

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

Monday, September 15, 2025, 6:00 p.m., Dalton Branch
127 S. Church St. Dalton, Ohio

ROLL CALL: Angela Anderson, Bill Bailey, Susan Buchwalter, Doug Drushal, Francey Morris, Sandy Wenger
Excused: 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; Teresa Jager, Dalton Branch Manager

CALL TO ORDER: Ms. Morris called the meeting to order at 5:58 pm

COMMENTS FROM THE PUBLIC: There were none.

Resolution 30-2025 Approval of Consent Agenda:

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

STAFF PRESENTATION:

Teresa Jager, Dalton Branch Manager began by thanking her staff for their hard work during one of the busiest summers she can remember, both with Summer Reading Club and regular circulation. She was not sure what drove the increase in activity over the summer. She also mentioned that they are currently fully staffed.

DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer shared that a local group that maintains several food pantries in Wooster asked to place a food pantry at the Main Library. Ms. Shatzer mentioned that this would also tie in well with the Wayne County Health Department's monthly pop-up food pantry held across the street from the library. Ms. Shatzer said once she receives additional details, such as pantry specifications, we will check with the City of Wooster for any stipulations for placing the food pantry at the Main Branch. Consideration and possible approval for the food pantry will be brought to the Board at a later time.

Ms. Shatzer also mentioned that bids for the Operations Center's Roof Replacement Project are due on Wednesday, September 17, 2025 by 12:00pm.

Ms. Shatzer shared that Library Design is preparing a plan with options and cost estimates for the final phase of the Main Library Renovation Project in the Children's Department. An anticipated proposal is expected for the Board's consideration this fall with a goal of project completion in late winter/early spring, before 2026 Summer Reading Club begins.

Ms. Shatzer shared that administration is currently working on plans to ensure compliance with House Bill 96 in regard to cybersecurity. Ohio Revised Code Section 9.64 requires each local government entity, including public libraries, to implement a basic cybersecurity program. This includes:

- Cybersecurity training for all employees
- A cyber incident response plan

- Practices to assess and remediate cyber risks
- Reporting of cyber incidents to the Ohio Cyber Integration Center and the Auditor of State

We are working with Ohio Cyber Range Institute to review requirements and will be preparing the necessary policies, training, and procedures to be in place ahead of the deadlines. Updates and any items requiring Board action, including a Cybersecurity Policy, will be brought forward as plans are finalized. Beginning September 30, 2025, the Library must report any type of cyber security incidents to the Ohio Cyber Integration Center and the Auditor of State.

Ms. Shatzer also mentioned that the State Library of Ohio currently has their LSTA Competitive Grants open which includes a 25% local match. Ms. Shatzer is working on a grant for the Library to apply for a \$25,000 grant to setup a memory lab to digitize and preserve photos, slides, videos, film, audio, documents etc. This memory lab would be in the Genealogy and Local History Department. The deadline to apply is October 20, 2025.

Ms. Shatzer advised that an Operations Committee meeting will be scheduled soon to discuss the sponsorship policy.

FISCAL OFFICER'S REPORT:

August 2025 Financial Report: Mr. Chris Bailey shared financial information through August. The balance sheet has an ending balance of \$ 7.592 million. Star Ohio is currently at 4.56% and the CDs earn between 3.95 and 5.2 percent. On the statement of cash position, Mr. Chris Bailey pointed out that the transfers approved during the August Board Meeting have been completed. The Rittman Construction Fund now has a zero balance. We have encumbrances of \$950,000 in the General Fund and about \$1.13 million overall. Ms. Buchwalter asked about the CD's maturity before the end of the year. She asked if the CDs would be renewed or if the money would go into Star Ohio since it has a higher interest rate. Mr. Bailey explained that as one CD matures, he purchases another one. He mentioned that this keeps our investments diversified and if the rates with Star Ohio were to drop, all of our investments aren't tied up in it. Mr. Bailey mentioned that we are 67% through the calendar year with revenues at 79% and expenses at 64.18%. Year to date, we are at 4.4% above PLF estimates. By the end of the year, we will have received 99% of expected revenues. We received second half real estate taxes totaling about \$1.17 million from the County Auditor. Through the end of August, we had an ending balance of \$7.5 million. PLF revenues are at 40%, taxes are at 56% with salaries and benefits at 58% of expenditures. Mr. Bailey mentioned that there were no further updates about the Rover Pipeline Settlement. Mr. Drushal moved to accept the August 2025 Financial Report subject to audit, and Ms. Wenger seconded. The motion passed unanimously.

Resolution 31-2025 Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor: Mr. Drushal moved to accept the amounts and rates as determined by the Budget Commission and authorize the necessary tax levies and certifying them to the County Auditor and Ms. Anderson seconded the motion. Motion passed by roll call.

COMMITTEE REPORTS:

- Finance and Audit Committee: Did not meet.
- Facilities Committee: Did not meet.
- Human Resources Committee: Did not meet

D. Operations Committee: Did not meet.

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, Mr. Drushal moved to adjourn the meeting and Ms. Wenger seconded the motion. Meeting was adjourned at 6:14 pm.

Tricia Pycraft, President

Bill Bailey, Secretary