

**Meeting of the Board of Trustees  
Wayne County Public Library**  
Monday, May 20, 2024, 6:00 p.m., Rittman Library

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Dave Tenney, Facilities Coordinator; Donna Teece, Deputy Fiscal Officer; Pam Schemrich, Rittman Branch Manager; 8 guests

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

OATH OF OFFICE: Mr. Bill Bailey gave the oath of office to Susan Buchwalter, our new member of the Board, and Ms. Pycraft welcomed her.

WELCOME SUPPORTERS OF THE NEW RITTMAN BRANCH: Ms. Pycraft welcomed the community and thanked them for their support and generous donations. The Rittman Library has 23 donors and 2 in-kind donors totaling approximately \$95,000. \$10,500 of this amount is in in-kind donations. Donations were used to purchase reading garden furnishings and outdoor interactive games. Additional plans for donated funds are landscaping, signage, additional furnishings and artwork for the children's area. Any remaining donated funds will be placed into a WCCF permanent endowment fund for the Rittman Library. Ms. Shatzer is so appreciative of all the support the community has given. The beautiful stained-glass window created and donated by the mayor, Mr. Robertson, and his wife is a wonderful addition to the library. Mr. Tenney created the frame for the stained-glass as well as other artwork around the library. She is proud to be here in Rittman and starting something special.

COMMENTS FROM THE PUBLIC: Mr. Neyhart remarked that this is a nice building.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, May 20, 2024: Ms. Morris moved to approve the Regular Board meeting minutes, and Ms. Wenger seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Ms. Schemrich expressed appreciation for her wonderful staff who have stepped up and embraced the sheer volume of patrons coming into the new library. She reported that "tour season", providing tours and showing off the building, has started to slow down. She appreciates all the support she has received from the community.

Narrative report as distributed: Ms. Shatzer provided an update on the Main Library renovation project. Construction is wrapping up with new first floor carpeting and furnishings as well as the Genealogy room remodel now completed.

Statistics since the opening of the Rittman Library have risen significantly with a 36% increase in circulation; 268% increase in new library cards issued; 90% in number of programs offered with attendance in programs increasing 43%, and public usage of the community room increasing 20%. These statistics reveal that it was the right decision to build a new library in the Rittman community.

Ms. Shatzer received numerous thank you notes with many showing appreciation of the Bookmobile as part of the Touch-a-Truck program.

Administrative Items: There were 4 terminations, 1 recommended hire, and the STEAM position is being put on temporary hold to tweak the job description and title to attract the right candidate. Mr. Bailey moved to approve the administrative items, and Ms. Buchwalter seconded. Motion passed unanimously.

FISCAL OFFICER'S REPORT:

Mr. Bailey reported the 2023 audit is now complete and available on the state auditor's website. He plans to schedule a finance and audit committee meeting to review the results and discuss the upcoming 2025 tax budget.

May 2024 Financial Report: In the bank and investment report, the ending balance is \$7.5 million. In statement of cash position, the outstanding general encumbrance is \$1.5 million with \$2.3 million overall. The income statement indicates the May PLF continues to be below estimates by 8.5% for the month. Year-to-date, the PLF is averaging 6% below estimates. Mr. Drushal moved to accept the May 2024 financial report subject to audit, and Ms. Wenger seconded. Motion carried.

Resolution 17-2024 May Donations: Mr. Bailey moved to accept the May donations and Ms. Morris seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Board Committee Assignments: Ms. Shatzer noted Mr. Bill Bailey graciously agreed to take over as Facilities Committee chair, and Ms. Buchwalter will replace Mr. Bailey's position on the committee as well as filling Mr. Neyhart's position on the Finance Committee. Ms. Wenger moved to approve the committee assignments and Ms. Morris seconded. Motion carried.

Resolution 18-2024 – Honoring Pat Neyhart: Mr. Chris Bailey read the resolution honoring Mr. Neyhart to express its sincere appreciation as a member of the WCPL Board. Mr. Drushal wholeheartedly moved to approve the resolution, and Ms. Morris seconded. The motion passed unanimously. Mr. Neyhart said it was very rewarding to be part of the Board and working with the WCPL staff and the Board members over the years.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Morris moved to adjourn, and Ms. Wenger seconded. The meeting ended at 6:20 p.m.

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Tricia Pycraft, President

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Bill Bailey, Secretary