Regular Board of Trustee Meeting

September 11, 2025

4:00 pm

Michael Kusalaba Library Meeting Room/Zoom

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

Regular Board of Trustee Meeting - September 11, 2025

I. Meeting of the Records Commission
C Weimer

1. Motion to approve the minutes of the September 12, 2024 meeting as written and distributed — C Weimer
    a. September 12 2024 Minutes
2. Motion to approve the records disposal as detailed on Form RC-3 dated September 11, 2025 — C Weimer
    a. September 11 2025 RC-3
3. Adjournment of Records Commission Meeting — C Weimer

II. Regular Board Meeting

III. Minutes
C Weimer

Motion to approve the minutes of the June 12, 2025 meeting as written as distributed

1. June 12, 2025 Minutes

IV. Chief Financial Officer's Report
M Mrofchak

Motion to approve

1. September 11 2025 CFO Report
2. 2026 PLF Estimated Entitlement
    a. 2026 PLF Estimated Entitlement

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

1. September 2025 Directors Report

VI. Committee Reports

1. President's Update — C Weimer
2. Finance, Audit & Investment Committee — J Meehan
    a. 2025 Revised Appropriations
        1. General Fund
            1. September 11 2025 Budget
        2. Building & Repair Fund
        3. Technology Development Fund
    b. 2026 Proposed Appropriations
        1. General Fund
        2. Building & Repair Fund
        3. Technology Development Fund

c. Resolution Authorizing Necessary Tax Levies

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

1. Resolution - Tax Levies

3. Building & Sites Committee — R Strollo

Update

4. Bylaws Committee — D Bayer

Motion to approve revised/amended Board Policy 201 and Board Policy 690

a. 201 Code of Regulations

b. 690 Library Use Policy

5. Development Committee — A Blackann

Update

6. Nominating Committee — M Sallee

Update

7. Service & Personnel Committee — T Frost

Motion recommending adoption of the proposed resolution recognizing Diane Varady.

a. D Varady

8. Executive Committee — C Weimer

Update

VII. Report from Legal Counsel — M Boetcher

VIII. Items Too Late for the Agenda — C Weimer

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

Motion to approve

1. September 11, 2025 Transfers

X. Public Comments — C Weimer

1. Public Comments — C Weimer

a. Ted Downie

b. Chris Graff

c. Phyllis Ricchiuti

d. David Smith

e. Joan Smith

f. Patti Wanat

g. Susan Yerian

XI. Adjournment — C Weimer

Motion to adjourn

MINUTES

Board of Trustee Records Commission
September 12, 2024

The regular meeting of the Reuben McMillan Free Library Association Records Commission was held on September 12, 2024 at 4:03 p.m. in the Newport Library meeting room. Presiding over the meeting was Board President Carole Weimer with the following members present in person: Denise Bayer Glinatsis, Alexa Sweeney Blackann, Terry Dimascio, Tom Frost, Jim Meehan, JoAnn Stock, and Ron Strollo. Present via zoom: Alex Benyo, Angela Duskey, and Mariel Sallee. Absent were: Timothy Bresnahan, Delores Crawford, Jamie Viano, Ralph Meacham, and Mayor Jamael Tito Brown. Also in attendance were Director and Chief Executive Officer Aimee Fifarek, Chief Financial Officer Mark Mrofchak, Deputy Financial Officer/Board Secretary Tina McBane, Atty. Martin Boetcher, and several staff members.

J. Stock made a motion to approve records disposal as detailed on Form RC-3 dated September 12, 2024. J. Schmutz seconded the motion and the motion carried.

T. Dimascio made a motion to approve the minutes of the September 14, 2023 meeting as written and distributed. A. Sweeney Blackann seconded the motion and the motion passed.

There being no further business, J. Meehan made a motion to adjourn the meeting. R. Strollo seconded the motion with all members voting aye and the meeting adjourned at 4:04 p.m.

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

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

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

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

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

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

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

OHIO HISTORY CONNECTION

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

(Political Subdivision Name) (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Bank Deposit Receipts	**FO-4**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Bank Statements	**FO-5**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Bids-Unsuccessful	**FO-7**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Canceled Checks	**FO-11**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Cash Journals/Cash Books	**FO-12**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Check Registers	**FO-15**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Contracts	**FO-17**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Donation Records-Cash/Noncash	**FO-21**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Employer Tax Withholding Reports	**FO-23**	**9/11/2025**	**Paper**		**1/1/2015-12/31/2015**		**9/30/2025**	
Encumbrance, Appropriations & Expenditure Journal	**FO-24**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Investment Listings/ Statements	**FO-28**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Invoices	**FO-29**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	
Petty Cash Records	**FO-34**	**9/11/2025**	**Paper**		**1/1/2020-12/31/2020**		**9/30/2025**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

(Political Subdivision Name) (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Prevailing Wage Records	**FO-35**	**9/11/2025**	**Paper**		**1/1/2019-12/31/2019**		**9/30/2025**	
Purchase Orders	**FO-37**	**9/11/2025**	**Paper**		**1/1/2019-12/31/2019**		**9/30/2025**	
Receipt Journals & Documents	**FO-38**	**9/11/2025**	**Paper**		**1/1/2019-12/31/2019**		**9/30/2025**	
Timesheets	**FO-40**	**9/11/2025**	**Paper & Electronic**		**1/1/2019-12/31/2019**		**9/30/2025**	
Vouchers	**FO-42**	**9/11/2025**	**Paper**		**1/1/2019-12/31/2019**		**9/30/2025**	
1099's to Indep Contractors	**FO-44**	**9/11/2025**	**Paper**		**1/1/2019-12/31/2019**		**9/30/2025**	
OPERS Indep Contractor Acknowledgement	**FO-45**	**9/11/2025**	**Paper**		**1/1/2019-12/31/2019**		**9/30/2025**	
Board of Trustee Mtg Recordings	**FO-46**	**9/11/2025**	**Cassette & Electronic**		**1/1/2017-12/31/2017**		**9/30/2025**	
W-9 Forms	**FO-47**	**9/11/2025**	**Paper**		**1/1/2019-12/31/2019**		**9/30/2025**	

MINUTES

June 12, 2025

The regular meeting of the Board of Trustees of the Reuben McMillan Free Library Association was held on June 12, 2025 at 4:00 p.m. in the meeting room of the Canfield Library and via Zoom. Presiding over the meeting was Board President Carole Weimer with the following members present: Denise Bayer, Alexa Sweeney Blackann, Delores Crawford, Thomas Frost, Jenita Gillespie, Matt Morrone, Mariel Sallee, Judith Schmutz, JoAnn Stock, Ron Strollo, and Ralph Meacham. Absent were: Tim Bresnahan, Angela Duskey, Jim Meehan, Jamie Viano, and Mayor Jamael Tito Brown. Also in attendance were Director and Chief Executive Officer Aimee Fifarek, Chief Financial Officer Mark Mrofchak, Deputy Financial Officer/Board Secretary Tina McBane, Atty. Martin Boetcher, several staff members and a few interested citizens.

J Schmutz made a motion to approve the minutes of the February 13, 2025 meeting as written and distributed. R Strollo seconded the motion and the motion passed.

M Sallee made a motion to approve the minutes of the May 20, 2025 meeting as written and distributed. T Frost seconded the motion and the motion carried.

M Mrofchak presented the Chief Financial Officer's Report. The receipts in the General Fund through April 30th were $9,487,086.35. The two major components of revenue within the General Fund are real estate collections (account #1210) which were $5,281,178.12 and corresponding homestead/rollback reimbursements, which were $439,381.50 (account #2210) and the Public Library Fund (account #2200), which was $3,370,674.89. Our final real estate tax settlement for the first half collections for 2025 was received in April.

The Library's PLF distribution for April was above our estimate by 1% - state tax receipts in all categories (income tax, sales/use tax, business tax, and other miscellaneous revenue) for the month of March came in above overall estimates. This accounts for the modest increase that PLYMC received. A new PLF estimate will be received for the State of Ohio's fiscal year starting July 1st sometime this month for distributions for the remainder of 2025.

Adding receipts to the balance forward brought the total available for expenditure to $22,279,923.87. Expenditures thus far were $6,662,470.88 with an additional amount reserved through encumbrances for outstanding obligations of $4,028,422.04.

The Building and Repair Fund posted receipts of $141,566.44 through April 30th from investment income. Adding receipts to the balance forward brought the total available for expenditures to $23,690,401.56. Expenses in the fund were for investment fees and costs associated with various building improvements in the amount of $281,123.64 with an additional amount encumbered for projects of $127,197.05.

The Technology Development Fund posted receipts of $5,437.50 through April 30th from investment income. The balance forward brought the total available for expenditure to $4,143,029.58. Expenses in the fund were for investment fees and equipment totaled $113,250.94. The encumbrances for outstanding obligations as of April 30th were $78,464.18 for this fund.

The amount on deposit at First National Bank was $23,632,880.23 where the sweep account was paying interest at an annual percentage yield of 1.76% and the money market account was paying 3.73%. 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 April 30th was $25,000. In addition, the library has a sweep account in the amount of $1,174,541.24 with an annual percentage yield of 4.52% and investments in CDARS in the amount of $5,656,704.08 with interest rates ranging from 2.79 to 4.25%.

The amount held at Farmers Trust for investment on April 30th was $12,562,052.74 and was earning average market yields at rates ranging from 2.54% to 4.24%.

As of April 30th, the Library Foundation account received $101,628.21 from trust distributions, interest income, donations including those from the spring campaign, and reservations and sponsorships for the Ladies in Little Black Dresses event. Expenditures totaled $2,018.59 leaving a balance forward of $2,197,343.06. Of that amount, $1,705,302.29 is restricted to honoring the requests of donors. T Frost made a motion to approve the CFO's report. J Schmutz 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's Report

June 2025

As you are aware, much of my time has recently been devoted to State Budget Advocacy, so there has not been a lot of time for report writing. Please expect a full quarterly report next month. In the meantime, here are the recent highlights:

Director and CEO's Office

- Continued advocacy on behalf of the Public Library Fund - We expect the Senate to be finalized by June 12th or 13th and the Conference Committee Process of reconciling the Executive, House, and Senate budgets to begin immediately thereafter.

- Both the House Final and Senate Draft budgets include substantial funding reductions for libraries and mandated restrictions for displaying and storing library materials that would negatively impact public access. The Executive Budget includes a modest funding increase and no material restrictions.
- Coordinated public information campaign about Poland Branch relocation exploration. Public Q and A session scheduled for 5:30pm June 24th at Poland Library. Written questions and comments can be submitted at Poland Library or at the event.
- Project to update PLYMC's departmental budgeting process is ready for July 1 soft launch. (Departments include both Branches and individual departments within Main Library and Administration). Goals include: Budget as a Communication Tool: Encouraging greater understanding of budgets and library funding among staff at multiple levels
- Reduced Administrative Overhead: Streamlined processes and standardized expenditure categorization will improve intra-departmental communications and potentially allow us to identify efficiencies in procurement.
- Better Reporting: Will allow us to understand what it costs to run each department, not just division-level costs.
- Many thanks to Zak for leading this project, and all the help from Tina, Mark, and Erin for the work they have done.
- Foundation Activities Project to streamline Foundation operations, including a new accounting process with refocused funding priorities ready for soft launch on July 1. Methodology to manage quarterly distribution of Foundation dividends in process.
- Successful Ladies in Little Black Dresses event with 370 tickets distributed
- Signed Contract for the appearance of best-selling author James Patterson on Sept 30th to be held at Stambaugh Auditorium.

Experience

- Kicked off Summer Discovery at Boardman Park with about 200 attendees!
- Branches are very busy with summer programming. Sign up today at https://www.libraryvisit.org/summer-discovery/ or your local library!

Finance

- See CFO's Report

Technology and Collection Services

- Upgrading all computers (staff and public) to Windows 11 and Microsoft Office 2024
- MK and Poland Branches are getting new computers
- Network speed/Fiber upgrade (In progress)
- Deployed Shoutbomb software to broadcast text messages to our patrons.
- Preparing for loss of access to SearchOhio during state-wide system upgrade (outage August 1 – October 26, 2025)

Human Resources

- Final edits and negotiations on PLAY and CMT contracts. Implementation of both will commence upon final Board of Trustees votes.

Operations

- Signed contract and started meetings with Murphy Contracting for the East exterior renovation project
- Began exploring Poland relocation options.
- Continued facilities management and maintenance of our buildings.

In the absence of J Meehan, Chair of the Finance, Audit and Investment Committee, M Mrofchak presented the 2025 Revised Appropriations and the 2026 Preliminary Appropriations. For the 2025 revised appropriations, R Strollo made a motion to approve the total of $27,275,919.91 in the General Fund. M Sallee seconded the motion and the motion carried. R Strollo moved to approve the appropriations in the Building and Repair Fund of $3,642,690.00. T Frost seconded the motion and the motion passed. For the Technology Fund, R Strollo made a motion to approve appropriations of $4,162,307.08. J Schmutz seconded the motion with all members voting unanimously.

For 2026, R Strollo made a motion to approve the preliminary appropriations totaled $27,839,921.24 in the General Fund. A Blackann seconded the motion with all members voting aye. R Strollo moved to approve the appropriations in the Building & Repair Fund of $3,815,500.00. J Schmutz seconded the motion and the motion passed. R Strollo made a motion to approve the Technology Fund appropriations of $4,186,607.08. T Frost seconded the motion and the motion carried.

T Frost, Chair of the Service & Personnel Committee, made a motion to go into Executive Session to discuss contract negotiations with SEIU 1199 PLAY at 4:34 p.m. M Sallee seconded the motion. T McBane took a poll of the board. At 4:47 p.m. the meeting continued in open session.

T Frost made a motion to approve the proposed contract with SEIU 1199 PLAY for the period of April 1, 2025 thru March 31, 2030 with a re-opener in year 3 of the contract. J Stock seconded the motion with all members voting aye.

T Frost made a motion to approve the proposed resolution recognizing Patricia Canton on her retirement.

RESOLUTION

Whereas, Patricia "Patti" Canton's PLYMC career began in April 1987 as a Clerk in the Readers' Advisory department at the Main Library. In January 1996, the department was renamed Readers' Services.

Whereas, Patti then transferred to the Information Services department at Main Library in September 1997 and in May 2000 she was promoted to Assistant Head Clerk in the department.

Whereas, In October 2009, Patti was promoted to the department's Head Clerk position. When the clerical staff of Information Services and Core Services merged into one department called the Clerical department, Patti remained her Head Clerk position, which she held until her retirement.

Now, Therefore, Be It Resolved, that the Board of Trustees of the Reuben McMillan Free Library Association hereby expresses its respect and admiration to and, on behalf of the citizens of this community, recognizes his 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 Patti Canton.

M Sallee seconded the motion with all members voting unanimously.

D Bayer, Chair of the Bylaws Committee, made a motion to approve amended Board Policy #211 and reaffirm Board Policy #212.

211

INVESTMENTS

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

The Library shall comply with Ohio Revised Code Section 135.14(O)(1) that states in part that the Library's investing policies must be signed by all entities conducting investment business with the Treasurer or Governing Board of the Library (except the Treasurer of State). The Library will ensure that all financial institutions which hold investments of the Library shall sign an acknowledgment of receipt of a copy of the Library's Investment Policies and return the acknowledgment to the Library's Chief Financial Officer.

DONATIONS OF FUNDS FOR A CHARITABLE PURPOSE

As to gifts or donations of funds made to the Library for a charitable purpose, the Library will comply with the provisions set forth in Ohio Revised Code Sections 1715.51 through 1715.59 (aka Ohio's version of the Uniform Prudent Management of Institutional Funds Act), as amended from time to time, this policy, and other written administrative procedures as adopted from time to time.

A. The Library will comply with Ohio Revised Code Section 1715.52(A) which states that subject to the intent of a donor expressed in a gift instrument, the Library, in managing and investing an institutional fund, shall consider the charitable purposes of the Library and the purposes of the institutional fund.

B. Consistent with Ohio Revised Code Section 1715.52(B), in addition to complying with any other duty of loyalty imposed by law, each person responsible for managing and investing an institutional fund shall manage and invest the fund in good faith and with the care of an ordinarily prudent person in a like position would exercise under similar circumstances.

C. Consistent with Ohio Revised Code Section 1715.52(C), in managing and investing an institutional fund, the Library may incur only costs that are appropriate and reasonable in relation to the assets, the purposes of the Library, and the skills available to the Library, and shall make reasonable efforts to verify facts relevant to the management and investment of the fund.

D. Consistent with Ohio Revised Code Section 1715.52(D), the Library may pool two or more institutional funds for purposes of management and investment.

E. Consistent with Ohio Revised Code Section 1715.52(E), and except as otherwise provided by a gift instrument, in managing and investing an institutional fund, the following factors, if relevant, will be considered.

1. General economic conditions.
2. The possible effect of inflation or deflation.
3. The expected tax consequences, if any, of investment decisions or strategies.

4. The role that each investment or course of action plays within the overall investment portfolio of the fund.

5. The expected total return from income and appreciation of investments.

6. Other resources of the institution.

7. The need of the institution and the fund to make distributions and preserve capital. This includes but may not be limited to the need for liquidity, regularity of income, and preservation or appreciation of capital.

8. An asset's special relationship or special value, if any, to the charitable purposes of an institution.

The Library will comply with the other provisions of Ohio Revised Code Section 1715.52 even if not specifically outlined above.

212

Investment Policy Statement

The Income Investment Policy of the Library Foundation is:

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

Purpose

1. Stating in a written document the Board's attitudes, expectations, objectives and guidelines for the investment of all of the portfolio's assets.

2. Encouraging effective communications between the Board's and all parties involved with the investment management decisions.

3. Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by each investment option on a regular basis.

4. Complying with all applicable fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal and

international political entities that may impact the Portfolio.

Statement of Objectives

Background

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

Our formal mission statement:

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

Eligibility

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

The objectives of the Portfolio are:

- Maintain the purchasing power of the current assets and all future contributions. The objective is to maintain the level of services and programs in relation to inflation.

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

Sub Accounts:

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

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

Time Horizon

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

Risk Tolerances

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

Performance Expectations

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

Duties and Responsibilities

Board

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

1. Prepare and maintain this investment policy statement.
2. Prudently diversify the portfolio's assets to meet an agreed upon risk/return profile.
3. Prudently select investment options.
4. Control and account for all investment, record keeping and administrative expenses associated with the portfolio.

5. Monitor and supervise all service vendors and investment options.
6. Avoid prohibited transactions and conflicts of interest.

Investment Manager/Custodian

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

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

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

Asset Class Guidelines

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

On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year

-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given the portfolio's long time horizon.

Monitoring - Benchmarks

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

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

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

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

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

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

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

Rebalancing of Strategic Allocation

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

Subaccount: Restricted Growth

Asset Class	Strategic Allocation	Lower Limit	Upper Limit

Stocks/Equities	**70%**	**60%**	**80%**
Fixed Income	**25%**	**20%**	**40%**
Cash/Money Markets	**5%**	**0%**	**10%**

Subaccount: Unrestricted Income

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

Subaccount: Restricted Income

Asset Class	**Strategic Allocation**	**Lower Limit**	**Upper Limit**
Stocks/Equities	**40%**	**30%**	**50%**
Fixed Income	**55%**	**45%**	**65%**

Cash/Money Markets	**5%**	**0%**	**10%**

Subaccount: Income Account

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

Subaccount: R.D. Fowler

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

Cash/Money Markets/CD's			

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

Implementation

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

Each investment should have:

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

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

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

d. Composition consistent with asset class: A minimum of 80% of the fund's securities should be consistent with the peer group's asset class.

e. Style consistency: The fund's category and current style box should be the same.

f. Expense ratio/fees relative to peers: The expense ratio for the fund should be above the

bottom quartile (most expensive) of the peer group.

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

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

Monitoring - Watch List Criteria

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

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

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

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

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

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

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

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

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

Monitoring - Measuring Costs

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

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

Investment Policy Review

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

D Crawford seconded the motion with all members voting aye.

D Bayer made a motion recommending adoption of the proposed resolution on the the Library's investment policies.

RESOLUTION OF BOARD OF TRUSTEES OF THE REUBEN MCMILLAN FREE LIBRARY ASSOCIATION DBA THE PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY

WHEREAS, the Board of Trustees of the Reuben McMillan Free Library Association aka The Public Library of Youngstown and Mahoning County (the "Library" or the "Board"), wishes to revise the Library's investment policies;

BE IT RESOLVED the Board approves and adopts the attached amended Library Board Policy 211 entitled "Investments" and "Donations of Funds for a Charitable Purpose".

BE IT RESOLVED, the Library's investment polices shall consist of amended Board Policy 211 entitled "Investments " and "Donations of Funds for a Charitable Purpose" and existing Board Policy 212 entitled "Investment Policy Statement", or as may be amended from time to time.

BE IT FURTHER RESOLVED that after the Chief Financial Officer obtains the required signatures to this Resolution, the Chief Financial Officer shall convey a copy of this Resolution and the Library's investment policies (Library Board Policies 211 and 212) to the Ohio Auditor of State.

BE IT FURTHER RESOLVED that the Chief Financial Officer shall have all entities conducting investment business with the Library sign an acknowledgment of receipt of the Library investment policies (Board Policies 211 and 212); and the Chief Financial Officer shall keep copies of the signed acknowledgements.

Voted upon and approved by the Library Board of Trustees this ______ day of June, 2025.

Attest:

Carole Weimer, President Board of Trustees	Tina McBane, Secretary Board of Trustees
Date	Date

T Frost seconded the motion and the motion passed.

R Strollo, Chair of the Building & Sites Committee, reported that Murphy Contractors were given the authority to proceed with the East Library project.

A Blackann made a motion to approve the Appointments, Transfers, and Resignations. D Bayer seconded the motion and the motion carried.

There being no further business, a motion was made by J Schmutz to adjourn the meeting, seconded by M Sallee with all voting aye and the meeting concluded at 4:59 p.m.

Carole Weimer, President

Attested by:

Tina McBane, Secretary

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

July 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	July	Jan-July	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		9,307,915.66	9,307,915.66	838,000.00	6,119,178.12		3,188,737.54
2130 Federal Grant-Other		900.00	900.00	0.00	425.25		474.75
2131 Federal Government/Grant E-Rate		160,000.00	160,000.00	0.00	0.00		160,000.00
2170 Federal Grants Restricted		120,000.00	120,000.00	0.00	116,638.80		3,361.20
2200 State of Ohio/PLF		10,554,755.03	10,554,755.03	834,812.97	6,194,243.95		4,360,511.08
2210 State of Ohio/TLR/Rollback & Homestead		951,490.13	951,490.13	0.00	439,381.50		512,108.63
3110 Patron Fines & Fees		18,000.00	18,000.00	1,691.68	12,417.05		5,582.95
3140 Copy Machines		500.00	500.00	0.00	0.00		500.00
3141 Debit Card Machines		70,000.00	70,000.00	5,635.64	43,738.08		26,261.92
3199 Other Patron Fees		12,000.00	12,000.00	1,218.26	9,102.21		2,897.79
4120 Interest		725,000.00	725,000.00	56,478.89	383,731.08		341,268.92
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	11,250.00	17,490.00		6,310.00
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	1,762.12	15,536.02		3,991.54
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	2,293.81	19,115.74		5,884.26
8999 Miscellaneous		5,000.00	5,000.00	192.90	1,773.88		3,226.12
TOTAL RECEIPTS	0.00	22,004,888.38	22,004,888.38	$ 1,753,336.27	13,372,771.68	$ 0.00	$ 8,632,116.70
TOTAL RECEIPTS & BALANCE	$ 1,856,560.83	$ 32,941,165.07	$ 34,797,725.90		$ 26,165,609.20		
EXPENDITURES							
1100 Salaries	$ 132,385.72	$ 11,825,000.00	$ 11,957,385.72	$ 1,281,505.80	$ 6,160,692.24	$ 130,155.18	$ 5,666,538.30
1400 Retirement Benefits	0.00	1,648,301.54	1,648,301.54	123,025.94	835,515.30	0.00	812,786.24
1600 Insurance Benefits	224,194.63	2,828,117.07	3,052,311.70	220,125.92	1,510,678.03	372,105.79	1,169,527.88
1900 Other Employee Benefits	6,338.69	60,000.00	66,338.69	1,762.99	23,534.44	9,342.32	33,461.93
TOTAL SALARIES & BENEFITS	362,919.04	16,361,418.61	16,724,337.65	1,626,420.65	8,530,420.01	511,603.29	7,682,314.35
2100 General & Administrative Supplies	325,292.64	1,160,450.00	1,485,742.64	118,572.41	470,330.35	308,201.40	707,210.89
2200 Property Maintenance Repairs	14,767.57	77,500.00	92,267.57	6,270.10	38,360.70	13,956.85	39,950.02
2300 Motor Vehicle/Fuel Supplies & Parts	2,802.23	40,000.00	42,802.23	1,855.80	11,579.02	8,114.72	23,108.49
TOTAL SUPPLIES	342,862.44	1,277,950.00	1,620,812.44	126,698.31	520,270.07	330,272.97	770,269.40
3100 Travel & Meeting Expenses	9,577.45	207,500.00	217,077.45	5,885.13	56,770.46	13,771.96	146,535.03
3200 Communications, Printing & Publicity	93,961.63	572,540.00	666,501.63	27,617.31	169,982.22	196,402.75	300,116.66
3300 Property Maintenance	281,734.90	1,857,830.00	2,139,564.90	185,819.45	893,919.03	460,319.18	785,326.69
3400 Insurance	0.00	147,892.00	147,892.00	7,951.00	7,951.00	210.00	139,731.00
3500 Rents/Leases	30,624.75	99,745.00	130,369.75	3,490.98	33,635.12	17,408.43	79,326.20
3600 Utilities	31,479.47	446,000.00	477,479.47	58,883.02	307,417.94	53,166.91	116,894.62
3700 Professional Services	188,549.51	694,269.31	882,818.82	16,558.61	406,145.51	157,902.22	318,771.08
3800 Library Material Control Services	9,604.85	353,975.00	363,579.85	33,136.46	81,776.31	16,452.35	265,351.19
3900 Other Contracts/Purchased Services	5,804.66	35,000.00	40,804.66	756.50	8,662.13	5,271.29	26,871.24
TOTAL PURCHASED/CONTRACTED SVCS	651,337.22	4,414,751.31	5,066,088.53	340,098.46	1,966,259.72	920,905.09	2,178,923.71

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

July 31, 2025

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	July	Jan-July	Current Outstanding Encumbrances	Unencumbered Balance
4100 Books & Pamphlets	249,608.48	889,500.00	1,139,108.48	25,570.59	218,193.20	223,872.94	697,042.34
4200 Periodicals	3,873.92	40,500.00	44,373.92	582.80	28,605.82	7,695.38	8,072.72
4300 Audio Visual	66,074.24	232,000.00	298,074.24	12,222.09	58,736.92	51,472.19	187,865.13
4500 Electronic Information/Public Use	142,657.44	1,645,000.00	1,787,657.44	127,069.54	811,723.47	679,715.23	296,218.74
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	258.35	2,796.08	7,046.86	5,214.17
TOTAL LIBRARY MATERIALS	462,271.19	2,877,000.00	3,339,271.19	165,703.37	1,163,640.38	969,802.60	1,205,828.21
5500 Furniture & Equipment	17,150.53	100,000.00	117,150.53	0.00	9,115.58	33,697.47	74,337.48
5700 Motor Vehicles	0.00	470,000.00	470,000.00	0.00	232,330.25	150,263.61	87,406.14
TOTAL CAPITAL OUTLAY	17,150.53	570,000.00	587,150.53	0.00	241,445.83	183,961.08	161,743.62
7100 Dues & Memberships	20,020.41	60,000.00	80,020.41	9,858.00	43,088.00	9,509.95	27,422.46
7200 Taxes & Assessments	0.00	6,600.00	6,600.00	2,669.56	5,313.39	0.00	1,286.61
7500 Refunds & Reimbursements	0.00	6,500.00	6,500.00	885.95	1,398.40	8.11	5,093.49
7900 Other Miscellaneous	0.00	1,700.00	1,700.00	0.00	920.50	0.00	779.50
TOTAL OTHER OBJECTS	20,020.41	74,800.00	94,820.41	13,413.51	50,720.29	9,518.06	34,582.06
8999 Unallocated Appropriations	0.00	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL EXPENSES	1,856,560.83	25,775,919.92	27,632,480.75	2,272,334.30	12,472,756.30	2,926,063.09	12,233,661.35
9980 Transfers to Building & Repair Fund	0.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
9999 Transfers to Technology Fund	0.00	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL TRANSFERS	0.00	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
TOTAL EXPENSES & TRANSFERS	$ 1,856,560.83	27,275,919.92	29,132,480.75	2,272,334.30	12,472,756.30	$ 2,926,063.09	$ 13,733,661.35
ENCUMBERED BALANCE FORWARD					2,926,063.09		
BALANCE FORWARD		5,665,245.15	5,665,245.15		10,766,789.81		
TOTAL EXPENSES/TRANSFERS/BALANCES		$ 32,941,165.07	$ 34,797,725.90		$ 26,165,609.20		

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

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	July	Jan-July	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	35,522.89	367,545.08	0.00	262,454.92
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	$ 35,522.89	367,545.08	0.00	1,262,954.92
TOTAL RECEIPTS & BALANCES	$ 410,999.22	$ 24,768,335.90	$ 25,179,335.12		$ 23,916,380.20	$ 0.00	$ 1,262,954.92
EXPENDITURES							
3781 Investment/Banking Fees	$ 0.00	$ 12,000.00	$ 12,000.00	$ 883.78	$ 6,182.49	$ 0.00	$ 5,817.51
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	3,027,900.00	3,438,899.22	12,319.25	354,036.72	1,255,926.94	1,828,935.56
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	302,790.00	302,790.00	0.00	0.00	0.00	302,790.00
TOTAL EXPENSES	410,999.22	3,642,690.00	4,053,689.22	$ 13,203.03	360,219.21	$ 1,255,926.94	$ 2,437,543.07
ENCUMBERED BALANCE FORWARD					1,255,926.94		
BALANCE FORWARD	0.00	21,125,645.90	21,125,645.90		22,300,234.05		
TOTAL EXPENSES & BALANCES FORWARD	$ 410,999.22	$ 24,768,335.90	$ 25,179,335.12		$ 23,916,380.20		

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

	2024 Encumbrances Forward	2025 Budget	2024 Encumbrances & 2025 Budget	July	Jan-July	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	0.00	0.00	25,000.00
4122 Interest	0.00	20,000.00	20,000.00	5,437.50	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	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
TOTAL RECEIPTS		545,000.00	545,000.00	$ 5,437.50	14,522.56	0.00	530,477.44
TOTAL RECEIPTS & BALANCES	$ 56,867.69	$ 4,625,724.39	$ 4,682,592.08		$ 4,152,114.64	$ 0.00	$ 530,477.44
EXPENDITURES							
3782 Investment/Banking Fees	$ 0.00	$ 700.00	$ 700.00	$ 45.19	$ 317.71	$ 0.00	$ 382.29
5550 Equipment	56,867.69	519,585.00	576,452.69	17,680.00	177,322.21	54,258.68	344,871.80
TOTAL EXPENSES	56,867.69	520,285.00	577,152.69	$ 17,725.19	177,639.92	$ 54,258.68	$ 345,254.09
ENCUMBERED BALANCE FORWARD					54,258.68		
BALANCE FORWARD	0.00	4,105,439.39	4,105,439.39		3,920,216.04		
TOTAL EXPENSES & BALANCE FORWARD	$ 56,867.69	$ 4,625,724.39	$ 4,682,592.08		$ 4,152,114.64		

REUBEN MCMILLAN FREE LIBRARY ASSOCIATION
RECONCILIATION TO DEPOSITORY

July 31, 2025

Petty Cash - General Fund	$ 456.00	
Change/Branches/Petty Cash - General Fund	4,494.00	
All other investments & bank accounts - General Fund	13,687,902.90	
Balance, General Fund		$ 13,692,852.90
Balance, Building & Repair Fund		23,556,160.99
Balance, Technology Development Fund		3,974,474.72
		41,223,488.61
Bank Error		0.00
PayPal fees		0.00
Bank debits/credits		(354.77)
NSF checks		0.00
Merchant E-Solutions/Section 125 funding/Square/Stripe		(25.30)
Investment earnings		0.00
Total Cash and Investment all Funds per Library		$ 41,223,108.54
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	9,614,794.66	
Bank Balance - Money Market - First National Bank	11,578,609.18	
Bank Balance - Employee Section 125 Funding Account First National	34.58	
Deposits in Transit From Merchant E-Solutions/Sierra to First National Bank	52.91	
Deposit in Transit/Bank Debit	(11,274.58)	
Outstanding Checks - First National Bank - Operating Funds	(83,577.43)	
Balance on Deposit First National Bank		21,548,639.32
Investment Descriptions		
Farmers National Bank - Sweep	$ 1,187,667.15	
Farmers National Bank - CDARS Program (see attached list)	5,708,594.84	
Farmers Trust Company managed investments (see attached list)	12,748,257.23	
Total investments		19,644,519.22
Petty Cash		456.00
Change/Branches/Petty Cash - Supplies		4,494.00
Total Cash and Investments per Depositories		$ 41,223,108.54

006423

FARMERS NATIONAL BANK

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

Address Service Requested

Statement Date: 07/31/2025
Primary Account: XXXXXXXX6548

006423 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
06/30/25	$1,183,230.84	$4,436.31 (1)	$0.00	07/31/25	$1,187,667.15

Minimum Balance $1,183,230.84
Average Balance $1,183,230.84
Total Days In Statement Period 07/01/25 Through 07/31/25: 31

+ Other Credits

Date	Description	Amount
07/31	Interest	$4,436.31 ✓
	Total of 1 Other Credits	*$4,436.31*

% Interest

Average Ledger Balance:	1,183,230.84	Interest Earned:	4,436.31
Interest Paid This Period:	4,436.31	Days In Period:07/01/25-07/31/25:	31
Interest Paid 2025:	30,226.24	Annual Percentage Yield Earned:	4.50%

Itemization Of Overdraft And Returned Item Fees

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

GFBK-002-006423-001-001-250802 006423 S06
44503100305

F-6

Continued on Next Page

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
07/31/2025

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%	$1,022,226.00	$1,022,226.00
	07/10/2025	07/08/2027	3.68%	0.00	858,769.08
	09/29/2022	09/25/2025	3.64%	601,748.89	601,748.89
	10/20/2022	10/16/2025	3.94%	876,247.19	876,247.19
	10/20/2022	10/16/2025	3.94%	936,662.71	936,662.71
	11/10/2022	11/06/2025	4.25%	902,488.49	902,488.49
	11/07/2024	11/04/2027	3.20%	510,452.48	510,452.48
TOTAL				**$4,849,825.76**	**$5,708,594.84**

F-7

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

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

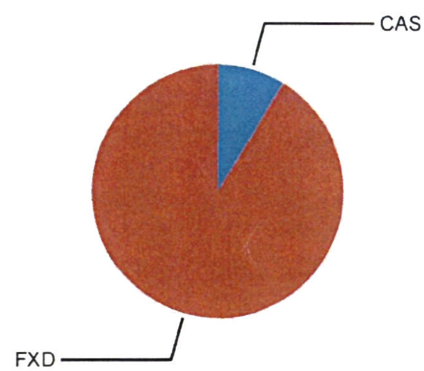
FARMERS TRUST COMPANY

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

Account:	
Report Period:	From 7/1/2025 To 7/31/2025
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)	$1,121,550.31	8.79%	$47,089.35
Fixed Income (FXD)	$11,644,031.44	91.21%	$302,637.50
Total Assets	$12,765,581.75	100.00%	$349,726.85
Total Account Balance	**$12,765,581.75**		



Activity Summary

	Current Period	Year To Date
Beginning Market Value	**$12,762,206.29**	**$12,404,935.55**
Receipts		
Dividend	$2,459.76	$23,251.48
Interest Income	$37,033.16	$196,213.76
Total Receipts	$39,492.92	$219,465.24
Disbursements		
Institution Fees	($1,000.00)	($7,000.00)
Interest Income	($1,273.77)	($24,888.27)
Total Disbursements	($2,273.77)	($31,888.27)
Change in Market Value	**($33,843.69)**	**$173,069.23**
Ending Market Value	**$12,765,581.75**	**$12,765,581.75**

F-8

1508-02-0000274-0022-0002366

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	$4,375.00		$4,375.00				
	Total Cash	$4,375.00		$4,375.00	0.03			
Money Market Funds								
250,000.00	FTC CONSERVATIVE FUND	$250,000.00	$1.00	$250,000.00	1.96	$0.00		4.10
TOTAL Money Market Funds		**$250,000.00**		**$250,000.00**	**1.96**	**$0.00**		**4.10**
Money Market Mutual Funds								
867,175.31	MONEY MKT OBLIGS TR FH GOV OBL FD	$867,175.31	$1.00	$867,175.31	6.79	$0.00		4.25
TOTAL Money Market Mutual Funds		**$867,175.31**		**$867,175.31**	**6.79**	**$0.00**		**4.25**
TOTAL Cash & Equivalents		**$1,121,550.31**		**$1,121,550.31**	**8.79**	**$0.00**		**4.18**
Fixed Income								
U.S. Government Agency Obligations								
1,000,000	FEDERAL HOME LOAN BANKS CONS BD 3.77%26	$1,000,000.00	$99.44	$994,402.42	7.79	($5,597.58)		3.79
TOTAL U.S. Government Agency Obligations		**$1,000,000.00**		**$994,402.42**	**7.79**	**($5,597.58)**		**3.79**
U.S. Treasury Notes								
500,000	UNITED STATES TREAS NTS 3.125%08/15/25	$497,044.05	$99.95	$499,730.56	3.91	$2,686.51		3.13
250,000	UNITED STATES TREAS NTS 0.375%11/30/25	$245,785.05	$98.69	$246,718.75	1.93	$933.70		0.38
250,000	UNITED STATES TREAS NTS 4.125%06/15/26	$250,055.60	$99.93	$249,814.45	1.96	($241.15)		4.13
500,000	UNITED STATES TREAS NTS 0.75%08/31/26	$481,485.65	$96.42	$482,089.85	3.78	$604.20		0.78
1,000,000	UNITED STATES TREAS NTS 1.25%12/31/26	$944,123.18	$96.15	$961,484.38	7.53	$17,361.20		1.30
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/27	$1,004,042.18	$98.70	$987,031.25	7.73	($17,010.93)		3.29
750,000	UNITED STATES TREAS NTS 2.25%08/15/27	$724,279.63	$96.70	$725,214.84	5.68	$935.21		2.33
1,000,000	UNITED STATES TREAS NTS 2.25%11/15/27	$951,452.33	$96.36	$963,593.75	7.55	$12,141.42		2.34

Asset Statement

Units	Description	Cost Basis	Unit Price	Market Value	% of Acct	Unrealized Gain/Loss	Accrued Income	Yld At Mkt
300,000	UNITED STATES TREAS NTS 0.625%11/30/27	$274,637.43	$92.73	$278,203.13	2.18	$3,565.70		0.67
200,000	UNITED STATES TREAS NTS 3.875%11/30/27	$201,454.33	$99.89	$199,781.25	1.56	($1,673.08)		3.88
500,000	UNITED STATES TREAS NTS 0.625% 12/31/27	$463,097.92	$92.49	$462,441.41	3.62	($656.51)		0.68
500,000	UNITED STATES TREAS NTS 1.25%06/30/28	$465,480.88	$92.79	$463,925.78	3.63	($1,555.10)		1.35
1,250,000	UNITED STATES TREAS NTS 2.875%08/15/28	$1,214,521.05	$97.07	$1,213,330.08	9.50	($1,190.97)		2.96
500,000	UNITED STATES TREAS NTS 1.75%01/31/29	$465,723.31	$93.02	$465,078.13	3.64	($645.18)		1.88
1,000,000	UNITED STATES TREAS NTS 3.25%06/30/29	$973,904.29	$97.58	$975,781.25	7.64	$1,876.96		3.33
1,000,000	UNITED STATES TREAS NTS 3.5% 04/30/30	$974,492.18	$98.03	$980,312.50	7.68	$5,820.32		3.57
500,000	UNITED STATES TREAS NTS 3.75%06/30/30	$495,127.86	$99.02	$495,097.66	3.88	($30.20)		3.79
	TOTAL U.S. Treasury Notes	**$10,626,706.92**		**$10,649,629.02**	**83.42**	**$22,922.10**		**2.49**
	TOTAL Fixed Income	**$11,626,706.92**		**$11,644,031.44**	**91.21**	**$17,324.52**		**2.60**
	GRAND TOTAL ASSETS	**$12,748,257.23**		**$12,765,581.75**	**100**	**$17,324.52**		**2.74**

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
Beginning Balances			**$43,437.50**	**$12,661,584.07**
Receipts				
Interest Income				
INTEREST TAXABLE				
7/1/2025	FTC CONSERVATIVE FUND		$870.66	$0.00
INTEREST U.S. GOVT				
6 7/15/2025	UNITED STATES TREAS NTS 3%07/15/25 3% paid on 500000.000 Par Value.		$7,500.00	$0.00
7 7/28/2025	FEDERAL HOME LOAN BANKS CONS BD 3.625%25 3.625% paid on 300000.000 Par Value.		$5,437.50	$0.00
8 7/28/2025	FEDERAL HOME LOAN BANKS CONS BD 3.77%26 3.77% paid on 1000000.000 Par Value.		$18,850.00	$0.00

FARMERS TRUST COMPANY

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
7/31/2025	UNITED STATES TREAS NTS 1.75%01/31/29 1.75% paid on 500000.000 Par Value.		$4,375.00	$0.00
Total Interest Income			**$37,033.16**	**$0.00**
Dividend				
DIVIDEND				
7/1/2025	MONEY MKT OBLIGS TR FH GOV OBL FD		$2,459.76	$0.00
Total Dividend			**$2,459.76**	**$0.00**
Disbursements				
Interest Income				
ACCRUED INT PURCHASE U.S. GOVT				
7/25/2025	UNITED STATES TREAS NTS 3.75%06/30/30		($1,273.77)	$0.00
Total Interest Income			**($1,273.77)**	**$0.00**
Institution Fees				
FEE PAYMENT				
7/11/2025	Automatic fee collection for account 650367014 for Period Ending 6/30/2025.		($1,000.00)	$0.00
Total Institution Fees Collected from Account			**($1,000.00)**	**$0.00**
Transfer				
Amortization/Accretion				
ACCRETION OF ASSET - TAXABLE				
7/15/2025	UNITED STATES TREAS NTS 3%07/15/25		$0.00	$1,485.35
7/31/2025	UNITED STATES TREAS NTS 1.75%01/31/29		$0.00	$4,531.16
Total Amortization/Accretion			**$0.00**	**$6,016.51**
Investment Activity				
Purchases				
PURCHASE OF ASSET				
7/25/2025	UNITED STATES TREAS NTS 3.75%06/30/30	500,000 $99.03	($495,127.86)	$495,127.86
Total Purchases		**500,000**	**($495,127.86)**	**$495,127.86**
ASSET MATURED				

Transaction Statement

Date	Description	Units / Price	Cash Change	Cost Basis
7/15/2025	UNITED STATES TREAS NTS 3%07/15/25	(500,000)	$500,000.00	($500,000.00)
7/28/2025	FEDERAL HOME LOAN BANKS CONS BD 3.625%25	(300,000)	$300,000.00	($300,000.00)
Sweep Sales (4) 7/1/2025 to 7/31/2025		(497,401.63)	$497,401.63	($497,401.63)
Sweep Purchases (6) 7/1/2025 to 7/31/2025		878,555.42	($878,555.42)	$878,555.42
Total Investment Activity		**(418,846.21)**	**$418,846.21**	**($418,846.21)**
Ending Balances			**$4,375.00**	**$12,743,882.23**

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

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	$ 1,177.71			
Justice Clarke Fund	12,713.55			
Myron Roh Fund	867.74			
Paul E. & Dorothy F. Rees Fund	399.09			
Philippine Kerwer Fund	242.59			
Dr. James Houck Fund	207.37			
Robert H. Donahugh Fund	440.18			
Henry Stambaugh Fund	1,334.23			
James McEwen Fund	2,185.23	$ 19,567.69		
Account #05-4 Income Fund				
Nancy Breaden Fund	6,772.30			
Ruth Bowers Fund	1,314.27			
Elizabeth Lowmiller Barnhill Fund	1,718.54			
W. Sturgeon VanGorder - Elizabeth Slotta	5,108.51			
Kenneth M. Lloyd	547.03			
George Boughton	1,244.36			
Edward W. Powers Charitable Fund	595.96			
Martha Muransky	179.36			
Carol A. Bacon-Endowed Fund for Authors	851.71			
Rebecca Showman Host An Author Fund	112.18	18,444.22		
Account #02-1 R.D. Fowler Fund		6.47		
Account #6453 Jane Jackson		2,742.02		
Account #01-3 Wick Dennison		16,597.61		
Unrestricted Income funds:				
Account #04-7				
David & Caroline Theobald Fund	105.63			
Louisa Andrews Fund	442.64			
Ida Clarke Fund	1,158.57			
Caroline Wick Fund	212.94			
James C. Foutts Fund	343.71			
Olive Arms Fund	454.38			
Luela Walker fund	119.06			
Willam Merrick Fund	472.82			
Ida Osborne Fund	472.82			
M. Bernard Hirshberg Fund	130.77			
Louisa Edwards Fund	157.60			
Norma Jones Fund	1,571.03			
Reserve Account Fund	6,089.64			
Amelia Gail Sarbu	5,035.00	$ 16,766.61	74,124.62	
Donations			101,281.98	
Interest Income			29,848.20	
Miscellaneous			106.06	
TOTAL RECEIPTS				205,360.86
TOTAL RECEIPTS & BALANCE FORWARD				$ 2,303,094.30
DISBURSEMENTS				
Books & Related Purchases/Expenditures per Terms of Gifts			198,189.58	
Legal Fees			0.00	
Audit Fees			0.00	
Miscellaneous			2,799.50	
Memorial Gifts			0.00	
Public Relations/Marketing			0.00	
TOTAL EXPENDITURES				$ 200,989.08
BALANCES FORWARD				
Checking First National Bank			434,764.50	
Money Market Account First National Bank			1,667,340.72	2,102,105.22
TOTAL DISBURSEMENTS AND BALANCES FORWARD			**	$ 2,303,094.30

** Use restricted by terms of trusts in the amount of $1,584,322.04

MAHONING COUNTY
CALENDAR YEAR 2026 ESTIMATE
OF THE PUBLIC LIBRARY FUND ENTITLEMENT

July 25, 2025

In compliance with RC 5747.47(A), the Ohio Department of Taxation is certifying to Mahoning County, the initial estimated Public Library Fund (PLF) entitlement for Calendar Year 2026.

Calendar Year 2026 Estimated Entitlement from the Public Library Fund

Mahoning County:

CY 2026 Guaranteed Share (⊠base⊠ share)	**$10,566,639**
CY 2026 Share of Excess (+, -) (⊠equalization⊠ share)	**$0**
CY 2026 Estimated Entitlement	**$10,566,639**

Statutorily, the Public Library Fund (PLF) receives appropriation from the state General Revenue Fund. Appropriation was last provided in HB 96 of the 136th General Assembly for the FY 2026-2027 biennium. Your county⊠ share was determined pursuant to the formula contained in ORC 5747.46 and 5747.47 (inclusive). The amounts displayed in the table above are the full year Calendar Year 2026 estimated PLF distributions and are net of transfers to the Library for the Blind Fund, the OPLIN Technology Fund, the State Library Operating Expenses Fund, the Ohioana Library Association Fund, and the Regional Library Systems Fund as provided in HB 96 of the 136th General Assembly.

Note that the above figures are estimates, reflecting the current best projection of state tax revenues during Calendar Year 2026. Because of the inherent difficulty in projecting state tax revenues relatively far in advance, please remember that actual calendar year 2026 distributions to your county⊠ undivided local government fund will vary from the above estimate by an unknown degree.

As provided under Ohio law, in December 2025, we will issue an updated entitlement estimate for calendar year 2026.

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

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 take 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-yous 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 deeply committed 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 off-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

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

	2025 Adopted Budget 6/12/2025	2025 Revised Budget 9/11/2025	2026 Preliminary Budget 6/12/2025	2026 Proposed Budget 9/11/2025
Balance Forward	$ 12,792,837.52	$ 10,936,276.69	$ 7,521,805.98	$ 7,019,682.72
RECEIPTS				
1210 General Property Tax - RE Gross	9,307,915.66	9,472,745.08	9,413,682.73	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	160,000.00	160,000.00	160,000.00
2170 Federal Grants Restricted	120,000.00	120,000.00	120,000.00	120,000.00
2200 State of Ohio/PLF	10,554,755.03	10,610,314.33	10,554,755.03	10,101,302.74
2210 State of Ohio/TLR/Rollback & Homestead	951,490.13	975,235.85	951,490.13	975,235.85
3110 Patron Fines & Lost Books	18,000.00	18,000.00	18,000.00	18,000.00
3140 Copy Machines	500.00	500.00	500.00	500.00
3141 Debit Cards	70,000.00	70,000.00	70,000.00	70,000.00
3199 Other Patron Fees	12,000.00	12,000.00	12,000.00	12,000.00
4120 Interest	725,000.00	725,000.00	725,000.00	725,000.00
6120 Restricted Contributions/Grants	5,000.00	5,000.00	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	5,000.00
8720 Insurance Reimbursements	19,527.56	19,527.56	19,527.56	19,527.56
8798 Reimbursement From Grants	1,000.00	1,000.00	1,000.00	1,000.00
8799 Other Refunds	25,000.00	25,000.00	25,000.00	25,000.00
8999 Miscellaneous	5,000.00	12,000.00	5,000.00	5,000.00
Subtotal Receipts	22,004,888.38	22,256,022.82	22,110,655.45	21,657,203.16
TOTAL RECEIPTS AND BALANCE FORWARD	$ 34,797,725.90	$ 33,192,299.51	$ 29,632,461.43	$ 28,676,885.88
EXPENDITURES				
1100 Salaries	$ 11,825,000.00	$ 11,300,000.00	$ 12,616,000.00	$ 12,240,000.00
1400 Retirement Benefits	1,648,301.54	1,574,801.54	1,759,041.54	1,706,401.54
1600 Insurance Benefits	2,828,117.07	2,818,919.59	2,847,974.59	2,841,387.45
1900 Other Employee Benefits	60,000.00	115,000.00	60,000.00	60,000.00
TOTAL SALARIES & BENEFITS	16,361,418.61	15,808,721.13	17,283,016.13	16,847,788.99
2100 General Office & Programming Supplies	1,160,450.00	1,160,450.00	1,160,450.00	1,160,450.00
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	40,000.00
TOTAL SUPPLIES	1,277,950.00	1,277,950.00	1,277,950.00	1,277,950.00
3100 Travel & Meeting Expenses	207,500.00	207,500.00	207,500.00	207,500.00
3200 Communications, Printing & Publicity	572,540.00	572,540.00	572,540.00	572,540.00
3300 Property Maintenance	1,857,830.00	1,882,830.00	1,857,830.00	1,857,830.00
3400 Insurance	147,892.00	147,892.00	147,892.00	147,892.00
3500 Rent/Leases	99,745.00	99,745.00	99,745.00	99,745.00
3600 Utilities	446,000.00	452,000.00	446,000.00	446,000.00

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

Based on actual revenue received to date plus estimates on the remaining distributions for 2025 from the Ohio Department of Taxation that was released in June, 2025. This represents 48% 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 September 11, 2025

	2025 Adopted Budget 6/12/2025	2025 Revised Budget 9/11/2025	2026 Preliminary Budget 6/12/2025	2026 Proposed Budget 9/11/2025
3700 Professional Services	694,269.30	748,663.66	696,173.11	696,173.11
3800 Library Material Control Services	353,975.00	353,975.00	353,975.00	353,975.00
3900 Other Contracts & Purchased Services	35,000.00	35,000.00	35,000.00	35,000.00
TOTAL PURCHASED & CONTRACTED SERVICES	4,414,751.30	4,500,145.66	4,416,655.11	4,416,655.11
4100 Books	889,500.00	889,500.00	900,000.00	900,000.00
4200 Periodicals	40,500.00	40,500.00	40,500.00	40,500.00
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	2,887,500.00
5500 Furniture & Equipment	100,000.00	100,000.00	100,000.00	100,000.00
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	200,000.00
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	200,000.00	64,000.00	200,000.00	200,000.00
TOTAL EXPENSE	25,775,919.91	25,172,616.79	26,339,921.24	25,904,694.10
9980 Transfers to Building & Repair Fund	1,000,000.00	1,000,000.00	1,000,000.00	750,000.00
9999 Transfers to Technology Development Fund	500,000.00	-	500,000.00	-
TOTAL TRANSFERS	1,500,000.00	1,000,000.00	1,500,000.00	750,000.00
TOTAL EXPENSE & TRANSFERS	27,275,919.91	26,172,616.79	27,839,921.24	26,654,694.10
Unencumbered Balance Forward	7,521,805.98	7,019,682.72	1,792,540.19	2,022,191.78
TOTAL EXPENSES & BALANCE FORWARD	$ 34,797,725.90	$ 33,192,299.51	$ 29,632,461.43	$ 28,676,885.88

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

	2025 Adoped Budget 6/12/2025	**2025 Revised Budget** 9/11/2025	**2026 Preliminary Budget** 6/12/2025	**2026 Proposed Budget** 9/11/2025
Balance Forward	23,548,835.12	23,548,835.12	21,536,645.12	21,844,645.12
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	1,000,000.00	750,000.00
Total Receipts	1,630,500.00	1,630,500.00	1,630,500.00	1,380,500.00
Total Receipts & Balance Forward	$ 25,179,335.12	$ 25,179,335.12	$ 23,167,145.12	$ 23,225,145.12
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	3,027,900.00	2,747,900.00	3,185,000.00	3,488,100.00
5511 Equipment	300,000.00	300,000.00	300,000.00	300,000.00
8998 Unallocated Appropriation	302,790.00	274,790.00	318,500.00	348,810.00
Total Expenses	3,642,690.00	3,334,690.00	3,815,500.00	4,148,910.00
Unencumbered Balance Forward	21,536,645.12	21,844,645.12	19,351,645.12	19,076,235.12
Total Expenses & Balance Forward	$ 25,179,335.12	$ 25,179,335.12	$ 23,167,145.12	$ 23,225,145.12

See Detail Sheet.

Reuben McMillan Free Library Association
Building & Repair Fund
Board Meeting of September 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
East		
East Branch Library Improvements	1,300,000.00	
Parking lot repair		50,000.00
Newport		
HVAC replacement	61,000.00	
Parking lot lighting		25,000.00
Boardman		
Sidewalk replacement	36,400.00	
Parking lot lighting		25,000.00
HVAC replacement		40,000.00
Masonry repointing and sealant		62,100.00
Michael Kusalaba		
Sidewalk repair	25,000.00	
Main		
Exterior maintenance	100,000.00	
Masonry repointing		25,000.00
Sebring		
General updates	84,500.00	
Replace flooring	41,000.00	
Roof replacement		181,000.00
Canfield		
Exterior paint	75,000.00	
Struthers		
Sidewalk repair	25,000.00	
Reseal and strip all parking lots		50,000.00
Reserve for unscheduled projects	1,000,000.00	3,000,000.00
Subtotal	$ 2,747,900.00	$ 3,488,100.00
Investment Fees	12,000.00	12,000.00
Furniture/Equipment	300,000.00	300,000.00
Contingency factor of 10%	274,790.00	348,810.00
Total With Contingency	$ 3,334,690.00	$ 4,148,910.00

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

	2025 Adoped Budget 6/12/2025	**2025 Revised Budget** 9/11/2025	**2026 Preliminary Budget** 6/12/2025	**2026 Proposed Budget** 9/11/2025	
Balance Forward	4,137,592.08	4,137,592.08	4,162,307.08	3,662,307.08	
RECEIPTS					
2132 Federal Government/E-Rate	25,000.00	25,000.00	25,000.00	25,000.00	
4122 Interest	20,000.00	20,000.00	20,000.00	20,000.00	
9951 Transfer From Other Funds	500,000.00	-	500,000.00	-	
Total Receipts	$ 545,000.00	$ 45,000.00	$ 545,000.00	$ 45,000.00	
Total Receipts & Balance Forward	$ 4,682,592.08	$ 4,182,592.08	$ 4,707,307.08	$ 3,707,307.08	
EXPENDITURES					
3782 Investment/Banking Fees	$ 700.00	$ 700.00	$ 700.00	$ 700.00	
5550 Equipment	519,585.00	519,585.00	520,000.00	519,585.00	See Detail Sheet.
Total Expenses	520,285.00	520,285.00	520,700.00	520,285.00	
Unencumbered Balance Forward	4,162,307.08	3,662,307.08	4,186,607.08	3,187,022.08	
Total Expenses & Balance Forward	$ 4,682,592.08	$ 4,182,592.08	$ 4,707,307.08	$ 3,707,307.08	

Reuben McMillan Free Library Association
Technology Development Fund
Board Meeting of September 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
Upgrades to existing equipment and data-network:	
Annual system wide targeted replacement computers -15%	$ 165,000.00
Public Use Tech Items (such as Xbox, iPad, tablets, laptops)	20,000.00
Replacement self check units	20,000.00
MN maker space or programing area - placemarker	7,000.00
Replacement switches - actual cost prior to e-rate reimbursement	24,500.00
Replace AWE stations with NABI tablets, mounted iPads, and ABC Mouse Stations (as AWE break)	2,800.00
Replace old UPS battery units	5,200.00
New VMWare Servers	3,500.00
Replacement/new laptops/surfaces, as needed (for branch kits and staff use)	60,000.00
Replace MK maker items when needed	2,500.00
Replacement tablets, iPads	4,900.00
Access points (e-rate) - actual cost prior to e-rate reimbursement	2,700.00
Replace one meeting room projector, if needed	5,500.00
Assorted maker space supplies	2,200.00
Network cabling - additional and repairs	16,000.00
Color copiers	2,900.00
Digitization equipment	10,000.00
Mac refresh (laptops/i-pads) for Marketing department	9,500.00
AT&T hardware to migrate branches from copper to cellular for VOIP failover and security upgrade	3,000.00
RFID tags	20,000.00
New door counters	25,300.00
Replacement-MN Genealogy Scanpro	13,000.00
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
Investment fees	700.00
	$ 520,285.00

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

Revised Code Sections 5705.34-5705.35

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

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.

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

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.

ADOPTED BY THE BOARD OF TRUSTEES, DECEMBER 13, 2007
AMENDED BY THE BOARD OF TRUSTEES, MARCH 14, 2012
AMENDED BY THE BOARD OF TRUSTEES, FEBRUARY 9, 2023
AMENDED BY THE BOARD OF TRUSTEES, SEPTEMBER _, 2025

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.

September 11, 2025

Name	Old Title/Location	New Title/Location	Old Rate	New Rate	Per	Effective
		NEW EMPLOYEES				
BROWN, BRANDON		Computer Support Tech/IT ADM		20.51	hr	7/14/2025
STRUDWICK, JOHN HENRY		Culinary Arts Specialist/Main		21.76	hr	8/4/2025
		TRANSFERS & CHANGES IN RATE				
AHRENS, ANNETTE		Librarian 1/Poland	27.98	30.43	hr	6/8/2025
ALBRIGHT, RON		Librarian 1/Michael Kusalaba	22.18	23.29	hr	6/8/2025
ALI-SAMAD, HANEEN		Librarian 1 / Boardman	23.79	24.98	hr	6/8/2025
ALLONBY, MIA CATHERINE		Librarian 1 /Family Engagement MN	22.18	23.29	hr	6/8/2025
ALVAREZ, MARNIE		Librarian 7/ Family Engagement	31.23	33.84	hr	6/8/2025
AULT, RENAE MORGAN		Librarian 4 / Campbell	26.32	28.69	hr	6/8/2025
AUMAN, MELISSA NICOLE		Librarian 1/Core Services	23.30	25.52	hr	6/8/2025
BELL, BRIANNA NICOLE		Librarian 1/Core Services	23.30	24.47	hr	6/8/2025
BELLISH, JESSICA NICOLE		Librarian 1/Austintown	22.18	23.29	hr	6/8/2025
BEVAN, MOLLY ELIZABETH		Librarian 7/Michael Kusalaba	29.73	32.27	hr	6/8/2025
BEVERLY, RENEE L		Librarian 3/Austintown	27.53	29.96	hr	6/8/2025
BLOTT, SARAH		Librarian 1/Canfield	24.97	27.27	hr	6/8/2025
BOWERS, AMY B		Librarian 4/East	28.70	30.14	hr	6/8/2025
BRICKELL, STEPHANIE		Librarian 3 /Family Engagement	25.70	28.04	hr	6/8/2025
BUDNY, ANDREW L		Librarian 1/Core Services	23.30	25.52	hr	6/8/2025
BURKARD, AMY		Librarian 3 /Family Engagement	26.47	28.84	hr	6/8/2025
CAMP, KAYLIN NICOLE		Librarian 1/Newport	23.30	25.52	hr	6/8/2025
CANNON, KIMBERLY A		Librarian 1/Technical Services	24.48	26.75	hr	6/8/2025
CARNAHAN, ELIZABETH		Librarian 3/Specialty Services	24.46	26.73	hr	6/8/2025
CHRISTANI, CYNTHIA L		Librarian 4/Sebring	29.45	31.97	hr	6/8/2025
CHURCHILL, SARA E		Librarian 7/Specialty Services	36.16	39.02	hr	6/8/2025
COONTZ, DANIELLE RYAN		Librarian 1/Sebring	22.73	23.87	hr	6/8/2025
CORLL, BENJAMIN JEFFREY		Librarian 4 /Brownlee Woods	26.32	27.64	hr	6/8/2025
CRAMER, LYNDSAY A		Librarian 1/ Community Engagement	26.82	29.21	hr	6/8/2025
DALE, AMELIA C		Librarian 1/Boardman	23.79	24.98	hr	6/8/2025
DALE, AMELIA C	Librarian 1/Boardman	Librarian 3/Comm Engagement	24.98	26.23	hr	6/23/2025

DAPOLITO, FRANCESCA MARIE		Librarian 1 /Core Services	22.73	24.92	hr	6/8/2025
DAVIS, SARAH LINDSEY		Librarian 1/East	23.30	24.47	hr	6/8/2025
DELBENE, CATHRYN		Librarian 1/Family Engagement	23.30	24.47	hr	6/8/2025
DOUGHERTY MAPEL HEATHER	Public Service Generalist/Travel	Librarian 1/Sebring	16.38	22.85	hr	9/1/2025
DUNLAP, MELISSA FAITH		Librarian 1/Boardman	23.30	25.52	hr	6/8/2025
ESTUDANTE, RACHAEL M		Librarian 3 /Community Engagement	25.07	27.37	hr	6/8/2025
GAMBLE, DESIREA LYN		Librarian 1 /Canfield	23.30	25.52	hr	6/8/2025
GERTHUNG, JILL		Librarian 4/ Technical Services	33.61	36.34	hr	6/8/2025
GIBBS, STUART A		Librarian 3/Specialty Services	30.24	32.80	hr	6/8/2025
GIBSON, ASHLEY E		Librarian 3/Technical Services	28.81	31.30	hr	6/8/2025
GRAF, ALLISON J		Librarian 6/Canfield	30.64	33.22	hr	6/8/2025
GRESKOVICH, NAOMI LOUISE		Librarian 1/Canfield	22.73	23.87	hr	6/8/2025
HARPER, ALEXANDRA M		Librarian 3/Michael Kusalaba	28.04	30.49	hr	6/8/2025
HARRIS, TRACY L		Librarian 3/Family Engagement	25.07	26.32	hr	6/8/2025
HART, RACHELLE MARIE		Librarian 1/Newport	22.18	23.29	hr	6/8/2025
HAUSER, DIANA LYNN		Librarian 1/Austintown	22.73	23.87	hr	6/8/2025
HEMPHILL, JENNIFER L		Librarian 4/Springfield	28.09	30.54	hr	6/8/2025
HUNSICKER, CHRISTOPHE M		Librarian 1/Canfield	23.79	24.98	hr	6/8/2025
IVAN, LOUIS FREDRICK		Librarian 1 /Struthers	22.73	23.87	hr	6/8/2025
JONES, JUDITH J		Librarian 3/Specialty Services	28.79	31.28	hr	6/8/2025
JONES, STARR A		Librarian 7/Austintown	34.39	37.16	hr	6/8/2025
KLEIN, MIRIAM	Clerk 2/Core Services	Librarian 1/Michael Kusalabe	17.89	22.85	hr	9/1/2025
KNICKERBOCKER, EMMA		Credentialed Specialist/Family Engagement	21.13	22.19	hr	6/8/2025
KOLLAR, AMANDA M		Librarian 4/Struthers	32.64	35.32	hr	6/8/2025
KOTEL, KELLY E		Librarian 4/Tri-Lakes	29.45	31.97	hr	6/8/2025
KOZBERG, ZAK	Chief of Staff/ADM	Chief Stakeholder Rel Officer/ADM	92,686.12	100,000.00	yr	8/31/2025
LILLA, NEVA MARIE		Librarian 3/Family Engagement	24.46	26.73	hr	6/8/2025
MARSCO, MARY K		Librarian 1/ Community Engagement	24.48	26.75	hr	6/8/2025
MCCORKHILL, MALLORY S		Librarian 1/Canfield	24.00	26.25	hr	6/8/2025
MCEWING, HAYLEY E		Librarian 6/Poland	31.89	34.53	hr	6/8/2025
MIKLOS, CHLOE CHRISTINE		Librarian 1/Michael Kusalaba	22.18	23.29	hr	6/8/2025
PECK, VIKKI A		Librarian 1/Poland	24.48	26.75	hr	6/8/2025
POLICY, ROMIE L		Librarian 3 /Technical Services	30.25	32.81	hr	6/8/2025
POSEY, SEAN TODD		Librarian 1/Austintown	22.73	23.87	hr	6/8/2025
PUGH, JULIE A		Librarian 1/Travel	23.30	24.47	hr	6/8/2025

PUHALLA, NICOLE M	Librarian 6/Boardman	29.74	32.28	hr	6/8/2025
ROSE, MATTHEW DAVID	Librarian 3/Specialty Services	25.07	27.37	hr	6/8/2025
ROSENTHAL, LISA M	Librarian 1 /Family Engagement	23.30	24.47	hr	6/8/2025
RUSH, ELIZABETH MARY	Librarian 1/Poland	23.30	25.52	hr	6/8/2025
SANTULLO, SHELBY LYNN	Librarian 1/Michael Kusalaba	23.30	24.47	hr	6/8/2025
SEBEST, CAITLIN NICOLE	Librarian 1/Family Engagement	23.30	24.47	hr	6/8/2025
SEMAN, TIMOTHY A	Librarian 1 /Poland	28.61	31.09	hr	6/8/2025
SHARP, PATRICIA M	Librarian 1/Brownlee Woods	23.30	24.47	hr	6/8/2025
SHAW, ALLIE EVAN	Librarian 1 /Boardman	23.30	25.52	hr	6/8/2025
SHIPTON, JULIA LYNN	Librarian 1 /Austintown	22.18	23.29	hr	6/8/2025
SICKLE, BRIANNA J	Librarian 1 /Boardman	23.30	24.47	hr	6/8/2025
SWAN, TAYLOR	Librarian 5 /Newport	28.32	30.79	hr	6/8/2025
TAYLOR, KRISTY	Librarian 7/ Community Engagement	33.35	36.07	hr	6/8/2025
VELAZQUEZ, BETH	Librarian 1/Austintown	22.18	23.29	hr	6/8/2025
WALLER, JOHN	Librarian 7/Core Services	35.94	38.79	hr	6/8/2025
WALTER, ASHLEIGH NOELLE	Librarian 1 /Austintown	23.30	25.52	hr	6/8/2025
WILLIAMS, JENNA ROSE	Librarian 4 /Travel	25.68	28.01	hr	6/8/2025
WILLIAMS, MELISSA A	Librarian 1 /Poland	28.76	31.25	hr	6/8/2025
YACOVONE, CARA ASHLEY	Librarian 1/Core Services	23.30	25.52	hr	6/8/2025
YINGLING, JOHN T	Librarian 1/ Community Engagement	28.76	31.25	hr	6/8/2025
YOUNG, ASHLEY K	Librarian 3/Technical Services	28.03	30.48	hr	6/8/2025

RESIGNATIONS & TERMINATIONS

COLEMAN, SUZANNA	Public Service Generalist/Brownlee				7/25/2025
ROSE, MATTHEW	Librarian 3/Specialty Services				7/26/2025
VARADY, DIANE	Clerk 2/Campbell				8/14/2025