

Meeting of the Board of Trustees Wayne County Public Library

Monday, December 15, 2025, 6:00 p.m., Main Library
220 West Liberty Street, Wooster, OH

ROLL CALL: Susan Buchwalter, Doug Drushal, Francey Morris, Tricia Pycraft, Sandy Wenger

Excused: Angela Anderson, Bill Bailey

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Hayley Tracy Bursley, Assistant Director; Morgan Smith, Deputy Fiscal Officer

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

COMMENTS FROM THE PUBLIC: There were none.

Resolution 37-2025 Approval of Consent Agenda:

Ms. Wenger made a motion to approve the Regular Board Meeting Consent Agenda, and Ms. Buchwalter seconded. Motion passed by roll call.

DIRECTOR'S REPORT: Ms. Shatzer shared that many staff have thanked the Board of Trustees for the gift cards and staff thank you meals both at the Main Library and at the branches. Ms. Shatzer shared that Family Literacy Night had a great turnout and there were many positive comments from parents about this program. Ms. Shatzer shared that she attended the OLC awards luncheon where Mr. Romich received his award. Ms. Shatzer shared Mr. Romich's plans to provide 3D printers to libraries in Ohio Counties that do not already have one available.

FISCAL OFFICER'S REPORT:

November 2025 Financial Report: Mr. Bailey shared financial information through November 2025. Interest rates for CDs are between 3.9% - 4.3% and Star Ohio interest rate was 4.23%. The Statement of cash position shows a balance of 6.152 million. Encumbrances through the end of November in the General Fund were \$545,000, and overall, slightly above \$1 million. The Income statement shows the PLF came in 2.7% below estimates. December's PLF came in around 11.5% below estimates. Overall, we collected about 99.8% of the PLF we anticipated. Through November, we've collected 93% of our revenues and expenditures were at 86%. Mr. Bailey pointed out the last debt payment on the Main Library has been paid and Fund 301 is not closed. In Fund 310, for the Rittman/Main Renovation, the debt payment of \$311,375.00 was made.

Ms. Morris moved to accept the November 2025 Financial Report, subject to audit, and Ms. Buchwalter seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. Resolution 38-2025 – Transfer Balance from Debt Service Fund-301 and Close Fund. Discussed in committee.

Mr. Drushal made a motion to approve transferring the balance from the Debt Service Fund to the General Fund and to close the Debt Service Fund (301), Ms. Morris seconded the motion. Motion passed by roll call.

2. Resolution 39-2025 – Additional Appropriations. In order to move the balance from Fund 301 into the General Fund, we need to appropriate those funds. Discussed in committee. Ms. Pycraft asked what was included in the Other Objects Fund. Mr. Bailey explained that Other Objects include organizational memberships, co-op Memberships and refunds and reimbursements

Mr. Drushal made a motion to approve the additional appropriations, and Ms. Wenger seconded. The motion passed by roll call.

3. Resolution 40-2025 – 2026 Budget / Permanent Appropriations

Mr. Drushal made a motion to approve the 2026 Budget and Permanent Appropriates as presented, Ms. Wenger seconded the motion. The motion passed by roll call.

A. Facilities Committee:

1. Approval of 2026 Capital Projects (as presented)
Ms. Shatzer shared an overview of the Capital Expenditures plans for 2026 as described by Mr. Tenney during the Facilities Committee meeting that took place on December 12, 2025. These projects include: system-wide parking lot resurfacing and re-striping, masonry repairs on the northeast tower at the Main Library, replacing key punch door locks at Main Library with sensors for entry with employee key cards, HVAC updates including replacing a server at the Main Library and other upgrades to HVAC upgrades at the Operation Center for proper temperature control, carpet replacement at the Shreve Branch, carpet replacement, redesign of the shelving units and decor in the Children's Department as part of the Main Library Renovation, A/V equipment upgrades in the conference room at the Rittman Branch, and replacing a Bookmobile with one that does not require a driver with a CDL. Mr. Drushal asked how a driver of a bookmobile would not be required to have a CDL license. Ms. Shatzer shared that the CDL requirement depends on the weight of the vehicle.

The 2026 Capital Expenditures was approved in committee. Motion passed unanimously.

2. Human Resources Committee: did not meet
3. Operations Committee: did not meet

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

1. Presentation of Annual Credit Card Rewards
Mr. Bailey shared that we had 100,028 in credit card rewards for 2025. Of those credit card rewards, we cashed in 100,000 points for \$1,000.00 cash back which will be deposited into the General Fund as miscellaneous revenue.
2. Nominating Committee
Ms. Wenger will speak with Board Members about committee nominations.
3. 2026 Board Meeting Schedule
Mr. Drushal made a motion to approve the 2026 Board Meeting schedule, and Ms. Morris seconded the motion. Motion carried.
4. 2026 Scheduled Closings
Mr. Drushal made a motion to approve the 2026 Scheduled Closings, and Ms. Morris seconded the motion. Motion carried.

EXECUTIVE SESSION: At 6:18p.m., Ms. Wenger moved to go into executive session to discuss the employment and compensation of public employees, and Ms. Morris seconded. Motion passed by roll call. At 6:48 p.m., the Board left executive session. Motion carried.

NEW BUSINESS:

Ms. Wenger moved to increase the Director's and Fiscal Officer's salaries by 2%. The Director's salary was increased to \$119,500 per year and allotted a reimbursement of up to \$3,000 for library conferences and related travel expenses in 2026. The Fiscal Officer's salary was increased to \$94,000 per year with a 2025 year-end bonus of \$2,500. Motion seconded by Ms. Buchwalter. Motion passed unanimously.

ADJOURNMENT: Mr. Drushal moved to adjourn the meeting, and Ms. Morris seconded. Meeting adjourned at 6:49 p.m.

Tricia Pycraft, President

Bill Bailey, Secretary