

LIBRARY BOARD
July 28, 2021

LIB20210728-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, July 28, 2021 at the Cedarburg Public Library, W63N589 Hanover Ave., Cedarburg, Wisconsin.

The meeting was called to order by President DeWayna Cherrington at 6:35 p.m.

Roll Call: Present - Council Member Sherry Bublitz, DeWayna Cherrington,
Sue Karlman, Joycelyn Russo, Meghan Wielebski, Michael
Maher

Excused - Todd Bugnacki

Also Present - Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

President DeWayna Cherrington acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings law.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

Motion made by Council Member Bublitz, seconded by Sue Karlman to approve the minutes of the June 23, 2021 meeting. The motion carried without a negative vote with Todd Bugnacki excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Director Pierschalla reviewed the financial statements with the Board Members. A \$20,882 library fund grant from Friends of the Library is paying for the Library website redesign (\$15,000) and the Book Bike (\$5,000). The entire Board wishes to thank the Friends of Library for this funding. Bills and financials are trending under by \$23,000, but there is additional payroll coming out for July. The Library is currently within budget for expenses.

Motion made by Council Member Bublitz, seconded Meghan Wielebski, to approve the bills and financial statements as presented. The motion carried without a negative vote with Todd Bugnacki excused.

REPORTS

Director's Report

Director Pierschalla discussed plans for Cathy Holnagel's retirement. On Monday August 30 from 4:00 p.m. – 6:00 p.m., an Open House will take place with a Resolution and recognition of her 33 years of service. The Common Council will present her with a Resolution at 7:00 p.m.

Lauren Pierre will take the Circulation Supervisor position. Kasey Leaf will take the Administrative and Adult Services Library position for 30 hours a week with staff picking up the additional 10 hours. This will save \$16,000 in the Library Budget.

The 2021 marketing goals are well underway. The Book Bike has been a great success. Director Pierschalla is working on a policy, procedures, and calendar for using the Book Bike to present at the staff meeting scheduled for July 29, 2021.

There were 125 new library cards registered in June. This is the highest card registration ever in one month. The Library is continuing to work with Byte Studios on the new website.

The library has joined the Chamber Events Planning Committee. Kasey Leaf is helping with the Harry Potter Festival taking place in the Fall.

Programs have resumed. Currently, the plan is to return to inside programming in fall if health conditions allow.

The delay with Baker and Taylor has gotten much better. Following suit with other libraries to expedite orders.

Kasey Leaf will be the School Liaison when the Library Committee starts again in fall. June visits to the Library was 8,992 people for the month of June. This is a huge increase to previous months of 5,000 visitors each. Two groups rented the Community Room in June. President Cherrington reminded the Members to reach out to groups that previously rented the Community Rooms to alert them that they are available.

Friends of Cedarburg Library had two recent fundraising events:

- Dine Out Do Good event with New Fortune raised \$600
- Book Sale made over \$2,500

The Library Board thanked the Friends of the Library for their fundraising efforts.

Deb Mortal and Laura Weber will finish the Community Weaving project started in the Library and then it will be put into the Children's Room. The Library of Things has really become popular. The cornhole boards are always checked out. The Library is considering getting a cart for transporting larger items to customer's cars. It appears that more room is needed for the Library of Things and are looking at changing the copy room to accommodate the material. The copy room is used for approximately ten copies a day, and there is already a copy machine on the 2nd floor.

President Cherrington commended all that has been accomplished in the last 18 months, as a very good use of time.

Grab and Go Crafts has been very well received.

The Summer Reading Program has been very successful for children (643), teens (126) and adults. Changing summer reading slips to bookmarks worked well. Storytime at Centennial Park in the gazebo has averaged 65 children at a time.

School Report – None

President Cherrington spoke with Todd Bugnacki about determining an alternative school representative, due to increased responsibilities. Todd Bugnacki has a representative in mind and is hoping to have this person at the next meeting. President Cherrington expressed that he is always welcome at any and all meetings.

UNFINISHED BUSINESS

Review and Discuss Preliminary 2022 Budget; and Action Thereon

Director Pierschalla and the Board discussed items from the preliminary 2022 Budget.

In place of purchasing new computers as requested for funding, Assistant Director Nimmer was able to reconfigure and update the current computers.

It is noted that Cedarburg was the first library in Ozaukee County to open with regular hours after being closed for six weeks due to COVID. The Library has continued to persevere with a significant increase in digital Youth Program attendance and increased use of digital sources.

Long Term Objectives include:

- Build upon the Library Fund, which is under the oversight of the Friends of the Library Foundation.
- Discuss having the Fund managed as a foundation source for the Library.
- Further discuss how it should function and determine the Foundation options.

Historically, the Library, as a Special Revenue Fund, has had to use Fund Balance for personnel wage increases, retirements, and health insurance increases. Fund Balance was used for Capital projects up until 2020. This is no longer sustainable, and the Library is asking the City to support personnel increases going forward. Loss of revenue during the pandemic also contributed to the use of Fund Balance.

The Board decided to remove the examination of going fine free for the 2021 objectives. This may be revisited at another time.

Motion made by Council Member Bublitz, seconded by Joycelyn Russo, to approve removing the goal of going fine free to the 2021 objectives. The motion carried without a negative vote with Todd Bugnacki excused.

NEW BUSINESS

Review Chapter from the Library Trustees Handbook on Developing the Library Budget; and Action Thereon

Each member will read the information, at their leisure.

ADJOURNMENT

Motion made by Council Member Bublitz, seconded by Joycelyn Russo, to adjourn the meeting at 7:49 p.m. Motion carried without a negative vote with Todd Bugnacki excused.

Meghan Wielebski
Secretary

adk