

## Oscar Grady Library Board Meeting Minutes

September 9, 2025

**Members Present:** Joe Caban, Brandon Donen, Kay Goodwin, Hannah Hand, Emily Laws, Michael McMahon, Laura Soldner, Marcella Wilde

**Guests Present:** Dawn Wagner, Village Administrator

**Absent:** Mary Jo Hansen

### 1) **Call to Order**

President J. Caban called the meeting of the Oscar Grady Library Board to order at 6:00PM. The Microsoft Teams connection was active.

### 2) **Statement of Public Notice**

The Statement of Public Notice was posted according to Wisconsin state statutes.

### 3) **Citizen Comments**

None

### 4) **Approval of Minutes from Prior Meeting**

A motion was made, seconded, and passed to approve the minutes as written from July 8, 2025.

### 5) **Financial Report**

The July and August 2025 CSRF bills and General Fund Financial Reports were presented and reviewed with the Board by E. Laws. A motion was made, seconded, and passed to accept the July and August 2025 CSRF Balance Sheet Detail and the July and August 2025 General Fund Financial Reports as submitted.

### 6) **2026 Budget**

#### a) Highlights of 2025

- i) Completed building feasibility study with HGA architectural firm
- ii) Upgraded HVAC system
- iii) Upgraded Community Room IT and Wi-Fi throughout library
- iv) Created shared program calendar among 32 member Monarch libraries
- v) Upgraded to Message Bee software for sending text and voice messages
- vi) Added Wi-Fi Hotspots and gaming consoles to the Library of Things collection
- vii) Added Juvenile Playaway audiobook collection

#### b) 2024 Collection Data

- i) Library staff have been strategically removing items that are not circulating, so total collection size has decreased; however, there has been an increase in circulation count as the items the library offers are in high demand
- ii) There has been a consistent year-over-year increase in circulation to non-residents
- iii) Program attendance is returning to pre-2020/pandemic levels
- iv) Summer Reading Program attendance continues to increase every year

c) 2026 Budget Breakdown and Highlights

- i) Requesting a 12% increase in the budget from last year, notably a 3.5% increase in salaries, a proposed staffing adjustment of the adult & teen services manager to increase hours to full-time, and an increase in the utilities budget, all to be recommended for approval by the Village Board
- ii) Objectives for 2026
  - (1) Plan for future land procurement for a library building project
  - (2) Fund maintenance on the current building
  - (3) Fund a Saukville Library Advantage account with OverDrive in order to reduce wait times for Saukville patrons for digital content
- iii) CSRF Fund
  - (1) Majority of increases in the 2026 budget are in Programming, including introducing three new adventure passes
  - (2) The Overdrive E-content line item increased to \$9,000 from \$1,800 last year, to fund improvements in digital content mentioned above
  - (3) Capital improvements line item increased from prior year to fund necessary maintenance in the library building

A motion was made, seconded, and passed to recommend the presentation of the 2026 Oscar Grady Public Library budget as proposed to the Village of Saukville Finance Committee.

7) **Community Room IT / CIP**

E. Laws reviewed with the Board the Community Room IT project, noting the initial project was scaled down, and so funds remained from the amount originally approved. The Board discussed using these additional funds to install electrical outlets and a media bar on the 2<sup>nd</sup> floor reading room.

A motion was made, seconded, and passed to recommend extending the use of 2025 Library CIP funds for the addition of electrical outlets and a media bar on the second floor reading room to the Village of Saukville Finance Committee.

8) **Director's Report**

a) *July & August Project Highlights*

- i) E. Laws spoke at the Sheboygan Joint County Library Planning Presentation, presenting usage data from the Overdrive digital collection
- ii) Maker Fair on August 16 was incredibly well-attended

b) *September & October Project Highlights*

- i) Village budget tour – September 22
- ii) Murder Mystery Fundraiser – September 27
- iii) Staff development day, library closed – October 24

9) **Communications**

Two patrons were concerned that the price of color printing is too high, E. Laws will review if the price is appropriate.

A professor from the University of Las Vegas reached out again regarding a recording he hoped would be in the digital collection; the library was not able to provide the recording as it has not been digitized yet. E. Laws will create a policy regarding digitization to address questions such as this.

**10) Other Matters**

Monarch Library System data for 2024 was presented, highlighting the System's excellence in sharing content between libraries.

**11) Adjournment**

A motion was made, seconded, and passed to adjourn the meeting at 6:46pm. The next meeting date will be Tuesday, November 11, 2025. The meeting will be in-person at the library and via Teams.

**Minutes respectfully submitted by:** H. Hand