

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

Monday, October 21, 2024, 6:00 p.m., Wooster Library-Main Branch

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Hayley Tracy-Bursley, Assistant Director; Katey Johnson, Human Resource Coordinator; Morgan Smith, Fiscal Office Assistant; Jayson Schlechty, Circulation Coordinator

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, September 16, 2024: Ms. Wenger moved to approve the Regular Board Meeting Minutes, and Ms. Anderson seconded. The motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES: There were none.

DIRECTOR'S REPORT: Jayson Schlechty, Circulation Coordinator, shared that customer service is at the forefront of the Circulation Dept. The Circulation Staff have done a great job at providing quality customer service to patrons, even with the fluctuations of the Main Library Renovation Project. Jayson also shared that he has completed developing a digital copy of updated Circulation procedures that is available to access within our network. He said that now that the Main Renovation Project is complete, it feels like things are mostly back to normal. And that overall, it's been a good year in the Circulation Department.

Narrative report as distributed: Ms. Shater mentioned that the statistics for public meeting room use shows a decrease of 17%, but that was because meeting rooms were closed for so long because of the renovation project. She mentioned that she compared these stats with another normal operation year. Looking at September 2019, study room use was at 102 uses, compared to September 2024, there were 217 uses. With that comparison, there was an increase of 115% in the use of study rooms at the Main Library.

The Joyful Café has completed a soft opening and will be selling coffee tumblers that are made at the Romich Maker Space. Their typical hours are Monday through Friday from 9:00am – 1:00pm, but these will fluctuate depending on programming and other special events going on at the Main Branch. There has been very positive feedback about the Joyful Café and that they have been great to work with.

Ms. Shatzer mentioned that the Main Library Renovation Project was initiated because of a leaking roof. Dave Tenney mentioned that access to the attic was a must during the renovation. There is now attic access through the new storage closet. A few weeks ago, there was a leak over the stairs. Dave Tenney and Chase Riley accessed the attic and found the leak. The leak was found to be in the FiberTite roof, which is under warranty with Seaman Corp. and will be fixed.

The ribbon cutting ceremony for the Joyful Café and Maker Space (Creation Station) will take place on November 8, 2024 at 10:00am with the Wayne County Chamber of Commerce providing the services for the event. Gigi, the new Maker Space Specialist, has been experimenting with some of the donated equipment from Barry Romich. There was a wooden ornament made on the laser that was passed around.

Ms. Shatzer mentioned that an upcoming Facilities Meeting would be scheduled to discuss a few things. Dave Tenney spoke with Zollinger about earth moving in Creston. The Main Library Roof Project is another item to be discussed. This is for the roof over the Circulation Department and adjacent to the Genealogy Room. There were representatives from Seaman Corp./FiberTite Roofing Systems, Hick's Roofing, and Imhoff Construction that met at the Main Library with Dave Tenney, Chris Bailey and Hayley Tracy-Bursley to assess. They are coming up with solutions and Ms. Shatzer mentioned that we have a signed settlement for the roof. This must take place in conjunction with Imhoff Construction because of a masonry issue.

Ms. Shatzer mentioned that Hayley Tracy-Bursley has been preparing for the transition of our online catalog and mobile app through CLEVNET. She has been working on publicity and training related to these changes.

The Bookmobile will be cancelling some of its stops because the new wrap needs to be fixed. Also, there have been some mechanical issues causing these cancellations.

There are many programs happening at the libraries and many school visits now that school is back in session this fall.

Ms. Shatzer mentioned that Katey Johnson, HR Coordinator, completed staff branch tours. There was much positive feedback from these tours, and they will resume in the spring.

There was one correspondence to the Main Library Circulation Department and Children's Department staff from Cornerstone Elementary School thanking everyone for a great class visit.

Administrative Items: We had 2 resignations and 2 new hires/promotions/transfers and 2 current openings. Ms. Wenger moved to approve the administrative items, and Ms. Buchwalter seconded. Motion passed unanimously.

FISCAL OFFICER'S REPORT:

September 2024 Financial Report: Mr. Bailey detailed the financial report. The unexpended balance at the end of September was 7.85 million with encumbrances YTD in the General Fund of 936,000 and about 1.2 million overall. The PLF MTD was \$298,342 in the General Fund which was 2.4% above estimates. So, YTD, through September 30th, we are 3% below the Ohio Dept. of Taxation's estimates. Looking ahead at October's PLF, it came in at 26% above estimates. It is mentioned that the overage is due to OBM's overprediction of the revenue loss for the expanded tax holiday this year. Revenues are currently at 85% because we have received all real estate taxes for the year. Total expenses YTD are at 66% and personal services are at 71%. Debt service fund hasn't had much activity, just money going in. Both construction funds have not had much activity for the month. The \$8,000 expenditure in technology was to purchase items that were previously approved. There was not much activity in the 700, 800 or 900 funds for the month. PLF accounts for 41% of revenue, real estate taxes account for 53% and interest accounts for 4%. We received updated Foundation reports for the 3rd quarter. The Liberty Street Permanent Endowment Fund shows a balance of around 1.8 million, the Liberty System Permanent Endowment Fund has a balance of \$68,000 and the

Rittman Building Fund's balance is \$89,500. Mr. Drushal asked if any funds have been withdrawn from any of the funds this year. Mr. Bailey mentioned that \$50,000 was withdrawn from the Liberty Street Endowment Fund for Joyful Café equipment and the Everbrite in the Children's Dept. Ms. Anderson moved to accept the September 2024 Financial Report subject to audit, and Ms. Buchwalter seconded. Motion carried.

Resolution 29-2024 September Donations: Mr. Bill Bailey moved to accept the September 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:

There was none.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Drushal moved to adjourn, and Ms. Buchwalter seconded. The meeting ended at 6:21 p.m.

Tricia Pycraft, President

Bill Bailey, Secretary