopted Budget 9/11/2025	2025 Revised Budget 12/11/2025	2026 Proposed Budget 9/11/2025	2026 Temporary Budget 12/11/2025
Balance Forward	23,548,835.12	23,548,835.12	21,844,645.12	21,843,094.12
RECEIPTS				
4121 Interest	630,000.00	630,000.00	630,000.00	630,000.00
6112 Contributions	500.00	500.00	500.00	500.00
8110 Sale of Property	-	-	-	-
8998 Miscellaneous	-	-	-	-
9998 Transfer from Library Foundation	-	-	-	-
9999 Transfer from General Fund	1,000,000.00	1,000,000.00	750,000.00	750,000.00
Total Receipts	1,630,500.00	1,630,500.00	1,380,500.00	1,380,500.00
Total Receipts & Balance Forward	$ 25,179,335.12	$ 25,179,335.12	$ 23,225,145.12	$ 23,223,594.12
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	2,747,900.00	2,749,310.00	3,488,100.00	4,159,500.00
5511 Equipment	300,000.00	300,000.00	300,000.00	300,000.00
8998 Unallocated Appropriation	274,790.00	274,931.00	348,810.00	415,950.00
Total Expenses	3,334,690.00	3,336,241.00	4,148,910.00	4,887,450.00
Unencumbered Balance Forward	21,844,645.12	21,843,094.12	19,076,235.12	18,336,144.12
Total Expenses & Balance Forward	$ 25,179,335.12	$ 25,179,335.12	$ 23,225,145.12	$ 23,223,594.12

See Detail Sheet.

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of December 11, 2025

The purpose of this fund is to document anticipated facility improvement projects exceeding $25,000. The information is presented for two purposes. First, it shows projects that are either currently approved, anticipated or under discussion. The second purpose is to provide a basis for long range financial planning so that the library can be prepared. Actual costs and amounts budgeted for each project can be expected to vary as the individual projects are developed. Projects further in the future have less precision. (Projects costing $77,250 or more in 2025 require public bidding).

Budget Year	2025	2026
Poland		
HVAC repairs		30,000.00
Austintown		
Interior refresh		250,000.00
HVAC pit roof replacement		44,000.00
HVAC RTU replacement		75,000.00
East		
East Branch Library Improvements	1,300,000.00	
Landscape/Patio upgrades		50,000.00
Newport		
HVAC replacement	46,910.00	28,000.00
Parking lot lighting		25,000.00
Community Engagement		
Site relocation		100,000.00
Boardman		
Sidewalk replacement	36,400.00	
Parking lot lighting		25,000.00
HVAC controls replacement		28,000.00
Masonry repointing and sealant		69,000.00
Michael Kusalaba		
Sidewalk repair	25,000.00	
Main		
Exterior maintenance	100,000.00	
Masonry repointing		100,000.00
HVAC humidity remediation		50,000.00
Sebring		
General updates	100,000.00	
Replace flooring	41,000.00	
Roof replacement		200,000.00
Canfield		
Exterior paint	75,000.00	
Struthers		
Sidewalk repair	25,000.00	
Paving work-Boardman, Poland, and East		30,500.00
Reseal and strip all parking lots		55,000.00
Reserve for unscheduled projects	1,000,000.00	3,000,000.00
Subtotal	$ 2,749,310.00	$ 4,159,500.00
Investment Fees	12,000.00	12,000.00
Furniture/Equipment	300,000.00	300,000.00
Contingency factor of 10%	274,931.00	415,950.00
Total With Contingency	$ 3,336,241.00	$ 4,887,450.00

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of December 11, 2025

	2025 Adopted **Budget** 9/11/2025	2025 Revised **Budget** 12/11/2025	2026 Proposed **Budget** 9/11/2025	2026 Temporary **Budget** 12/11/2025	
Balance Forward	4,137,592.08	4,137,592.08	3,662,307.08	3,631,807.08	
RECEIPTS					
2132 Federal Government/E-Rate	25,000.00	7,000.00	25,000.00	25,000.00	
4122 Interest	20,000.00	7,500.00	20,000.00	7,500.00	
9951 Transfer From Other Funds	-	-	-	-	
Total Receipts	$ 45,000.00	$ 14,500.00	$ 45,000.00	$ 32,500.00	
Total Receipts & Balance Forward	$ 4,182,592.08	$ 4,152,092.08	$ 3,707,307.08	$ 3,664,307.08	
EXPENDITURES					
2172 Software-Software licenses	$ -	$ -	$ -	467,500.00	
3782 Investment/Banking Fees	700.00	700.00	700.00	700.00	
3800 Library Material Control Processing	-	-	-	226,300.00	
3815 Collection Development Service-Interlibrary loan	-	-	-	69,000.00	See Detail Sheet.
5550 Equipment	519,585.00	519,585.00	519,585.00	488,400.00	
Total Expenses	520,285.00	520,285.00	520,285.00	1,251,900.00	
Unencumbered Balance Forward	3,662,307.08	3,631,807.08	3,187,022.08	2,412,407.08	
Total Expenses & Balance Forward	$ 4,182,592.08	$ 4,152,092.08	$ 3,707,307.08	$ 3,664,307.08	

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of December 11, 2025

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.

	2025	2026
Upgrades to existing equipment and data-network:		
Annual system wide targeted replacement computers -15%	$ 165,000.00	$ 195,000.00
Public Use Tech Items (such as Xbox, iPad, tablets, laptops)	20,000.00	15,000.00
Replacement self check units	20,000.00	19,000.00
MN maker space or programing area - placemarker	7,000.00	7,000.00
Replacement switches - actual cost prior to e-rate reimbursement	24,500.00	32,000.00
Replace AWE stations with NABI tablets, mounted iPads, and ABC Mouse Stations (as AWE break)	2,800.00	2,800.00
Replace old UPS battery units	5,200.00	6,000.00
New VMWare Servers	3,500.00	4,500.00
Replacement/new laptops/surfaces, as needed (for branch kits and staff use)	60,000.00	76,000.00
Replace MK maker items when needed	2,500.00	2,500.00
Replacement tablets, iPads	4,900.00	4,900.00
Access points (e-rate) - actual cost prior to e-rate reimbursement	2,700.00	2,400.00
Replace one meeting room projector, if needed	5,500.00	6,500.00
Assorted maker space supplies	2,200.00	1,700.00
Network cabling - additional and repairs	16,000.00	12,000.00
Color copiers	2,900.00	3,100.00
Digitization equipment	10,000.00	10,000.00
Mac refresh (laptops/i-pads) for Marketing department	9,500.00	2,200.00
AT&T hardware to migrate branches from copper to cellular for VOIP failover and security upgrade	3,000.00	-
RFID tags	20,000.00	12,000.00
New door counters	25,300.00	2,400.00
Mail machine		2,000.00
Color printers		10,000.00
Replacement-MN Genealogy Scanpro	13,000.00	7,500.00
Inventory wand		7,500.00
CCTV camera updates	36,150.00	-
Network rack upgrades at ST	2,700.00	-
MN AV hardware (unwarranted)	8,000.00	-
Contingency (10%)	47,235.00	44,400.00
	$ 519,585.00	$ 488,400.00

201

CODE OF REGULATIONS

It is duly moved and seconded and unanimously approved that the following Code of Regulations of the Reuben McMillan Free Library Association be adopted as the Code of Regulations of the Association and that all other Codes of Regulations and amendments thereunto, hereby are rescinded.

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION

CODE OF REGULATIONS

ARTICLE I – TRUSTEES

The government of the Reuben McMillan Free Library Association, the conduct of the Library, and the control of its property shall be vested in a Board of Trustees and their successors duly and lawfully chosen.

Membership in the association shall be limited to those persons who from time to time are serving as trustees, and the terms of "Members" and "Trustees" shall be synonymous at all times. The purpose hereof is to maintain an independent board which is free from political or religious pressure and able to resist censorship efforts.

The Board shall consist of seventeen Trustees. Fifteen Trustees shall be elected by the Trustees, and shall serve three year terms with five being elected at each annual meeting. During his/her/their incumbency in office, the Mayor of the City of Youngstown (Mayor) shall serve as a Trustee, ex officio. Also during his/her/their incumbency in office, the Mahoning County Auditor (Auditor) shall serve as Trustee, ex officio. The Mayor and the Auditor shall be entitled to all rights and privileges of Trustees, but neither shall be entitled to vote at meetings of the Trustees. The Mayor and Auditor may decline to serve or resign as Trustee, in which case such position of Trustee shall be vacant until the incumbent Mayor or auditor agrees to serve as Trustee. Neither the Mayor nor the Auditor may be removed as Trustees by action of the Board, but any other Trustee may be removed by majority vote of voting Trustees at which a quorum is present.

To ensure broad representation of residents throughout Mahoning County, ~~S~~six of the fifteen Board of Trustee seats are designated seats. They are known as the:

- Mahoning County Commissioners seat
- Education Service Center of Eastern Ohio seat
- Youngstown State University Board of Trustees seat
- Ohio State Senate seat
- Youngstown State Foundation seat
- Friends of the Public Library of Youngstown and Mahoning County seat

Trustees holding the designated seats hold the same responsibilities and duties to the Library as the other Board of Trustees members.

When a vacancy occurs in the Mahoning County Commissioners seat, the Nominating Committee shall inform the Mahoning County Commissioners that they may ~~nominate~~ recommend one or two residents of Mahoning County as candidates for the seat. They shall endeavor to maintain a balance of representation from throughout Mahoning County in selecting nominees. If the Mahoning County Commissioners does not ~~nominate~~ recommend an acceptable candidate to the Nominating Committee within thirty (30) days of being informed of the vacancy, the Nominating Committee shall nominate one or two residents of Mahoning County as candidates for the seat. ~~At the end of the term of the Mahoning County Commissioners seat, or when it becomes vacant, the same nominating procedure as delineated above shall recur for that seat.~~ The term "vacancy" is defined as death, resignation, removal or failure to re-elect the current Trustee holding that seat.

When a vacancy occurs in the ~~Mahoning County~~ Educational Service Center of Eastern Ohio seat, the Nominating Committee shall inform the ~~Mahoning County~~ Educational Service Center of Eastern Ohio following the procedure delineated above.

When a vacancy occurs in the Youngstown State University Board of Trustees seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Board of Trustees following the procedure delineated above.

When a vacancy occurs in the Ohio State Senate seat, the Nominating Committee shall inform the Ohio State Senator whose district includes all or the greatest part of Mahoning County, by area, following the procedure delineated above.

When a vacancy occurs in the Youngstown State University Foundation seat, the Nominating Committee shall inform the President or Chairperson of the Youngstown State University Foundation following the procedure delineated above.

When a vacancy occurs in the Friends of the Public Library of Youngstown and Mahoning County seat, the Nominating Committee shall inform the President or Chairperson of the Friends of the Public Library of Youngstown and Mahoning County following the procedure listed above.

Any vacancy occurring in the nine remaining appointed Trustee seats will be filled by a vote of the majority of remaining Trustees at the earliest feasible time at which a suitable candidate, as outlined in Policy 205, can be found, ideally within six months of the vacancy occurring.

Once a Trustee has completed at least fifteen years of service on the Board, he/she/they shall have the option to pursue an additional term as a Trustee or become a Trustee Emeritus.

A Trustee Emeritus shall be entitled to all rights and privileges of a Trustee, except that said Trustee shall not be entitled to vote at meetings nor be eligible to be an Officer.

The term of a Trustee Emeritus shall be indefinite and such Trustee shall serve in such capacity for as long as he/she/they so desires, except that a Trustee Emeritus may be removed by majority vote of voting Trustees at any meeting at which a quorum is present.

ARTICLE II – MEETINGS

There shall be four regular meetings of the Board of Trustees annually, one occurring in each of the four quarters of the year. In addition, there shall be an annual meeting of the Board of Trustees for the election of officers and for the transaction of other business, to be held immediately preceding the first meeting of each calendar year. Any in-person components of all meetings shall be held in the County of Mahoning and State of Ohio at such a place as the officers shall designate.

Regular quarterly meetings shall be held on the second Thursday of June and the Second Thursdays of September and December. Special meetings shall also be held upon call of the library director, five trustees, or the president of the Board of Trustees. Reasonable advance written notice of the time and place of all regularly scheduled meetings shall be sent by U.S. Mail and/or electronic mail, but no later than 24 hours in advance, to the Board of Trustees and the news media. Written notice of time, place, and purpose of all special meetings shall be sent in accordance with the notice requirements as outlined in the Ohio Revised Code to all members of the Board of Trustees and news media that have requested notification.

Whenever any notice is required to be given under the provisions of law, the Articles of Incorporation or these regulations, a waiver of notice in writing signed by the person or persons entitled notice, whether before or after the time stated in the waiver, will be deemed equivalent to the giving of notice. The waiver must, in the case of a special meeting of Trustees, specify the general nature of the business to be transacted.

Any action required by law or under the Articles of Incorporation or these regulations, or any action that otherwise may be taken at a meeting of the Trustees, may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all the persons entitled to vote with regard to the subject matter of the consent, or all Trustees, and filed with the secretary of the Corporation.

ARTICLE III – QUORUM

A majority of currently seated voting members of the Board of Trustees shall constitute a quorum at any general or special or committee meeting of such Board or Committee, and a quorum, upon a majority vote of the quorum, shall have the authority to take action upon any matters properly coming before the meeting. Trustees attending remotely and in compliance with Policy 202 may be counted for quorum.

ARTICLE IV – OFFICERS

Officers of the Association shall consist of a President, a Vice-President, and a Secretary all of whom shall be elected, voting members of the Board of Trustees, as well as the Chief Financial Officer (who shall serve as the fiscal officer), and Library Director & Chief Executive Officer and such assistant and other officers as from time to time the Board of Trustees shall deem desirable.

The President, Vice-President and Secretary of the Board of Trustees shall be elected by the Board for terms of one year each and shall continue in their office until the successors are duly elected and take office. The Director & CEO shall be selected by the Board of Trustees for a period agreed to by the Board of Trustees and the Director & CEO. The Chief Financial Officer and Deputy Financial Officer shall be selected by the Director & CEO in conjunction with the President of the Board of Trustees. Any officer may be removed by the Board whenever, in its best judgment, the interests of the Association will be served.

The duties of the officers shall be duties as are usually assigned to such officers respectively. The Chief Financial Officer shall report to the Board of Trustees the financial condition of the Association, including receipts and disbursements, at each annual meeting and at such other times as the Board may require.

It shall be the duty of the Library Director & CEO to assume charge of the buildings, grounds, collection and collection materials, and other properties of the Association; to select and acquire such additional collection materials as funds permit; to make recommendations and suggestions to the Board from time to time to maintain the greatest efficiency and effectiveness in the operation of the Library; to exercise jurisdiction in the selection and direction of the employees of the Library; to maintain detailed accounts on money received from fines and other sources and to report same to the Trustees; to prepare and present to the Trustees an annual operating budget; to prepare the annual budget requirements for submission to the tax authority; to discharge such other duties as usually are prescribed or from time to time may be assigned by the Board of Trustees. The Library Director & CEO shall advise the Trustees at all times of all actions taken by him/her/they and such actions always shall be subject to the direction, control and approval of the Trustees. The Director & CEO shall also comply with all employment agreements, if any, entered into between the Director & CEO and the Library.

Officer Vacancies and Succession

If an unplanned officer vacancy occurs the following succession plan should take effect:

President: Should the President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Vice President should immediately assume the seat.

Vice President: Should the Vice President of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Secretary should immediately assume the seat.

Secretary: Should the ~~Vice President~~ Secretary of the PLYMC Board of Trustees vacate the position through death, resignation or removal, the Nominating Committee should nominate ~~and elect~~ a currently serving trustee to fill the role.

Should a vacancy in the Secretary role occur, the Nominating Committee will have 30 days to convene and nominate a new Secretary. The nominee will be voted on by the full Board of Trustees within 60 days of the vacancy occurring via scheduled Board meeting or Special Meeting, whichever comes first.

ARTICLE V – COMMITTEE DEFINITIONS AND RESPONSIBILITIES

There shall be appointed by the president with the approval of the trustees such committees as the business of the association from time to time may require, and such committees when appointed shall have such functions as may be authorized by the trustees.
The Committees are as follows:

- Executive Committee
- Development Committee
- Personnel Committee
- Building and Sites Committee

- Finance Committee
- Bylaws Committee
- Nominating Committee

Each Committee will consist of an assigned list of Trustees with a designated Chair and Staff Liaison. The Staff Liaison will serve as the point of contact between PLYMC Operations and the Board Committee

The President of the Board of Trustees will draft Committee assignments for each Fiscal Year with terms commencing at the first general meeting of the Fiscal Year.

The President will assume membership on each of the Board Committees

Committee Descriptions and Duties

- Executive Committee
  - The Executive Committee will consist of the officers of the Board of Trustees and the chairs of the committees listed. This committee will provide oversight and guidance into the overall strategic vision for PLYMC. The Executive Committee will also be responsible for the hiring of the Director and CEO and Chief Financial Officer

- Development Committee
  - The Development Committee will be tasked with assisting the PLYMC Stakeholder Relations Division and the DCEO with cultivating, maintenance, and solicitation of monetary contributions to PLYMC

- Personnel Committee
  - The Personnel Committee will be responsible for the guidance and assistance provided to PLYMC Leadership under the scope of staff, administration personnel and the practices and polices concerning Human Resources. They will also provide guidance during Labor negotiations which occur every five years.

- Building and Sites Committee
    - The Building and Sites Committee will be tasked with and advising and assisting the maintenance and facilities of the PLYMC, along with working with the Chief Operating Officer in order to make efficient and financially sound decisions regarding the physical properties of PLYMC

- Finance Committee
    - The Finance Committee will be tasked with assisting and advising the Chief Financial Officer on all matters related to the financial stability and health of the organization.

- Bylaws Committee
    - The By Laws Committee will be responsible for the drafting, editing, review and approval of the Board of Trustees' set of Bylaws
    - Any changes to the Board Bylaws will be voted on within the Bylaws Committee and brought to the full Board for a vote at the next regularly scheduled Board meeting unless a special emergency meeting is called.
- Nominating Committee
    - The Nominating Committee will be responsible for nominating new Board Candidates to the full Board of Trustees for vote. The Committee will also be responsible for nominating new officers should there be a vacancy.
    - For Guidelines See Board Policy 205

ARTICLE VI – INTERPRETATION

The interpretation and construction placed by the trustees upon this Code of Regulations are now in effect or as hereafter may be amended, shall be final and conclusive subject to such restrictions, if any, as may be imposed from time to time by law.

ARTICLE VII – INDEMNIFICATION

Members of the Board of Trustees are covered by the Library's Errors and Omissions Policy, including their liability resulting from either institutional or individual lawsuits, and will be indemnified and held harmless from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a trustee (except in cases involving willful misconduct).

ARTICLE VIII – AMENDMENTS

This Code of Regulations may be added to or amended at any meeting of the trustees of the Association at which a quorum shall be present by an affirmative vote of at least a majority of the trustees then in office, provided that written notice of the meeting to which the proposed amendment will be submitted has been mailed or emailed to each trustee at least ten days prior to the date of such meeting together with a description of the proposed amendment or amendments.

ADOPTED BY THE BOARD OF TRUSTEES APRIL 28, 1997
ARTICLE II AMENDED BY THE BOARD OF TRUSTEES SEPTEMBER 12, 2002
ARTICLE 1 REVISED BY THE BOARD OF TRUSTEES JANUARY 29, 2004
ARTICLE I AND II AMENDED BY THE BOARD OF TRUSTEES DECEMBER 13, 2007
ARTICLE IV AMENDED BY THE BOARD OF TRUSTEES JUNE 12, 2008
ARTICLE II AMENDED BY THE BOARD OF TRUSTEES SEPTEMBER 11, 2008
AMENDED BY THE BOARD OF TRUSTEES JUNE 8, 201
ARTICLE VII ADOPTED BY THE BOARD OF TRUSTEES SEPTEMBER 13, 2018
ARTICLE IV AMENDED BY THE BOARD OF TRUSTEES JUNE 10, 2021
ARTICLES I, II, III AMENDED BY THE BOARD OF TRUSTEES DECEMBER 9, 2021

ARTICLES I, III, IV, V AMENDED BY THE BOARD OF TRUSTEES DECEMBER 11, 2025

December 11, 2025						
Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
NEW EMPLOYEES						
CORNELL, MADISON		Public Serv Generalist/Travel		16.07	hr	11-03-25
GRAGER, DAVID		Public Serv Generalist/Travel		16.07	hr	11-03-25
GREEN, SAMANTHA		Public Serv Generalist/TCC		16.07	hr	09-09-25
HORVATH, MELISSA		Public Serv Generalist PT/Newport		16.07	hr	09-09-25
RUZEK, POLLY		Public Serv Generalist II/Sebring		16.71	hr	11-03-25
SHEEHAN, MICHAEL		Public Serv Generalist/Unassigned		16.07	hr	11-03-25
STONER, CARLEE		Librarian 3 Digitization Spec/SPS Main		26.19	hr	09-09-25
TRANSFERS & CHANGES IN RATE						
BIKA, JASON	Computer Support Tech/ADM	Computer Support Tech 2/ADM	23.95	27.35	hr	10-26-25
BROWN, BRANDON	Computer Support Tech/ADM	Computer Support Tech 1/ADM	20.51	23.93	hr	10-26-25
FRANKLIN, CHANNAL	Clerk 2 / MK	Pulbic Serv Specialist I/MK	17.46	18.16	hr	10-06-25
FREEMAN, TRINA	Human Resource Coordinator/ADM	Human Resource Generalist/ADM	53,248.00	60,000.00	yr	10-26-25
SCHAEFFER, LAURA	ILS Administrator/ADM	ILS Administratior/ADM	72,541.58	76,667.00	yr	10-26-25
STOHECKER, ERIC	Finance Specialist/ADM	Finance Specialist/ADM	61,000.00	66,667.00	yr	10-26-25
WAGNER, CIARA	Public Serv Generalist 1/Travel	Librarian 1/Newport	16.38	22.85	hr	09-15-25
LEAVE OF ABSENCE						
KRELLER, JESSICA		Public Serv Generalist 1/Boardman				08-12-25
RETURN FROM LEAVE OF ABSENCE						
KRELLER, JESSICA		Public Serv Generalist 1/Boardman				09-08-25
RESIGNATIONS & TERMINATIONS						
LIPTAK, DEBORAH		Development Director/ADM				09-30-25