

**CITY OF CEDARBURG
LIBRARY BOARD
JULY 24, 2024**

**LIB20240724-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, July 24, 2024, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President Michael Maher at 6:36 p.m.

ROLL CALL: Present – Michael Maher, Meghan O’Driscoll,
DeWayna Cherrington, Kassandra Bartelme

Excused – Council Member Melissa Bitter, Joycelyn Russo, Superintendent
Jeridon Clark

Also Present - Library Director Linda Eastwood, Librarian Kasey St. Clair

STATEMENT OF PUBLIC NOTICE

It was acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

Motion made by Kassandra Bartelme, seconded by Megan O’Driscoll, to approve the June 26, 2024 Library Board minutes. Motion carried without a negative vote with Melissa Bitter, Joycelyn Russo, and Superintendent Jeridon Clark excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Revenue is up from the budget (budgeted \$15,000, received \$34,416.46 thus far), primarily because of the donations the library has received from the Friends and community members’ estates.

Everything else is on target. About 50% of the budget has been spent, which is on par for this time of the year. Carpet and furnishings had their annual clean this month.

Motion made by DeWayna Cherrington, seconded by Meghan O’Driscoll to approve the June 2024 Bills and Financials. Motion carried without a negative vote with Melissa Bitter, Joycelyn Russo, and Superintendent Jeridon Clark excused.

REPORTS

Director’s Report

Some library staff walked in the 4th of July parade which helps with PR for the library. This is the last year of the 5-year strategic plan. There will be a survey sent out in August to gauge efforts

over the past 5 years and what do people like or not like or what should be changed or added. The five-year capital plan was completed in May. There was a very nice program and event for the library's 10th/112th anniversary. The director would like to have a permanent display showing the library's history. It was suggested that could be a good project for an Eagle Scout or a student doing their history project at school.

The new Monarch catalog comes out August 15. There will be a new URL. The search will provide different tabs for different formats (e.g. large print, audio, etc.). Another new feature will be customizable email notifications.

Friends of the Library book sale was last week and made about \$2900. The Dine Out Do Good was on 7/18. Those results are not known at this time. Friends donated \$500 to the anniversary event. The Cedarburg Reads & Writes is being planned. The book selected is a Death in the Dark Woods by Annelise Ryan. She writes about cryptids, which are animals that are said to exist but have been proven not to. They are bringing in a speaker, Barnaby Jones, who is a cryptozoologist. The theme for the writing contest will be spooky stories. Ms. Ryan will speak on October 24. The event will be at the Cedarburg Library.

Circulation and the number of new library cards are up this month. June circulation is the highest it has been since August of 2019, before COVID-19.

School Report

The new CSD Curriculum and Instructor Director will hopefully come to the next meeting.

NEW BUSINESS

Discussion on Youth Services Summer Reading Program Report by staff member Kasey St. Clair

Each year the library staff chooses between the Collaborative summer library program and iRead reading program. This year, they chose the iRead reading program called Read, Renew, Repeat. This was inspired by an article called Eco-Action in a library magazine. Staff allowed participants to create their own goals, such as read 20 minutes a day, read 15 chapter books in a month, listen to 3 audio books, etc.

Kasey gave credit to the children's department for sorting all the books that are returned. There were over 6,000 children's books checked out from June 1 – July 23.

Mr. Dan's story hour, board game masters, and touch-a-truck were/are all very popular.

Friends of the Library is instrumental in funding these programs and the prizes for the summer reading program.

UNFINISHED BUSINESS

Discussion and possible action on 2025 Budget Draft

The library was asked to come in with a zero percent increase from real estate taxes. Other revenues will stay the same, although in 2024, library fees and fines and donations are above budget. The county reimbursement will be less for 2025 (\$291,706 vs \$289,557). This is based on services for non-librariated residents. This does not include digital items. There was a request to see the formula

that determines that number. Linda will bring it to the next meeting as well as a list of all the Ozaukee libraries and their county reimbursement. Investment income is new this year and will be assumed to be a continuing item. This is the interest off of the budget. The city requested 3% increase of all salaries. Health insurance is unknown at this time but is projected to be an 11-14% increase. The amount budgeted for attorney/consultant will be increased for 2025 based on expenditures for 2024. Budget for publications/subscriptions is reduced to make up for the increased expenditures on health insurance and other line items. Budget is projected to use \$31,918 from the fund budget.

Staff will wait until health insurance numbers are known before finalizing the budget.

Director Linda Eastwood will present to the Common Council in September. This presentation will include significant accomplishments for the past year.

ADJORNMENT

Motion made by DeWayna Cherrington, seconded by Kassandra Bartelme, to adjourn the meeting at 7:48 PM. Motion carried without a negative vote with Melissa Bitter, Joycelyn Russo, and Jeridon Clark excused.

Kassandra Bartelme
Secretary