

**CITY OF CEDARBURG
LIBRARY BOARD
AUGUST 28, 2024**

**LIB20240828-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, August 28, 2024, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by Secretary Kassandra Bartelme at 6:35 p.m.

ROLL CALL: Present – DeWayna Cherrington, Kassandra Bartelme, Council
Member Melissa Bitter, Superintendent Jeridon Clark

Excused – President Michael Maher, Vice President Joycelyn Russo, Meghan
O’Driscoll

Also Present - Library Director Linda Eastwood, Cedarburg School District
Director of Curriculum and Instruction Allie Rudich (left the
meeting at 6:40pm)

CHAIRMAN PRO TEM

In the absence of the President and the Vice President, the Secretary called the meeting to order and conducted an election for a Chairman Pro Tem (a presiding officer for this meeting only).

Motion made by Kassandra Bartelme, seconded by Melissa Bitter, to appoint DeWayna Cherrington as Chairman Pro Tem. Motion carried without a negative vote with Michael Maher, Joycelyn Russo, and Meghan O’Driscoll excused.

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 Melissa Bitter, seconded by Kassandra Bartelme, to approve the July 24, 2024 Library Board minutes. Motion carried without a negative vote with Michael Maher, Joycelyn Russo, and Meghan O’Driscoll excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Donations have exceeded budget (\$35,500 received so far and budgeted \$15,000) plus the investment income is up to \$5,300. Revenue is at 101% of budget so far. No current expenses are out of the ordinary. Staff was told to ease back on the book purchasing for the remainder of the year to prepare for next year’s budget.

Motion made by Jeridon Clark, seconded by Melissa Bitter to approve the July 2024 Bills and Financials. Motion carried without a negative vote with Michael Maher, Joycelyn Russo, and Meghan O'Driscoll excused.

REPORTS

Director's Report

The library is currently fully staffed. Fall/winter hours will resume after Labor Day which means the library will be open on Sundays again. There are several September work anniversaries that are mentioned in the report.

This is the end of the five-year strategic plan. The library survey has been sent out to patrons and the city and is due September 3, 2024. They have received 675 responses so far. Results will guide the development of the next strategic plan.

Capitol plan has been submitted. The Mediascape equipment will be replaced using some of these funds.

Donations have come in related to the library anniversary celebration and its coverage in the News Graphic equaling up to \$12,000 so far.

The new catalog interface is live. Most patrons will not notice too much of a difference. The Library Links magazines will move to quarterly versus every two months. Usually about 500 are printed each time. May consider dropping copies off at the new apartment complexes.

September is library card sign up month. Swag is available to those who sign up for a new card in September.

Borrowing of physical materials is up 17%. The amount of people through the door is up 67% and digital materials checked out is up 106%.

Cedarburg Reads & Writes has been announced and books are available to borrow. The book is Death in the Dark Woods by Annelise Ryan. Cryptozoologist Barnaby Jones will present on "Cryptozoology 101" on October 17 at the library.

Additionally, Colonel Kevin C. M. Benson (ret.) who wrote Expectation of Valor will come to speak on November 9, around Veteran's Day.

Assistant Director's report included the discontinuation of the 3D printer. Catalog search kiosks are being updated. HVAC was inspected and determined there was a calibration setting that was causing it to shut down every other Monday afternoon. Lights are being converted to LED as the existing bulbs burn out. The fireplace is currently in working order.

School Report

Allie Rudich was brought to the meeting to introduce herself. She'll be involved with the school libraries as well as the advisory board. Teachers returned last week, and school starts on September 3, 2024.

UNFINISHED BUSINESS

Discussion and possible action on 2025 Budget Draft

Property tax remains the same. Grants are unpredictable so a guesstimate was included. Fees and fines are budgeted the same although they have been trending higher this year. There will be a small reduction in revenue from county reimbursement. The investment income was estimated based on what was earned thus far this year.

Salaries were increased 3% per the city. This is an increase of about \$12,600 for full-time employees and \$1,400 for part-time employees. Health insurance increased by \$8,700 and retirement increased by \$2,400. Attorney/consultant was increased by \$2,000. Professional publications and dues were increased by \$2,000 and travel and training was increased by \$1,000. Publications and subscriptions line-item decreased by \$10,000. Equipment outlay was increased by \$1,500.

The board approved using \$27,000 of the fund balance for 2024, but this will likely come under budget by about \$4,000. The fund balance at the beginning of 2025 is expected to be about \$117,000. The 2025 budget shows a need of \$36,679 of the fund balance to balance the budget. This is primarily due to the increase in salaries, wages, and health insurance which is an increase of \$22,762.

The only variables that can be adjusted to reduce the budget would be employees, book purchases, or possibly utilities.

Motion made by Jeridon Clark, seconded by Kassandra Bartelme, to approve the Cedarburg Library Budget as amended. Motion carried without a negative vote with Michael Maher, Joycelyn Russo, and Meghan O'Driscoll excused.

ADJORNMENT

Motion made by Jeridon Clark, seconded by Melissa Bitter, to adjourn the meeting at 7:30 p.m. Motion carried without a negative vote with Michael Maher, Joycelyn Russo, and Meghan O'Driscoll excused.

Kassandra Bartelme
Secretary