



**CITY OF CEDARBURG
A MEETING OF THE LIBRARY BOARD
TUESDAY, SEPTEMBER 9, 2025 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, September 9, 2025 at 7:00 PM at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. STATEMENT OF PUBLIC NOTICE
4. COMMENTS AND SUGGESTIONS FROM CITIZENS
5. APPROVAL OF MINUTES
 - A. Approval of August 12, 2025 Library Board minutes
6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS
7. REPORTS
 - A. Director's Report
 - B. Financial Report
8. ADJOURNMENT

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: cityhall@cityofcedarburg.wi.gov. MEMBERS – PLEASE NOTIFY CITY CLERK'S OFFICE IF UNABLE TO ATTEND THIS MEETING.

**CITY OF CEDARBURG
LIBRARY BOARD
AUGUST 12, 2025**

**LIB20250812-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, August 12, 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 7:08 p.m.

ROLL CALL: Present – Michael Maher, Meghan O’Driscoll,
DeWayna Cherrington, Cassandra Bartelme, Joycelyn Russo,
Superintendent Jeridon Clark

Excused – Council Member Melissa Bitter

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 Jeridon Clark, to approve the July 8, 2025 Library Board minutes. Motion carried without a negative vote with Melissa Bitter excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Donations so far this year are higher than expected, more than \$8,800 over what was budgeted. Investment income continues to accrue and stands at \$9,139.37. The City Finance Director has suggested investing some of the fund balance, something we may consider in the future. We are still seeing a savings in the areas of salaries, wages, and health insurance. Expenditures are over budget in the Computer/Copier Supplies category. This may be due in part to how expenses are categorized. However, adjustments also need to be made in the prices charged for library printer services. Of note, the property insurance is much less than anticipated. Director Eastwood estimates that we will use an estimated \$36,428.00 of \$161,446 of the library fund, leaving the library with a balance of \$125,018.17. Notable bills this month include \$495 to replace the motor and rear wheel of the library bicycle and a bill for a new traffic counter from Amazon.

Motion made by Joycelyn Russo, seconded by Meghan O’Driscoll to approve the July 2025 Bills and Financials. Motion carried without a negative vote with Melissa Bitter excused.

REPORTS

Director’s Report

Again, the library is fully staffed. Director Eastwood has been having weekly drawings for gift cards and is providing special treats for staff during this busy summer season.

Progress toward fulfillment of Linda's 2025 goals continues. The landscape company has cleared salt and debris off the veranda and steps. Carpet and furniture cleaning is complete. Weekend cleaning by the janitorial staff has improved. Linda is still exploring directional signage for the library's entryway.

We have a new shelving unit purchased from Home Depot for the Adult Library of Things. Consideration is being given to separating Young Adult nonfiction from Adult nonfiction and placing it closer Young Adult fiction.

Postcards that were filled out by patrons as part of the Speak Up for Libraries statewide campaign were collected by the Monarch office and sent to state representatives. After viewing a screening of the documentary The Librarians at the recent ALA Conference, Linda has reached out to other Monarch Library directors to gauge interest in a screening event. She announced that a screening and talk-back event will take place April 30, 2026 at the Cedarburg Cultural Center. Board members are encouraged to attend.

The League of Women Voters of Ozaukee and Washington Counties has chosen to focus on libraries as their civics emphasis for the celebration of the 250th birthday of the United States. They will plan events to support and fundraise for libraries in these counties.

The next MLS Director's Council meeting will take place August 14 at Weyenberg Library in Mequon. Director Riti Grover is seeking additional funds as compensation for libraries for electronic/digital resources borrowed by non-librariated residents. Currently town residents are not paying for eBooks, only physical books.

Cedarburg Reads has been launched. Author Nick Petrie, author of The Drifter, will speak at the CCC October 9th. March 7, 2026 is the date for the CFOL fundraiser, also at the CCC, featuring an Eagles tribute band concert.

Linda took a moment to remember the dynamic, dedicated CFOL friend, author and volunteer Carla Cullen who recently passed. Her impact on the library cannot be understated. Work is underway to honor her and promote her forthcoming novel. The friends are also planning a memorial to Carla using donations made in her name.

CFOL meetings will resume September 2nd.

Director Eastwood will be hosting Rotarians from Peru August 31 – September 10. Assistant Library Director Sigismondi may take her place at the September library board meeting.

Staff Report

Progress is being made on lighting strip conversions to LEDs. The painting contractor has not replied to repeated calls for touch up work, so another contractor may need to be found. The book bike is back in working order. A small hole near the sewer drain in the library parking lot has opened up. Cedarburg DPW has placed a cover over it and will need to rebuild the metal panel/crate under the surface. The study room upgrades continue. New prices are posted for the large format printer as supply costs have risen. A new laminator for the staff is up and running.

The Summer Reading Program is having another successful year. Sign-ups totaled 721. Library visits totaled 17,151 for the month of July. The CPL radio room now includes Vellum, a professional self-publishing software product. The Authors' Circle is expanding to two meetings per month. The Non-Fiction Book Club had a small but meaningful discussion of the book *There's Always Next Year* by Hanif Abdurraqib. Read ratios of Patron Point marketing emails are consistently above 40%, a respectable number.

School Report

Superintendent Jeridon Clark reports that the school year is about to start. Each library in the district will have a new VR set. In addition, the elementary schools will now have Chromebook carts.

UNFINISHED BUSINESS

Discussion and possible action on 2026 Budget Draft Review

Most of the discussion of the proposed budget took place in July. There are no real new items under capital requests. \$10,000 had been budgeted for LED replacement and \$15,000 for equipment upgrades in the Community Room. The request for an increase in the materials budget was in part because 85% of our holds are pulled in from other libraries. WPL standards by which municipalities can measure their library's needs are calculated per capita and were last updated in 2016. Since we are a Tier 3 library, we can estimate the need to spend approximately \$9.17 per capita, or \$119,210 in total, on library materials.

Motion made by Dewayna Cherrington, seconded by Meghan O'Driscoll, to approve the proposed library budget to take to the City Council. The motion carried without a negative vote with Melissa Bitter excused.

NEW BUSINESS

Discussion and possible action on certification of Ethics Code

The City Government and Administration Ethics Code was distributed in the Library Board packet and was reviewed by the Board members.

ADJOURNMENT

Motion made by Dewayna Cherrington, seconded by Jeridon Clark, to adjourn the meeting at 8:05 p.m. Motion carried without a negative vote with Melissa Bitter excused.

Joycelyn Russo
Vice President

**CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
AUGUST 2025 ACTIVITY**

Personnel

- **Linda is using vacation time Sept. 2-11. Due to the short timeframe, the packet is small.**
- Staff are looking forward to some breathing space with school back in session. Fall and winter programming has begun. Youth Services staff are attending a field trip to Bookworm Gardens in Sheboygan followed by a tour of the youth services department at the Mead Library in Sheboygan and then a meeting of youth services staff from both the Monarch Library System and the Bridges Library System (Waukesha and Jefferson counties) this will be a great time to share ideas and information of successful programming to youth. Friday, Sept. 5.

2025 Goals – updates in BOLD

- Facility maintenance (see also Assistant Director update in packet):
 - Painting/wall repair vendor approved. Awaiting scheduling. Includes power wash outside. The current landscape company blew the salt and debris buildup on the veranda and steps to Hanover Ave., per my request. It's looking better.
 - LED lights very slowly being installed due to supply issues. **Anthony can update.**
 - Window washing completed. We are considering getting a quote for cleaning twice a year.
 - Carpet and furniture cleaning. Completed.
 - Getting quotes from other cleaning companies for weekend work. Ongoing, however weekend cleaning has improved.
 - Consider looking at directional signage for people entering the building. Ongoing.
- Collection:
 - We ordered another shelving unit for the adult Library of Things. DPW will pick up and put it together. Completed.
 - We discussed pulling out the YA nonfiction from the adult nonfiction and adding it to the current YA collection which is only fiction. The point is to offer YA (teens) another browsing option in their section other than fiction. We would like to then purchase more YA nonfiction that is of interest to this age group and is more than just homework material. Ongoing.
- Advocacy
 - Speak Up for Libraries statewide campaign. All postcards that we had were filled out by the public and sent to the Monarch office to be mailed to our representatives.
 - When I was at the ALA Conference in Philly, I viewed a screening of The Librarians documentary. The film screening may be reserved by a library to use for a public showing and talk-back afterward, as we did with the film The Public Library. I reached out to the other 4 public libraries in Ozaukee County and the Directors agree they would like to be a part of a county wide event and screen the film at the Cultural Center with a talk-back afterward. This will be a combined effort in marketing and event planning. We have the CCC reserved for Thursday evening April 30th. It would be nice for board members to attend too.

Monarch Library System

- The Ozaukee and Sheboygan Counties 5 Year Plan is in the works. Decisions are being made on how to better reimburse the libraries for usage by the non-librariated areas for digital resource circulation. An idea being pursued is getting funding from the County Library Tax to go toward additional purchasing of e-books and e-audiobooks as part of the OverDrive/Libby collection. This will increase the amount of offerings to Monarch library cardholders and allow them to jump the long waitlists.

Friends of the Library

- Cedarburg Reads announced the 2025 author. Nick Petrie! Author of the Peter Ash thriller series. Nick will be here to speak at the Cultural Center on October 9th.
- Cedarburg Reads has been asked to collaborate with the Cultural Center for a community theater event in March for the play Our Town. Reads is asked to promote the book Tom Lake, a contemporary Our Town.
- Eagles tribute band concert as a Friends fundraiser **on March 7 at Cultural Center.**
- Friends resume their meetings beginning the first Tuesday in September. Anthony is attending in my place.

Other

- I will be busy hosting the Peruvian Rotarians who are coming here Aug. 31- Sept. 10, I am taking time off to do this. No update on our 2026 Budget request.

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PERIOD ENDING 08/31/2025
 % Fiscal Year Completed: 66.58

NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2025	AVAILABLE BALANCE	% BDTG USED
		2025 AMENDED BUDGET	MONTH 08/31/2025			
Fund 260 - LIBRARY FUND						
Revenues						
Dept 000000						
50-000000-411111	REAL ESTATE TAXES	794,550.00	0.00	794,550.00	0.00	100.00
50-000000-435432	LIBRARY GRANTS	10,000.00	0.00	581.73	9,418.27	5.82
50-000000-467100	LIBRARY FEES AND FINES	10,000.00	348.85	8,370.35	1,629.65	83.70
50-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	289,557.00	0.00	289,539.87	17.13	99.99
50-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500.00	112.07	1,178.79	321.21	78.59
50-000000-473200	LIBRARY DONATIONS	15,000.00	3,115.32	27,008.61	(12,008.61)	180.06
50-000000-481100	INVESTMENT INCOME	12,000.00	0.00	9,139.37	2,860.63	76.16
50-000000-482215	RENT - CITY PROPERTY	500.00	60.00	575.00	(75.00)	115.00
Total Dept 000000		1,133,107.00	3,636.24	1,130,943.72	2,163.28	99.81
TOTAL REVENUES		1,133,107.00	3,636.24	1,130,943.72	2,163.28	99.81
Expenditures						
Dept 555110 - LIBRARY						
50-555110-500111	SALARIES	471,949.00	17,928.40	273,177.73	198,771.27	57.88
50-555110-500124	BONUSES	350.00	0.00	169.50	180.50	48.43
50-555110-500125	PART TIME SALARIES/SEASONAL	152,173.00	5,692.80	81,749.77	70,423.23	53.72
50-555110-500128	MAINT/PW SALARIES	22,000.00	791.54	11,706.47	10,293.53	53.21
50-555110-500135	SICK PAY OUT	1,373.00	0.00	1,271.16	101.84	92.58
50-555110-500151	FICA	49,562.00	1,867.19	28,815.95	20,746.05	58.14
50-555110-500152	RETIREMENT	34,975.00	1,329.64	19,911.83	15,063.17	56.93
50-555110-500154	HEALTH INSURANCE	104,205.00	3,829.73	54,300.86	49,904.14	52.11
50-555110-500155	LIFE INSURANCE	148.00	0.00	81.25	66.75	54.90
50-555110-500161	EAP/125 ADMIN	100.00	0.00	0.00	100.00	0.00
50-555110-500165	WORKERS COMP INS	1,100.00	0.00	1,147.11	(47.11)	104.28
50-555110-500212	ATTORNEY/CONSULTANT	2,000.00	0.00	0.00	2,000.00	0.00
50-555110-500222	ELECTRIC	28,000.00	3,051.89	15,208.67	12,791.33	54.32
50-555110-500223	MARKETING	7,000.00	0.00	6,747.43	252.57	96.39
50-555110-500224	NATURAL GAS	10,000.00	0.00	2,141.42	7,858.58	21.41
50-555110-500225	TELEPHONE/COMMUNICATIONS	9,000.00	441.15	7,662.35	1,337.65	85.14
50-555110-500226	WATER SERVICE	3,000.00	223.54	1,663.10	1,336.90	55.44
50-555110-500240	REPAIR AND MAINTENANCE	19,000.00	0.00	6,796.38	12,203.62	35.77
50-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	3,014.31	33,990.10	21,009.90	61.80
50-555110-500308	PROGRAM SUPPLIES	2,000.00	140.92	700.28	1,299.72	35.01
50-555110-500310	OFFICE SUPPLIES	8,000.00	125.27	4,989.24	3,010.76	62.37
50-555110-500312	COMPUTER/COPIER SUPPLIES	5,000.00	0.00	6,389.81	(1,389.81)	127.80
50-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
50-555110-500315	POSTAGE	450.00	255.69	428.64	21.36	95.25
50-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	90,000.00	3,716.11	60,933.01	29,066.99	67.70
50-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	0.00	763.00	1,037.00	42.39
50-555110-500322	DONATION EXPENDITURES	15,000.00	374.30	14,784.52	215.48	98.56
50-555110-500330	TRAVEL & TRAINING	6,000.00	0.00	1,088.39	4,911.61	18.14
50-555110-500331	GRANT EXPENDITURES	15,000.00	1,665.12	3,392.49	11,607.51	22.62
50-555110-500350	OPERATING SUPPLIES	5,000.00	531.90	5,487.04	(487.04)	109.74
50-555110-500380	EQUIPMENT OUTLAY	10,000.00	0.00	7,723.82	2,276.18	77.24
50-555110-500381	SHARED SYSTEM SERVICES	26,000.00	0.00	18.49	25,981.51	0.07
50-555110-500382	TECHNOLOGY	7,000.00	122.09	3,454.07	3,545.93	49.34
50-555110-500395	EMPLOYMENT EXPENSES	250.00	50.00	217.50	32.50	87.00
50-555110-500510	PROPERTY INSURANCE	6,600.00	0.00	3,153.29	3,446.71	47.78
Total Dept 555110 - LIBRARY		1,169,535.00	45,151.59	660,064.67	509,470.33	56.44

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PERIOD ENDING 08/31/2025
 % Fiscal Year Completed: 66.58

LINE NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/2025	YTD BALANCE 08/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 260 - LIBRARY FUND						
Expenditures						
TOTAL EXPENDITURES		1,169,535.00	45,151.59	660,064.67	509,470.33	56.44
Fund 260 - LIBRARY FUND:						
TOTAL REVENUES		1,133,107.00	3,636.24	1,130,943.72	2,163.28	99.81
TOTAL EXPENDITURES		1,169,535.00	45,151.59	660,064.67	509,470.33	56.44
NET OF REVENUES & EXPENDITURES		(36,428.00)	(41,515.35)	470,879.05	(507,307.05)	1,292.63
REG. FUND BALANCE		161,446.17		161,446.17		
UND FUND BALANCE		125,018.17		632,325.22		

08/08/2025 09:18 AM
 User: mrusso
 DB: Cedarburg

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
 EXP CHECK RUN DATES 08/08/2025 - 08/08/2025
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500290	MAINT/CONTRACTED SERVICES	E.L.S. LANDSCAPING & LAWN	PLANT BED MAINTENANCE	682.00	50984
260-555110-500308	PROGRAM SUPPLIES	BEYER'S HARDWARE	BATTERY & OUT FOAM REFILL	20.65	50970
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	BOOK TAPE & LABELS	117.77	50981
260-555110-500310	OFFICE SUPPLIES	KENT ADHESIVE PRODUCTS CO.	LABEL PROTECTORS	289.08	50997
260-555110-500310	OFFICE SUPPLIES	NORTHWOODS LASER & EMBROID	NAME BADGES	7.50	51007
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	327.21	50968
260-555110-500322	DONATION EXPENDITURES	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	21.00	50968
Total For Dept 555110 LIBRARY				<u>1,465.21</u>	
Total For Fund 260 LIBRARY FUND				<u><u>1,465.21</u></u>	

08/08/2025 09:18 AM
User: mrusso
DB: Cedarburg

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
EXP CHECK RUN DATES 08/08/2025 - 08/08/2025
JOURNALIZED

Page: 2/2

GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK Invoice Description	Amount	Check #
Fund Totals:					
			Fund 260 LIBRARY FUND	1,465.21	
			Total For All Funds:	<u>1,465.21</u>	