

**Meeting of the Board of Trustees
Wayne County Public Library**

Monday, October 20, 2025, 6:00 p.m., Main Library
220 West Liberty Street, Wooster, OH

ROLL CALL: Angela Anderson, Bill Bailey, Doug Drushal, Francey Morris, Sandy Wenger
Excused: Susan Buchwalter, Tricia Pycraft

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Hayley Tracy-Bursley, Assistant Director; Katey Johnson, Human Resource Coordinator; Morgan Smith, Deputy Fiscal Officer

CALL TO ORDER: Ms. Morris called the meeting to order at 6:00 pm

COMMENTS FROM THE PUBLIC: There were none.

Resolution 32-2025 Approval of Consent Agenda:

Mr. Drushal moved to approve the Regular Board Meeting Consent Agenda, and Mr. Bailey seconded. The motion passed by roll call.

STAFF PRESENTATION:

Hayley Tracy-Bursley, Assistant Director explained her role within the Wayne County Public Library System. She oversees four managers, including the Branch Coordinator, Circulation Coordinator, Adult Department Manager, Children's Department Manager, an Administrative Assistant and Graphics and Marketing Specialist. She also supports the needs of the Library Director. She meets with her team every week and individually once a month. She shared that she believes communication is very important and strives to focus on the positive. She believes it is best to respond and not react to difficult situations. She also oversees advertising and marketing materials for the Library, including managing the webpage.

DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer shared that Baker & Taylor is closing its business. She mentioned that Amazon has tried taking over some of Baker & Taylor's market by offering Library Services. Amazon has hired some employees from Baker & Taylor and are offering their Library services in a test environment in Ohio. Ms. Shatzer also mentioned that we use a variety of vendors to purchase materials from.

Ms. Shatzer shared that two students from the University of Cambridge visited the Library. These students were traveling around the United States and working on the American Library Project. They met with Ms. Shatzer and asked her questions about the Library system, toured the Main Branch, participated in some programming and visited a Bookmobile stop.

Ms. Shatzer shared that she would be submitting an application for an LSTA Grant later this evening to fund a preservation station/memory lab in our Genealogy and Local History room where patrons can digitize pictures, videos, etc. She also mentioned that meetings for the 2026 Budget are underway.

FISCAL OFFICER'S REPORT:

September 2025 Financial Report: Mr. Chris Bailey shared financial information through September. The balance sheet has an ending balance of \$ 7.547 million. Star Ohio is currently at 4.39% and the CDs earn between 3.9 and 4.3 percent. On the statement of cash position, we had encumbrances of \$864,000 in the General Fund and a little over \$1 million overall. Mr. Bailey mentioned that September's PLF came in at 14.47% below estimates and YTD we are 1.99% above estimates, but looking ahead, October's PLF will come in 4.32% below estimates. Therefore, through October, we will be about 1.32% above estimates. But by the end of the year, we will be about .5% below estimates. We are 75% through the year and our revenues at 85%, as we have received all of our real estate revenues for the year and our expenses are at about 71%. For the Financial Summary through September, we had an ending balance of 7.547 million, PLF is at 41% and taxes are at 54%. Mr. Bailey mentioned that he will have a quarterly update on funds with the Wayne County Community Foundation during November's Board Meeting.

Mr. Drushal moved to accept the September 2025 Financial Report subject to audit, and Ms. Anderson seconded. The motion passed unanimously.

COMMITTEE REPORTS:

- A. Finance and Audit Committee: Did not meet.
- B. Facilities Committee: Did not meet.
- C. Human Resources Committee: Did not meet
- D. Operations Committee:
 - 1. Approval of Sponsorship and Partnership Policy
 - a. The Sponsorship and Partnership Policy was reviewed and approved during the Operations Committee Meeting held on October 20, 2025 prior to the Regular Board Meeting. The policy was approved unanimously.
 - 2. Memorandum of Understanding (MOU) with the Friends of the Library
 - a. The MOU was reviewed and approved during the Operations Committee Meeting held October 20, 2025 prior to the Regular Board Meeting. Motion passed unanimously.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

- 1. Acceptance of food pantry from the Wooster Community Kitchen to be located on library property near the corner of South and Walnut Streets. Mr. Drushal made a motion to approve the food pantry, Ms. Wenger seconded the motion. Motion passed unanimously. Ms. Shatzer will move forward with having the food pantry approved by the City of Wooster.
- 2. Resolution 33-2025 – Unclaimed Funds
Mr. Chris Bailey was able to recover \$28.50 in unclaimed funds on behalf of the Library. Mr. Bill Bailey made the motion to approve the unclaimed funds, Ms. Anderson seconded the motion. Motion passed by roll call.

3. Resolution 34-2025 – Awarding Contract for the Operations Center Roof Replacement Project
We received one bid for the Operations Center Roof Project which came from MEB Systems at \$550,175. Ms. Wenger made a motion to approve, Mr. Bailey seconded the motion. Motion passed by roll call.
4. Resolution 35-2025 – Additional Appropriations
Mr. Chris Bailey mentioned that there was one addition prior to the Board Meeting. The addition was for \$6,555.00 from Imhoff Construction to replace four window sills as part of the masonry project at the Main Branch. The additional appropriations pertain to the Operations Center Roof Project and include \$20,000 for professional services and \$550,175 for the roof bid. Total Additional Appropriations total \$576,730.
Mr. Drushal made a motion to approve, Ms. Anderson seconded the motion. Motion passed by roll call.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Having reached the end of the agenda, Ms. Wenger moved to adjourn the meeting and 6:29pm.

Tricia Pycraft, President

Bill Bailey, Secretary