

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

Monday, August 18, 2025, 6:00 p.m., West Salem Branch
99 E. Buckeye Street, West Salem, OH

ROLL CALL: Bill Bailey, Susan Buchwalter, Doug Drushal, Francey Morris, Sandy Wenger
Excused: Angela Anderson, 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; Debbie Starcher, West Salem Branch Manager; two members of West Salem Friends of the Library

CALL TO ORDER: Ms. Morris called the meeting to order at 6:02 pm

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, July 21, 2025: Mr. Drushal moved to approve the Regular Board Meeting Minutes, and Mr. Bailey seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee Meeting, August 15, 2025: Ms. Wenger moved to approve the Human Resources Committee Meeting Minutes, and Ms. Buchwalter seconded the motion. The motion passed unanimously.

DIRECTOR'S REPORT:

Debbie Starcher, West Salem Branch Manager, shared that her branch is now fully staffed and running well. She mentioned that Summer Reading Club went well and that the animal programs at the beginning and end of the summer reading program both filled the meeting room with interested patrons.

Narrative report as distributed: Ms. Shatzer shared that she invited Representative Meredith Craig to come to a story time, read to the children and then meet to discuss the potential override of some of Governor DeWine's vetoes. Ms. Shatzer mentioned that while Rep. Craig did not have many answers to her questions, she plans to take her questions back to the State House.

Ms. Shatzer also shared that Community Action of Wayne and Medina Counties purchased the building that the West Salem Branch is located in. Also, Ms. Shatzer was included in Community Action's newly created West Salem Community Complex Advisory Board which is discussing ideas for the future of the building with the possibility of offering medical services, a farmer's market and other services.

Administrative Items: There were two resignations, one new hire and two transfers. Mr. Bailey moved to accept the personnel agenda as presented, and Ms. Wenger seconded the motion. Motion carried.

FISCAL OFFICER'S REPORT:

July 2025 Financial Report: The balance sheet has an ending balance of \$ 6.5 million. Star Ohio is currently at 4.56% and most CDs earn between 4 and 4.5 percent. On the statement of cash position, we have encumbrances of \$1.1 million in the general fund, and \$1.3 million overall. Mr. Chris Bailey mentioned that for July's PLF, this was the first month where PLF is a line-item expense instead of a percentage of the State's General Fund Revenue. July's PLF came in at 11.5% below estimates with Y-T-D PLF at 3.9% above estimates. Mr. Bailey also shared that August's PLF came in at 8.3% higher than estimated. So, at the end of August, we will be 4.4% above estimates. It was also noted that by the end of the year, we will be around 20,000 to 30,000 under what was budgeted for revenues, but we would still be receiving around 99% of the PLF we expected for the year. We received second half real estate taxes earlier in the month. These revenues will appear in next month's report. Mr. Bailey shared that earlier this week, he received an update from the Wayne County Auditor, Russell Robertson, about the Rover Pipeline appeal. In summary, the Ohio Supreme Court upheld the \$3.669 billion evaluation by the Board of Tax Appeals. The Ohio Department of Taxation will issue their final determination notice and each county auditor will have to regenerate their tax bills. There is some uncertainty however because within the Department of Taxation's final determination, it states that enclosed determination is subject to final review. Therefore, it should be noted that the amount of back taxes the library will receive is unknown at this point, but things are moving in the right direction. Through the end of July, revenues are at 59.2%, expenses are at 56.9%, PLF is at 47% and taxes are at 48% with salaries and benefits at 58% of expenditures. Mr. Drushal moved to accept the July 2025 Financial Report subject to audit, and Ms. Buchwalter seconded. The motion passed unanimously.

Resolution 25-2025 – July Donations: Mr. Drushal moved to accept the July donations and Ms. Buchwalter seconded. The motion passed by roll call.

Resolution 26-2025 – July Memorial Donations: Ms. Wenger moved to accept the July Memorial donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 27-2025 – Transfer Balance from Rittman Construction Fund and Close Fund: Mr. Bailey explained that \$750,000 from the General Fund was transferred in between 2016-2022, and now that the project is complete, we want to transfer the remaining funds out and close the fund. Mr. Bailey proposed that \$221,587.52 be transferred into the Building and Repair Fund to help defray the cost of the roof replacement on the Operation Center. \$200,000 will be transferred into the Main Renovation Fund as there are still renovations needed in the Children's Department. Mr. Drushal moved to approve the transfer balance from Rittman Construction Fund and close the fund, and Mr. Bailey seconded the motion. Motion passed by roll call.

Resolution 28-2025 – Request an Amended Certificate of Estimated Resources: This resolution would show the transfer of revenues from the Rittman Construction Fund into the Building and Repair Fund and the Main Renovation Fund and would be updated with the Wayne County Auditor. Ms. Buchwalter moved to approve the amended certificate of estimated resources, and Mr. Drushal seconded. Motion passed by roll call.

Resolution 29-2025 – Additional Appropriations: This resolution would allow for the appropriations for transferring the funds from the Rittman Construction Fund. Mr. Chris Bailey also mentioned that a part of these appropriations would include the previously approved elevator repairs at \$70,000 and \$30,000 for engineering and legal fees. He also mentioned that additional appropriations would be made once the Operation Center roof

replacement bid is in. Mr. Bill Bailey moved to approve the additional appropriations, and Mr. Drushal seconded. Motion passed by roll call.

COMMITTEE REPORTS:

A. Finance and Audit Committee: Did not meet.

B. Facilities Committee: Did not meet.

C. Human Resources Committee:

Update to Anniversary Gift Policy: Ms. Wenger shared that the committee discussed updates to the Anniversary Gift Policy to include recognition for those employees with more than 35 years of service. This update was approved in committee and the motion passed unanimously.

Update to Salary Scale: Ms. Wenger shared that the committee discussed an update to the salary scale for the Deputy Fiscal Officer's pay due to change in status from full-time, 40 hour per week exempt employee to non-exempt 30 hours per week employee. The update was approved in committee and the motion passed unanimously.

Update to Fiscal Officer Job Description: Ms. Wenger shared that the committee discussed an update to the Fiscal Officer's job description due to changes with Deputy Fiscal Officer's job description and hours worked. The Fiscal Officer will now process the entire payroll instead of overseeing the process. The committee approved the update to the Fiscal Officer's job description in committee and the motion passed unanimously.

D. Operations Committee: Did not meet.

UNFINISHED BUSINESS:

Vote on revised Board Bylaws and updated meeting rules: Mr. Bailey moved to approve the revised Board Bylaws and updated meeting rules and Ms. Buchwalter seconded the motion. Motion passed by roll call.

NEW BUSINESS: There was none.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Having reached the end of the agenda, Ms. Morris moved to adjourn the meeting at 6:22 pm.

Tricia Pycraft, President

Bill Bailey, Secretary