

**CITY OF CEDARBURG
LIBRARY BOARD
FEBRUARY 11, 2025**

**LIB20250211-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, February 11, 2025, 7:00 p.m. at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by President Michael Maher at 7:03 p.m.

ROLL CALL: Present – Michael Maher, Meghan O’Driscoll,
DeWayna Cherrington, Kassandra Bartelme, Council Member
Melissa Bitter, Joycelyn Russo, Superintendent Jeridon Clark

Also Present - Library Director Linda Eastwood

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 Jeridon Clark, seconded by Megan O’Driscoll, to approve the January 14, 2025 Library Board minutes. Motion carried without a negative vote.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Under Revenues, the line Fees and Fines included some payments for the book sale as people will use their credit card to pay for books but they don’t have cash. The library staff was adding it to the patron’s accounts as a fee and they would pay for it via the kiosk. This led to higher-than-expected fees/fines income.

Investment income is continuing to be provided in 2025 and will be given to the library each month. In 2024, this started mid-way through the year.

The donations received for 2024 ended at \$50,553, which is likely a record year. A few minor bills are still outstanding for 2024 as the audit is still being worked on. Total revenue in 2024 was \$1,164,281.93 and total expenditures of \$1,101,150.79, leaving a positive balance of \$63,131.14. That amount was added to the library’s fund balance, resulting in around \$176,434.38 in the fund balance. Of note, the publications budget was dropped to \$80,000 which contributed to a higher positive balance. This line item was moved back to \$100,000 for 2025. Also, many of the donations received were earmarked for books.

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo to approve the January 2025 Bills and Financials. Motion carried without a negative vote.

REPORTS

Director's Report

One of the staff is back from medical leave on a temporary period before their next surgery for which they'll be out another 6 weeks. Performance reviews are scheduled with fulltime staff. A circulation aide recently retired (again). They sent a thank you card to the library staff. Additionally, they will be on the Monarch system 5-year strategic planning committee. About 30 applications were received for that 12-hour per week library aid position.

Linda will talk with staff to determine an approach for the 3-year strategic plan. The annual report is being worked on.

Friends of the Library will be donating \$24,500 to the library for 2025. This covers \$5000 in Lucky Day books, programming and supplies for the Summer Reading program, and year-round events. The FOTL is asking for a clear list of how the library is using donation money. Some larger items being considered for the donation include study pods. They are well-ventilated and sound-proof and will help mitigate the high demand for the library's study rooms. It is not sure how big they are or if they are movable. FOTL book sale is this week leading up to Winter Festival on Saturday, which is when the book bag sale will be. FOTL has a new president (Phil Paige) and a new board member, Phyllis.

Today was Library Legislation Day in Madison. Linda met with some of the legislators from our area.

Linda will be going to Peru on a service trip with Rotary in May 2025.

The Kid Librarian has been a hit. They have received 25+ applications. The Youth Fiber Arts Club has also been popular. A book club discussion is being explored with Webster Middle School.

The sum of the overdrive and physical material is higher than ever for January at 19,105. Over 1600 e-books and 1600 audiobooks were checked out from Libby/Overdrive. Hoopla had a total of 152 e-books and 371 audiobooks borrowed in January.

School Report

The district library team is meeting to discuss Read Across America. They are working on aligning books featured in the libraries with what students are learning in class. The library is working with the middle school and high school to integrate some groups.

UNFINISHED BUSINESS

Discussion and possible action on Community Room Use Policy

Staff member is out on leave and so this is postponed until an update is available. This will be removed from the agenda until the update is available. No action taken.

NEW BUSINESS

Discussion and Action on 2024 Annual Report

The library collection numbers were reviewed, which is lower than it was in 2023 due to weeding. The total circulation increased by about 5,000, most of which are children's materials. The number

of books borrowed from other libraries (40,316) is greater than the number of books loaned to other libraries (36,093). Also, this indicates this library isn't able to meet the needs of its patrons as about 16% of the total circulation is coming from other libraries. The number of registered users is up by about 100 users. The use of wifi decreased and this will be looked at to determine if there is a reason.

The operating budget from the city increased a bit from 2023 to 2024 but revenue from Ozaukee County decreased whereas revenue from Washington County increased (the library has a lot of users from Jackson). Wages and salaries increased but amount spend on benefits decreased. Total operating expenses was down for 2024 compared to 2023. Capital expenditures increased for 2024. Of note, there was leftover money from building the library and that is being held for capital requests.

Total library FTE is 13.13 for 2024.

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to approve the 2024 Annual Report. Motion carried without a negative vote.

ADJORNMENT

Motion made by Jeridon Clark, seconded by Melissa Bitter, to adjourn the meeting at 8:07 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary