

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

Monday, November 17, 2025, 6:00 p.m., Main Library  
220 West Liberty Street, Wooster, OH

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

Excused: Susan Buchwalter

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

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

COMMENTS FROM THE PUBLIC: There were none.

Resolution 36-2025 Approval of Consent Agenda:

Mr. Drushal moved to approve the Regular Board Meeting Consent Agenda, excluding the November Personnel Agenda, and Ms. Wenger seconded. The motion passed by roll call.

NOVEMBER 2025 PERSONNEL AGENDA: Due to a correction, the Personnel Agenda was removed from the Consent Agenda. Jansen Bauman started on 10/27/25, not 11/27/25. Motion carried.

STAFF PRESENTATION:

Dave Tenney, Operations Coordinator, shared a presentation highlighting the Maintenance and Facilities projects completed in 2025. Mr. Tenney shared updates made to the Creston Branch's staff room, including building a shelving unit. He also shared that he built the Creston Branch Manager a new desk. Mr. Tenney also built cabinets and shelving for the Maker Space Specialist's office. In the Facilities area at the Rittman Branch, Mr. Tenney built cabinetry and a desk for the Facilities Assistant. He also built a bench to be used for metal work. Mr. Tenney highlighted the upgrades made in both cleaning supply closets at the Main Library. He shared that, in order to meet the Health Department standards, plastic sheeting was installed on the walls. Extra shelves and electrical outlets were added to the cleaning closets as well. Mr. Tenney shared that a train table was built for the Children's Area at the West Salem Branch. The West Salem Branch also received portable air conditioning units. Mr. Tenney also rebuilt the gates on the mower trailer and added spring assist for easier lifting. The Shreve Branch's supply closet received newly built shelving. It was also shared that two dying ash trees were removed from the Shreve Branch's landscaping and the stumps were ground up. Mr. Tenney shared updates made to shelving in the Teen Room at the Main Library. Mr. Tenney showed images of the Operations Center's Roof and where the aggregate material has come off of the roofing material. The Operations Center Roof is set to be replaced in Spring 2026. Mr. Tenney showed images before and after excavation and tree removal in the side yard at the Creston Branch. Mr. Tenney built a custom attachment for the back of the tractor to assist with installing new panels for story walk. Mr. Tenney showed updates made to the Children's Department as part of their renovation project. He built a wooden gate for the desk area, stained and built a custom wall feature using barn siding, and built a "hobbit hole" doorway. The Creston Branch received portable hot water heaters at each of its four sinks to help with an unpleasant odor from standing water in the pipes. Mr. Tenney shared that new bike racks

were ordered and installed at various locations. Mr. Tenney replaced all lights in the Main Library's parking lot, including rebuilding lenses for 28 bollard lights. Mr. Tenney also shared that the duct work at Rittman Branch was insulated to avoid moisture dripping down during hot, humid days. Imhoff Construction replaced the capstone on the parapet wall over the Delivery Area at the Main Library so it no longer leaks when it rains. Mr. Tenney also mentioned that an update to the landscaping at the Rittman Branch was made due to a natural spring that causes standing water in the area and it couldn't be mowed. Ms. Shatzer added that Mr. Tenney also installs all flags for Parade of Flags in front of the Main Library for Rotary.

#### DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer shared that the Wooster Community Kitchen decided to change the location of the food pantry from Library property to the front of the Second Baptist Church on Grant Street, which is a block south of the Main Library. Ms. Shatzer also shared that the Library will be receiving a \$10,000 gift from the Carnegie Corporation in early 2026. There are no restrictions on how this money is spent, so Ms. Shatzer would like to use this donation to match funds for the Preservation Station in the Genealogy Department, if the LSTA grant we recently applied for is approved. If the LSTA grant is not awarded, the Carnegie gift can still be used to establish the Preservation Station, though on a smaller scale. Ms. Shatzer also shared that Mr. Barry Romich received his commendation at the Main Library from Representative Craig. He will also receive his award from the Ohio Library Council at their convention on Wednesday. Ms. Shatzer also shared that Mr. Romich is starting grants, through the Romich Foundation, for Libraries in Ohio that do not have 3D Printers. Ms. Shatzer mentioned that our collaboration with Buckeye Book Fair went well, turn out was good and the author visits went well this year. Ms. Shatzer shared that Staff Development Day was a success and thanked Ms. Johnson for her hard work.

#### FISCAL OFFICER'S REPORT:

October 2025 Financial Report: Mr. Chris Bailey shared financial information through October. The balance sheet has an ending balance of \$7.063 million. Star Ohio is currently at 4.3% and the CDs earn between 3.9 and 5.2 percent. On the statement of cash position, we had encumbrances of \$600,000 in the General Fund and \$1.2 million overall. Mr. Bailey mentioned that this is because we encumbered the \$550,000 for the Operations Center roof project. Mr. Bailey mentioned that October's PLF came in at 4.32% below estimates and YTD we are 1.3% above estimates. Looking ahead, November's PLF came in 2.6% below estimates. Therefore, through November, we will be about 1% above estimates. Mr. Bailey shared that December's PLF will come in around 11.5% below estimates. And by the end of the year, we will be about .02% below estimates. So, we will collect about 99.8% of the PLF we expected. We are 83% through the year with revenues at about 90% and expenses are at 80%. In Fund 401, looking at month to date actual, Mr. Bailey noted that the \$114,135 is for Imhoff's masonry repairs on the Main Library. For the Financial Summary through October, we had an ending balance of 7.063 million, PLF is at 44% and taxes are at 51%. Mr. Bailey reviewed the most recent quarterly reports for funds with the Wayne County Community Foundation. The Liberty Street Fund has a balance little over 2 million, the Library System Fund is at about \$75,000 and the Rittman Branch Fund is a little over \$44,000. Mr. Bailey also mentioned that at the end of this month, we will make our last debt payment on the Main Library Branch and that the bond levy will drop off next year for taxpayers. Mr. Bailey shared that the 2026 Budget will be presented for approval at next month's meeting. Mr. Drushal suggested that when the last debt payment is made, we should share some publicity.

Ms. Morris moved to accept the October 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:
  - 1. Approval of Staff Compensation for 2026 as presented.  
With the exception of the Director, Fiscal Officer and shelvers, all staff with a start date before October 1, 2025, will receive a 2% pay increase, beginning January 1, 2026. Shelvers who are not currently at the top of their pay range will receive either a 2% increase or an adjustment to the Ohio minimum wage for 2026, which is \$11 an hour, whichever is higher. This was approved in Committee. Motion carried.
  - 2. Approval to grandfather employees currently on the employee/spouse or employee/child health insurance plan into the family coverage plan, with single employee contribution rate. This was approved in Committee. Motion carried.
  - 3. Approval of Update to Personnel Policy regarding Paid Time Off (PTO) for Part-Time Staff. The policy clarifies how PTO can be used during weeks when the Library has a holiday closure. This policy update was approved in Committee. Motion carried.
  - 4. Approval of Gift Cards & Thank You Meal for staff as budgeted for \$100 gift cards for 48 full-time staff and \$50 gift cards for 65 part time staff. This was approved in Committee. Motion carried.
  - 5. Operations Committee: Did not meet.

Mr. Drushal asked about the status of the roof projects. Ms. Shatzer shared that an Operations Committee meeting will need to be scheduled to discuss some updates involving the settlement with Seaman Corporation. Ms. Shatzer mentioned that the masonry repairs made over the east side of the Main Library building have made a big difference already, and that we may not need as much work done on the roof as we thought. For the Operations Center roof, we have to wait for spring to get that project started. Mr. Tenney shared that the week after Thanksgiving, the soffit on the Main Library Building will be replaced with metal by Miller Custom Exteriors.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

COMMENTS FROM THE PUBLIC: There were none.

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

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Tricia Pycraft, President

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Bill Bailey, Secretary