

Meeting of the Board of Trustees
Wayne County Public Library
Monday, September 19, 2022, 6:00 p.m., Dalton Branch Library

ROLL CALL: Peter Abramo, Bill Bailey, Sandy Wenger, Doug Drushal, Tricia Pycraft

Excused: Francey Morris, Pat Neyhart

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Morgan Smith, Fiscal Office Assistant; Teresa Jager; Dalton Branch Manager

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:02 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Ms. Pycraft moved to approve the August 15, 2022, Regular Board meeting minutes and Mr. Abramo seconded. The motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Ms. Wenger moved to approve the August 15, 2022, Human Resources Committee meeting minutes, and Ms. Pycraft seconded. The motion passed unanimously.

Mr. Bailey moved to approve the August 31, 2022, Rittman Ad Hoc Committee meeting minutes, and Ms. Wenger seconded. Motion passed by roll call.

DIRECTOR'S REPORT:

Teresa Jager shared some details about the Dalton Branch. She has been employed for 32 years. She began by asking the Board members if they had any questions. Ms. Wenger asked about staffing. Ms. Jager talked about the high turnover rate for new hires. She mentioned that the number of hours and pay rate are some of the reasons for the high turnover. She said some leave because of other opportunities. She mentioned that most staff live locally, but some have come as far as Canal Fulton or Apple Creek. Ms. Jager has begun reading in the kindergarten and 1st grade classrooms at Dalton Elementary School again this fall. The teachers have shared their appreciation for her time reading in their classes. She also mentioned that the story times at the Dalton Branch are slowly coming back. She currently has two family story times on Wednesdays with about 20 children in attendance. Before the pandemic, there were four story times at the Dalton Branch. They use the conference room for the story times which Ms. Jager said is an adequate space. Ms. Jager mentioned that programming in the library has been different after the pandemic.

Ms. Shatzer mentioned that she spoke with a Superintendent from a local school about a recent grant opportunity between the library and local school districts to help children get back up to grade level after the pandemic. The grant, available in amounts from \$25,000 to \$250,000, and can be used for student enrichment such as tutoring, summer reading enrichment, and after-school programs. She mentioned that the grant is reimbursable, so the library would have to fund the enrichment activities up front and be reimbursed later. She mentioned that there is a quick turnaround for applying for the grant. The deadline is September 30, 2022. Ms. Shatzer has received many ideas and suggestions from local schools on ways the library can assist. She will be meeting with Naomi Eberly, Children's

Department Manager, later this week to see what can be applied for and mentioned that focusing on after school tutoring is most likely the direction that will be taken. The schools are open to working with the library in this endeavor.

Building Project Updates: Ms. Shatzer heard from Lacey Widder, from Bogner Construction, before the meeting this evening and was told that the numbers are coming in on budget. The firm should have the GMP (Guaranteed Maximum Price) by end of business on Wednesday, September 21, 2022. After that is complete, the special board meeting can be scheduled to approve the GMP. Lacey also mentioned that there were no landscaping bids. They will re-bid the landscaping package.

The next meeting to discuss the Main Branch renovation is scheduled for Tuesday, September 20, 2022.

Rittman Branch Groundbreaking Event scheduled for September 30, 2022 at 11:00 am.

Ms. Shatzer spoke with Rittman's Mayor Robertson and his wife about a stained-glass art piece for the Rittman branch. There was mention about a theme that would include the new Nature Preserve in Rittman with the possibility of a willow tree in the middle of the piece depicting different seasons. It was also mentioned that the donor names may be better on the sides of the piece, rather than on the piece itself. The Robertsons will provide some drawings of their ideas for the stained-glass piece.

Levy Campaign:

125th Anniversary Celebration Events: The 125th Anniversary yard signs are ready and available to be distributed. Window clings are also available. She mentioned that the yard signs and window clings are informational and can be displayed at the Library and on Library properties. There will also be a touch-a-truck event on September 24, 2022.

Buckeye Book Fair and Library Anniversary Collaboration: To celebrate the Buckeye Book Fair's 35th Anniversary. There will be around 12 authors coming to the Library the week before the Book Fair, including Terry Pluto. There is also a plan for an author and illustrator to work with the Library, Wooster City Schools and Wayne Center for the Arts for a collaborative art project. Dianna Drake will be present at the Buckeye Book Fair. Ms. Shatzer also plans to be at these events as well. The Buckeye Book Fair will be held at the Greystone Event Center.

Strategic Plan Update: Still in progress.

Administrative Items: Mr. Bailey moved to approve the September 2022 Personnel Agenda and Ms. Pycraft seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee: August Financial Report; There are two new items listed on the balance sheet. First is the Star Ohio Capitalized Interest Account and second is the US Bank Pivot Investment Account. Grand total of all bank accounts and investments at the end of the month is \$15,782,845.06. The statement of cash position shows the new debt service fund, 310 Rittman/Main Debt Service Fund. Debt payments for this fund will begin next year. YTD encumbrance in the general fund is \$873,130.69 and \$1,749,041.97 overall. On the income statement in the general fund, MTD revenues includes the August PLF received, which was 6.5% above estimates and 14.9% above estimate YTD. We also received the payment for real estate taxes at almost 1 million dollars, but that is 88% of tax revenue and

we will not be getting anymore for the year. This amount is lower because of Rover and Nexus pipelines. We also received the final payment of \$118,314 from Homestead and Rollback from the State. YTD, we are at 81% of projected revenues, expenses are at 60% with transfers or 53.7% without mainly because of personnel turnover. Also note the new fund, 310 Rittman/Main Debt Service Fund, with capitalized interest at \$136,226. Next year some of the PLF will begin going into this account and we will begin making debt payments. On the 410 and 450 construction funds, the 8 million was split between these accounts. For the financial summary, there was the ending balance of \$15,782,845. Total revenues include the PLF and tax revenues and debt issuance including the bond premium. As of now, the debt issuance makes up 59% of revenues, PLF is at 18% and taxes are at 21%. Expenditures are consistent with what they have been. The balances from Wayne County Community Funds are from last month and were already discussed. Ms. Wenger made a motion to accept the financial report, Mr. Abramo seconded. Motion carried.

Resolution 31-2022 August 2022 Donations: Mr. Bailey moved to accept the August regular donations and Ms. Pycraft seconded. The motion passed by roll call.

Resolution 32-2022 August 2022 Memorial Donations: Ms. Pycraft moved to accept the August memorial donations and Mr. Bailey seconded. The motion passed by roll call.

Resolution 33-2022 Accepting the Amounts and Rates: Mr. Bailey moved to accept the amounts and rates as determined by the Budget Commission authorizing the necessary tax levies and certifying them to the county Auditor and Ms. Wenger seconded. The motion passed by roll call.

Facilities Committee: no report

Human Resources Committee: no report

Operations Committee: no report

Rittman Ad Hoc Committee: Complete bid package should be available next week.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

CORRESPONDENCE: Ms. Shatzer received some thank you notes from staff for raises and such and will bring them to the next meeting. Ms. Pycraft mentioned that most of the people that stopped by the booth at the Wayne County Fair wanted to know how to get a yard stick like the ones given out when the new main branch opened.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Drushal moved for meeting adjournment and Mr. Bailey seconded. Meeting ended at 6:37 p.m.

Doug Drushal, President

Francey Morris, Secretary