

Meeting of the Board of Trustees
Wayne County Public Library
Monday, April 21, 2025, 6:00 p.m., Shreve Branch Library

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; 1 guest

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:01 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, March 17, 2025: Ms. Wenger moved to approve the Regular Board meeting minutes, and Ms. Buchwalter seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES: Mr. Bailey moved to approve the April 11th Facilities committee meeting minutes, and Ms. Wenger seconded. Motion carried.

DIRECTOR'S REPORT:

Hannah Bersee, Shreve Branch Manager, gave a presentation about the Shreve Library. She praised her staff and noted that they are very talented, love doing programs and decorating the library. She showed examples of some of their program crafts. The programs have been very popular, even enticing patrons from other parts of the county. The knitting group is the longest running program which has been meeting for 25 years!

Narrative report as distributed: Ms. Shatzer reported circulation statistics of physical materials are down which directly correlates with not having a second bookmobile driver. It has now been remedied. Ms. Shatzer completed the state report, and Ms. Tracy Bursley and Ms. Naumann turned it into the "2024 Impact Report" a highlight of last year. She brought the report to Legislative Day in Columbus. Ms. Shatzer provided an update on the state budget and notes we are currently in a waiting pattern with the Ohio Senate currently on break. In the House version, we receive \$30,000 less in the first year, and \$90,000 more in the second year. Ms. Shatzer reached out to Senator Landis and invited him to come and visit our library.

In correspondence, we received over 280 letters from patrons who love our library. It was wonderful to hear from our patrons, and we scanned all the letters for our staff to read, and we also brought them to Legislative Day.

For the "All Friends" event next week, 32 Friends RSVP'd. There is at least one member from each of the friend's groups planning to attend.

Ms. Shatzer and the library staff have had to deal with many patron behavior issues this past month. Spring has sprung. Most have been minor issues, but they take up a lot of time.

Administrative Items: We had 1 resignation, 4 recommended hires. 2 adjusted pay rates, and 4 open positions, many being sub positions. Ms. Wenger moved to approve the personnel agenda as presented, and Ms. Buchwalter seconded. Motion carried.

FISCAL OFFICER'S REPORT:

March 2025 Financial Report: The balance sheet has an ending balance of \$7.489 million. Star Ohio interest rate is 4.5% with many CD's earning between 4 to 5% interest. Our current encumbrances are \$1.979 million in the general fund with \$2.2 million overall. The March PLF was 2.3% below estimates. Year-to-date, the PLF is 8.1% above estimates. We have received the first half of the real estate tax settlement of \$1.9 million. The first half is usually higher than the second half of property taxes. Revenue continues to be strong. In fund 480, we have purchased the new systemwide computers. Ms. Buchwalter moved to accept the March 2025 financial report subject to audit, and Mr. Bailey seconded. Motion carried.

Resolution 13-2025 March 2025 Donations: Mr. Bailey noted receiving two generous donations in March from Directions Credit Union for the summer reading program, and from Ms. Shatzer for the purchase of mugs for the library staff. Mr. Bailey moved to accept the March donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 14-2025 March 2025 Memorial Donations: Ms. Buchwalter moved to accept the March memorial donations and Ms. Wenger seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: Mr. Bailey provided a synopsis for repairing the Operation Center's roof. Ms. Shatzer reached out to Brian Bogner who affirmed the need for professionals to set up the specs and help with the bid and legal processes. Mr. Tenney had a recommendation to use Tekton located in Holmes County. Bricker and Graydon will provide legal counsel. The quote from Tekton was a little more than we expected, but within the acceptable range. It was recommended by committee members to approve the Tekton and Bricker and Graydon agreements. The motion passed unanimously.

Human Resources Committee: Ms. Wenger noted the committee discussed changes to the salary scale: change IT Desk Technician from pay grade 8 to 6; and have 2 different pay grades for bookmobile drivers. A bookmobile driver with a CDL is proposed to change to pay grade 3 and a bookmobile driver without a CDL will be at pay grade 5. The salary scale changes were approved in the committee, and the motion passed unanimously.

Operations Committee: The update was tabled due to no committee members being present.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none

COMMENTS FROM THE PUBLIC: No comments from the public.

ADJOURNMENT: Having reached the end of the agenda Ms. Pycraft declared the meeting adjourned, and the meeting ended at 6:32 p.m.

Tricia Pycraft, President

Bill Bailey, Secretary