

**CITY OF CEDARBURG
LIBRARY BOARD
JANUARY 14, 2025**

**LIB20250114-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, January 14, 2025, 7:00 p.m. online via Zoom.

The meeting was called to order by President Michael Maher at 7:04 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 DeWayna Cherrington, seconded by Joycelyn Russo, to approve the December 10, 2024 Library Board minutes. Motion carried without a negative vote.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

For the month of December, the revenue is \$1,162,747 which is more than what was budgeted (\$1,123,256) primarily due to donations. Expenses at end of the year was \$1,092,531 and it was budgeted at \$1,150,287, although some expenses were likely outstanding when this report was requested, such as the final 2024 payroll. The library did not use the budgeted amount from the library fund in 2024.

Bills for December 2024 were the usual supplies, books, and materials. The Department of Administrative Services line expense is \$600 and that covers the internet for the year because the library has a grant.

Motion made by DeWayna Cherrington, seconded by Meghan O’Driscoll, to approve the December 2024 Bills and Financials. Motion carried without a negative vote.

REPORTS

Director’s Report

A part-time staff member is out on FMLA which is needing to be extended. Personnel evaluation forms are being revised. The Director is looking at a new 3-year strategic plan and speaking with staff members about their 2025 goals.

See the packet for additional reports from library staff and library use statistics from December and the year. The Friends of the Library (FOTL) is looking for board members. CPL Board was asked to consider people they know who would be possibly interested and to let the current FOTL presidents know. The terms are 3 years.

The library fireplace is still having some trouble. Lights will be replaced as needed throughout 2025. The items for the study/media room upgrades have arrived. The new equipment purchased using capital funds includes 3 ScreenBeams, 2 new displays, 2 Logitech Rally Bars, and 2 new brackets.

A quote has been received for a new public copier machine and the current printer servicer will be able to provide remote printing services. This will help meet a need requested by patrons.

Data for use of Hoopla is included in the packet per the request from the December meeting. There was a 100% jump of the use of Hoopla and the cost from 2023 to 2024 (i.e., 3,637 to 6573 items checked out, \$8,523 to \$15,072 spent by the library to provide access to these items). Audiobooks are the most common product used on Hoopla. The library can decide what the max number of items checked out per library card. Currently it's 6 items. Also, the cost of items varies. The audiobooks that cost \$3.50 or more have been dropped from our library's available items. Linda will reach out to the Hoopla rep to see if something can be done to further reign in the costs. The concern is that the current trend of use and cost of Hoopla is not sustainable in our budget. This is the reason why several nearby libraries have elected to not provide Hoopla as a service.

Libby is a consortium across all the library systems in the state. All library systems contribute towards the subscription price. And then all library patrons in WI are vying for the same copies of books. Different library systems can purchase copies intended just for their cardholders and then cardholders in that library system may jump the line over others outside of that library system.

School Report

During a recent library meeting they discussed Common School Funds. Those dollars are distributed among public schools and are to be used for libraries or library-related expenses. The Library Advisory Committee is meeting this week at the library.

UNFINISHED BUSINESS

Discussion and possible action on Community Room Use Policy

No discussion and no action. The staff member who wanted to update it is out on leave. The discussion will be postponed until they are able to provide input to the draft.

NEW BUSINESS

Discussion on Cedarburg Public Library three (3) year Strategic Plan 2025-2027

The Board of Trustees was asked to think about what goals, services, or other items to consider for the Strategic Plan for the next meeting in February. It was suggested to ask the Friends of the Library for their input too. Per user survey, the main request was for more books. This could be included in the strategic plan – how can we increase the budget line for books and other materials. It was shared that it's unlikely the library will receive additional funds from the city for the next

few years due to other upcoming city expenses. Additional ideas for the strategic plan include improving areas of the library like the Makerspace and Library of Things.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to adjourn the meeting at 7:51 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary