

**Meeting of the Board of Trustees**  
**Wayne County Public Library**  
Monday, July 15, 2024, 6:00 p.m., Creston Library

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resources; Morgan Smith, Fiscal Office Assistant; Amy Anderson, Creston Branch Manager

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:03 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, June 17, 2024: Mr. Drushal moved to approve the Regular Board meeting minutes, and Ms. Wenger seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Amy Anderson, Creston Branch Manager, provided an update on the Creston Library. This year has been good and started strong with the Bluey Party they held. There was an eclipse party with around 50 people attending. The party included speakers, a tea party and a macrame craft. Ms. Anderson mentioned that they've focused on outreach to the entire 2<sup>nd</sup> grade class at Norwayne Elementary School. Once a month, they visit all the 2<sup>nd</sup> grade classrooms and hold story times and offer crafts. Gloria visits the Tri-County Preschool once a month and holds story times with them. They also had Reading Under the Lights again this year which was a lot of fun. The children loved seeing the characters in costume at the event. They made classroom visits to get the kids excited for Summer Reading Club (SRC). Ms. Anderson mentioned that she needs 3 more children to sign up for SRC to meet her goal of having 200 kids signed up. She also mentioned that there are around 35 teens signed up for SRC. Ms. Anderson feels like the Creston Branch is seeing families and children visiting and using the Library like they did before the COVID pandemic. Ms. Anderson mentioned that the Bookmobile story time was very fun this summer. Registration went from about 20 kids to 92 kids at the program to include children from the Creston Community's Summer Camp. Ms. Anderson is looking forward to a fun filled fall. Mr. Drushal asked about the \$100,000 set for the Creston Branch. Ms. Shatzer said there are a few things that need to be discussed before more planning takes place for the Creston Branch.

Narrative report as distributed: Ms. Shatzer mentioned that the espresso machine has been installed in the Joyful Café at the Main Branch and that the other equipment will be moved into that area later this week. The construction portion of the Main Renovation is finished, with just a few odds and ends that need to be completed. We are still working on plans upstairs for furniture and shelving and in the Children's Department. There have been many compliments on new furniture and the patrons really like new chairs in Circulation area. The balance in the Rittman Building Fund at Wayne County Community Foundation is to be used for additional décor at that branch. We met with Library Design for décor ideas. They will return with a plan, keeping with the nature preserve theme. Ms. Shatzer mentioned that we need to schedule a Facilities Committee meeting, because there is an issue with the venting in the facilities area. When the air conditioning was not working properly at Rittman Branch, and it was hot and humid outside, it began to "rain" in the facilities area. This will be addressed with changes to insulation to the vents. This will be discussed further in the

Facilities Meeting. Bookmobile has had successful programs with a lot of interest going around to community parks and Branch areas this summer. Kids' Day was held last month, with three times higher foot traffic in the library that day. The Library of Things collection is now live on the WCPL website. Patrons can visit the website to see what is available and to reserve items.

We received several correspondences including several thank you letters to Bookmobile. Pat Neyhart thanked us for his bookends. Francey Morris and the Delta Arts Club thanked us for participating in Safety Village held in Rittman. Dr. Biggio sent a letter stating that he appreciates all that we offer at the library. Ohio Library Council (OLC) thanked us for paying for a portion of employee membership dues.

Administrative Items: There were five people who left the library, two who have joined our team and six current openings.

Mr. Bailey moved to approve the personnel agenda as presented, and Ms. Morris seconded. Motion carried.

#### FISCAL OFFICER'S REPORT:

##### JUNE 2024 Financial Report:

Mr. Bailey reported that the Balance Sheet month ending total is \$7,002,651.17. With the Star Ohio fund balance is about 4 million dollars. The balance on the US Bank Pivot Account from RedTree Investment, the account used for the building projects, has all been spent except for the balance of \$27.09, which Mr. Bailey believes will be \$0.00 next month because of fees. On the Income Statement, the PLF for June came in at .36% above estimates, but Year to Date is down about 4.85%. Expenses were at 45% and personal services are at 48.5% of budgeted expenditures YTD. In the Financial Summary, PLF is at 43% of revenues, taxes are at 50% and salary and benefits are at 45% of expenses YTD. For the accounts at Wayne County Community Foundation, we received new quarterly statements updated as of June 30, 2024. For the Liberty Street Library Endowment Fund went up by about \$15,000. The Permanent Endowment Fund stayed about the same. The Rittman Building Fund with an ending balance of \$89,370. The remaining balance will be used for additional décor for the Rittman branch. Any balance left will then be rolled into an Endowment fund.

Ms. Buchwalter moved to approve the Financial Report for June 2024, Ms. Anderson seconded. The motion carried.

Resolution 19-2024 June 2024 Donations: Ms. Wenger moved to accept the June donations and Ms. Morris seconded. The motion passed by roll call.

#### COMMITTEE REPORTS:

Finance and Audit Committee: The committee approved the 2023 Audit Report and waived the Audit Exit Conference and motion passed unanimously. Ms. Morris made the motion to approve, Ms. Anderson seconded. Motion carried. Audit is accepted.

Facilities Committee: No report

Human Resources Committee: No report.

Operations Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Resolution 20-2024 – 2025 Tax Budget Mr. Bailey reviewed the county budget to be submitted to the Auditor for county use. The 2025 Tax Budget must be approved July 15, 2024 and submitted to the County Auditor by July 20, 2024. This is a preliminary budget for the county, showing that we need all our PLF and real estate taxes. He noted that both 410 and 450 funds will be closed because we will have completed the Rittman and Main Branch Renovations projects. Mr. Drushal moved to approve accepting the 2025 Tax Budget, and Mr. Bailey seconded. Motion passed by roll call.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Morris moved to adjourn, and Ms. Anderson seconded. The meeting ended at 6:33 p.m.

---

Tricia Pycraft, President

---

Bill Bailey, Secretary