

**CITY OF CEDARBURG/VILLAGE OF GRAFTON
JOINT INITIATIVE EXECUTIVE COMMITTEE
September 28, 2011**

A meeting of the City of Cedarburg and Village of Grafton Joint Initiative Executive Committee was held on Wednesday, September 28, 2011 at the Cedarburg City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Co-Chair Paul Radtke called the meeting to order at 6:00 p.m.

Roll Call: Present - City of Cedarburg – Council Members Ron Reimer (arrived 6:14 p.m.), Paul Radtke (Co-Chair), Bob Loomis

Village of Grafton – Trustees Jim Grant, David Liss

Excused - Trustee Susan Meinecke (Co-Chair)

Also Present - City of Cedarburg staff/officials: City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Library Director Mary Marquardt, Library Board Members Sue Karlman, Art Palleon, Vonna Pitel and Steve Ruggieri, Council Member Michael Maher

Village of Grafton staff/officials: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Village Trustees David Antione and Lisa Harbeck, Library Director John Hanson, Library Board Members Harry Rollings and Judy Boer

David Weinhold, Director of the Eastern Shores Library System; Interested citizens, residents of Cedarburg and Grafton, and news media

STATEMENT OF PUBLIC NOTICE

At Member Radtke’s request, City Clerk McHugh verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings Law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

APPROVAL OF MINUTES

Motion made by Member Liss, seconded by Member Loomis, to approve the minutes of the September 21, 2011 meeting. Motion carried unanimously.

COMMENTS & SUGGESTIONS FROM CITIZENS

Michael Maher, Cedarburg Council Member and Library Board Member, read the following statement from his wife Nicole, who could not attend the meeting:

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As a resident of the City of Cedarburg, a Master Degreed Librarian and a mom who decided to take a break from working to raise my daughter, I do not understand why we are discussing sharing services with the Grafton Library. Cedarburg is not Grafton. Are we going to share police departments, school boards, common councils? I understand that many people want to figure out ways to save money but changing our library services or consolidating is not the way to do it. The Cedarburg Library hours have already been cut in the past, along with cuts to spending in many other areas. I think to make any more cuts in hours or services would be detrimental. I wish our library would be open earlier in the morning but understand this was one of the ways to save money. I love being able to walk over to the library with my 2 year old daughter, during the week to attend story time or browse for books. The library is always full of people. In this economy, many people turn to the library for the free use of books, movies, computers and Internet. The library is also a community gathering place for programs and classes.

I cannot even imagine or understand the thought process behind wanting to combine library boards. A library board needs to be composed of community members who believe in their library and want the best for it. Pulling together people from another community and having a group oversee two libraries does not work or make sense. They do not understand the needs or wants of the other community. This would do nothing to save money. Library Board positions are volunteer positions and not paid. In all of my years working in libraries, I have never worked in one that shares a Board with a neighboring community. I urge you to look for other ways of saving money if you must but making cuts or changes to our community resources is not the way to do it. Cedarburg is a fantastic place, which is why we live here. If services start changing, our area will not be the great place it once was.

DISCUSSION OF JOINT INITIATIVE: JOINT LIBRARY SERVICES

Member Loomis said the reason behind this discussion is because the Cedarburg Common Council sees a real budget problem in future years. Funding for the library has been reduced dramatically since the Town of Cedarburg dropped out of the joint library. The library is already using fund balance to cover costs. A \$48,000 shortfall in the library budget is expected for 2011. The shortfall is expected to be \$100,000 in 2012. These shortfalls do not take into consideration the possible building of a new library. The question has arisen as to whether there are ways between the two communities to cut costs and maintain service levels.

John Hanson, Grafton Library Director, said when the Town of Cedarburg pulled out of the Cedarburg Library some of that money was redirected to the Grafton Library. The Grafton Library is in a different position as it is not looking to build a new library since one was built about 11 years ago. The only significant cut in Grafton Library services has been a reduction of 10 hours per week that the library is open.

Council Member Maher said he understands what Member Loomis is saying. He said the \$100,000 shortfall is just a prediction and the Library Board works very hard not to use its fund balance.

Member Reimer arrived at this time.

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Harry Rollings, President of the Grafton Library Board, gave a presentation on Grafton Library services. He said that he meets regularly with Cedarburg Library Board Member Steve Ruggieri to discuss how libraries in Ozaukee and Sheboygan Counties are working together.

The following are highlights of Mr. Rollings presentation:

- There is increased cooperation with the Cedarburg Library through joint meetings;
- Members of both Cedarburg and Grafton Library Boards serve on the Eastern Shores Library System (ESLS):
- The ESLS has 13 libraries with access to 1,000,000 books, CDs, DVDs, and other media;
- The ESLS is constantly looking at ways to cooperate and eliminate the duplications of services;
- If there were no library system it would move the library back to the 1970s;
- EasiCat, the online book catalog, allows customers to locate and have books and CDs delivered;
- There are 90,000 items available in the Grafton Library;
- Annual revenue the Grafton Library receives that is not from Grafton taxpayers includes services valued at \$60,000 provided by ESLS, over \$14,000 received from book sales and donations, assistance valued at \$20,000 provided by volunteers, and \$51,000 received from the Town of Cedarburg and other areas without libraries;
- 4,300 children attend children's programs at the Grafton Library each year;
- There are a lot of services provided at the Grafton Library that people don't know about, such as Book a Librarian, career counseling, and computers for Internet and word processing;
- 1,000 people per month use the Grafton Library
- The featured activities of the Grafton Library include a Teen Advisory Group, a Book Discussion Group, Chess Club, and Concept Café;
- 48% of the Grafton area population consider themselves regular users of the Grafton Library, and 84% of these people are very satisfied with the services provided;
- For under \$40 per person annually, a person can get unlimited use of all library services.

Member Loomis asked how a joint library could benefit Cedarburg.

Mr. Hanson said that is a good question. He said there are probably ways to join the libraries and there would be some service reductions and cost savings. He said he doesn't know of ways to improve service and cut costs.

Member Loomis asked how costs could be cut while still maintaining the current service levels.

Mr. Hanson said that he doesn't know how this could be done. He said there is one example in Wisconsin where there are two communities, two libraries, and one director. The savings here comes in administration. These are the communities of Little Chute and Kimberly.

Mr. Hofland said that the genesis of that joint effort is different than what Grafton and Cedarburg are looking at today. He said the Village of Little Chute advertised for a library director and the Kimberly library director applied for the position. It was at this time the libraries were combined.

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Little Chute had a new library while the Kimberly Library was planning a major upgrade. Each community takes responsibility for debt service, utilities and maintenance of their own space. For staffing, purchase of books, and operating costs, there is one budget that paid for by both communities based on a formula of population and property tax base. Both communities are very satisfied with this arrangement and feel there is a savings. The two communities are not considering separating into two entities.

Member Grant said the Grafton Library has lots of room to expand. It was built about 11 years ago and there is unlimited area to expand usage. He said this is something Cedarburg should think about or incorporate when planning for a new library.

Member Loomis said it sounds like the principle benefit may be a savings in administration costs and perhaps some space saving by using the Grafton Library.

Mary Marquardt, Cedarburg Library Director, spoke about the services provided by the two libraries and cooperation among the two libraries:

- The Grafton Library has more space and a lot of programs;
- The Cedarburg Library has children's programs only in the summer. The Grafton Library has them year around;
- The Cedarburg Library invests more funds in reference service and electronic databases;
- Both libraries have story times, but on different days and times to allow people to select the most convenient time;
- Through generous donations Cedarburg has a historic preservation center;
- Cedarburg has a section on amateur radio books, again through donations;
- The Cedarburg Library has the News Graphic on microfilm or microfiche from 1883 through 2009;
- The Grafton Library purchases more AV materials.

Residents of both communities have access to the services provided by each library.

Steve Ruggieri, Cedarburg Library Board Member, said many of the positive things mentioned can be accomplished by not merging the two libraries. To accomplish these things, thought is required and work must be done, but not by the end of the current budget cycle. He questioned why the two Library Boards should merge if these things can be done without merging. He reminded everyone that Cedarburg once had a joint library with the Town and it did not work out.

Member Loomis said Mr. Ruggieri made some good points. The year 2013 and beyond will be the biggest challenge. He said perhaps during the next six months to a year the matter should be studied to determine where cost savings can occur while maintaining services.

Member Grant said he likes the idea of a study committee with members of both Library Boards to determine what both libraries have in common and what is being duplicated.

Art Palleon, Cedarburg Library Board Member, said he is hearing that both Library Boards need to work together to reduce costs. He said everyone needs to know there is lot of working together

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already between the two libraries and the ESLs. Some are overlooking how much the Cedarburg Library Board and the Grafton Library Board have been working together over the years in a cooperative manner to benefit each community and retain what each community finds so precious. He said both communities should not overlook the fact that taxes can be raised. Taxes in Cedarburg are not out of line. He said both libraries and Library Boards can remain separate and still work together.

Sue Karlman, Cedarburg Library Board President, said that these meetings to discuss sharing services have resulted in learning that there is already a lot of sharing between the two communities. All departments on the local level have worked hard to be fiscally responsible. A member of the Grafton Fire Department stated at the meeting when joint dispatch was discussed that things should not be changed unless they are made better. She said this is a very common sense directive that everyone should keep in mind. She said the two Library Boards can meet jointly during the year to discuss cooperative efforts.

Member Radtke said the two Boards can also work together to find ways to improve services, as well as discuss ways to cut costs.

Member Grant said this group has met five times and has had a lot of talk about how to save money, but has not come up with any real solutions yet.

Ms. Karlman said that is a compliment on how both communities are being fiscally responsible.

Mr. Maher said credit should be given to the Cedarburg Library Board on the fact that there is a fund balance at all. This is a huge credit to how well money has been managed.

Member Radtke said that everyone at City Hall has done a great job trying to keep their budgets down as does the staff in Grafton. Everyone is just trying to find ways to cut costs.

Member Loomis said he likes the idea of taking six months to a year to identify ways to cut costs.

Mr. Ruggieri said that both Library Boards met jointly in May and decided to meet back again before the end of the year to discuss ways to share services and cut costs. He said he has not given thought to meeting jointly on a regular basis and reminded Committee Members that with the Cedarburg library building project, the Library Board may not have a lot of time for additional meetings.

Vonna Pitel, Cedarburg Library Board Member, said possibly the two Library Boards could meet on a quarterly basis. She said she understands the concern for duplication of services, but sometimes duplication is good to a certain extent.

Member Reimer asked if anyone in the audience wanted to speak in favor of consolidating the Library Boards. There was no response.

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Mr. Grant said that the two Library Boards should keep the lines of communication open and meet more than quarterly, perhaps monthly. They should meet for at least one year to discuss new ideas and duplication of services. This may also help Cedarburg in its planning process for a new library.

Member Loomis said this is a good idea. Mr. Ruggieri said this cannot hurt, especially since both boards have a start of a working relationship. However; logistically, both boards do not meet on the same night so it may be hard to meet monthly.

Mr. Rollings suggested the two library directors meet to discuss how the logistics can be worked out.

Member Radtke said this Committee cannot tell the Library Boards, made up of volunteers, how often they should meet. This Committee is suggesting that the two Library Boards meet jointly in the future to discuss ideas.

Member Reimer said that he would like this matter brought to the Cedarburg Common Council at its next meeting. The Council could ask the Cedarburg Library Board to report to the Council periodically as to what is happening.

Member Reimer said made the following observations:

- In his mind it is not appropriate at this time to give further consideration to the consolidation of the two Library Boards;
- There is an increased desire to collaborate more at the Library Board level; and
- There is an interest in what can be done in a collaborative way that causes expenditure avoidance.

Member Grant said the Committee should keep an open mind. Committee Members agreed that no decisions or conclusions have been made yet.

NEXT MEETING DATE(S)

The next meeting has been scheduled for Tuesday, November 1, 2011 at 6:00 p.m. at the Grafton Village Hall.

ADJOURNMENT

The meeting adjourned at 7:34 p.m.

Constance K. McHugh, MMC/WCPC
City Clerk