REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 10, 2025
Meeting Minutes

Present:

- President Jonathan Smucker
- Vice President Kara Espera
- Trustee Anjum Alden
- Trustee Wesley Warren
- Trustee Scott Gronert
- Shorewood School District Superintendent Dr. Laurie Burgos
- Friends of the Shorewood Public Library President, Mary Armstrong
- Director of Library Services Hayley Johnson
- Assistant Director Noah Weckwerth
- Library Office Manager/Confidential Secretary Angela Andre

Excused:

- Trustee Patrick Linnane

1. **Call to Order:** President Smucker called the meeting to order at 5:30 PM

2. **Statement of Public Notice:** President Smucker confirmed that the meeting was properly noticed and posted according to law.

3. **Public Comment:** None

4. **Consent Agenda:** Trustee Espera moved to approve the agenda, the minutes from the July 9, 2025 meeting, and accounts payable reports. Trustee Gronert seconded, and the motion carried by a vote of 5-0.

5. **Information: Library Statistics**

6. **Information: Library Director's Report**

STAFF UPDATES

- Three part-time shelvers resigned to move on to college in August. Four part-time shelvers were hired in late August/early September. Shelvers work 10 hours a week, however, one of our longtime shelvers had to reduce her hours down to four hours a week. Because of that, we hired a six-hour a week shelver to make up for those hours. The library received 39 applications for this position.

- Assistant Village Manager Chris Anderson accepted a Village Manager position for the Village of Sturtevant, and his last day at Shorewood will be September 12 posted his position, and is seeking applicants.

TEEN SERVICES LIBRARIAN/YOUTH SERVICES LIBRARIAN POSITION

- Youth Services Librarian Abigail Ott will be transitioning to the Teen Services Librarian position after an internal search was conducted. Abby was officially hired to take on the Teen Services Librarian role when a new Youth Services Librarian is installed.
- We are currently in the process of hiring a Youth Services Librarian. We have received 17 applications for this position.

SHARON BROEHM MEMORIAL DONATIONS

Shorewood Public Library has received several donations in memory of Sharon Broehm. As an excerpt from her obituary published on June 27, 2025 states:

> *Sharon volunteered her time at both the Shorewood Public Schools and the Shorewood Library, where she shared her passion for reading and computer skills. … In lieu of flowers, memorial donations are appreciated to Liberty Youth Ranch (Bonita Springs, FL) or the Shorewood Public Library (Shorewood, WI).*

Shorewood Public Library has received multiple unrestricted donations totaling $900.

EARLY LEARNING CENTER REFRESH

Shorewood Public Library's Early Learning Center (ELC) was installed in 2014, and offers children and caregivers hands-on activities for exploration, creation, imagination, and problem-solving. Throughout the years, toys, activities, and the space in general has become well-worn and overused.

Now, with funding from the Friends of the Shorewood Public Library, the ELC will undergo a refresh lead by Youth Services Librarian Abigail Ott. Abby has put significant time and energy into the process including gathering feedback through a user survey, attending the Wisconsin Department of Public Instruction's Play Make Learn Annual Conference, and seeking out high-quality playthings that will withstand the wear and tear of ELC use.

ELC upgrades will include a magnetic light up table and play pieces; building blocks and tiles; a Flight Lab; sensory wall; and a new kitchen set. New rugs and padding will also be incorporated. The ELC will close temporarily the week of October 13th, and then will reopen the week of October 19th, National Friends of Libraries Week. We will share this information and promote this more publicly in early October 2025.

AMERICAN LIBRARY ASSOCIATION (ALA) CONFERENCE

Library Associate Kate Strattner and Assistant Director Noah Weckwerth attended

the annual American Library Association (ALA) conference in Philadelphia, Pennsylvania from June 26-30, 2025. Each of them submitted a written report of their experiences and thanked the Board for the opportunity to attend.

Kate and Noah both attended a session called "Regenerating Community Well-Being with Tabletop Role-Playing Games in Libraries". Based on what they learned there, Kate has organized a weekly, Tuesday night Dungeons & Dragons (D&D) in-person program for ages 16 and up at the library. Each session has had a large attendance.

WISCONSIN LIBRARY ASSOCIATION (WLA) LEADERSHIP DEVELOPMENT INSTITUTE

Director Johnson applied for and was accepted to the Wisconsin Library Association (WLA) Leadership Development Institute (LDI). The WLA LDI is a six-month immersive program that "aims to develop goal-oriented and agile library leaders who are creative problem solvers able to navigate uncertainty, rapidly changing technology, and shrinking resources."

The LDI includes three in-person meetings throughout the state, and eight virtual sessions; the bulk of the program runs through December 2025 through June 2026.

JULY & AUGUST HIGHLIGHTS

- **The Summer Celebration** held on Thursday, July 24th was a great success. We estimate that over 700 attendees joined us for our annual event. A special thanks to Trustee Scott Gronert and his wife, Heidi, for helping us with making and distributing popcorn.
- **Summer reading programs concluded** with 340 children, 43 teens, and 71 adults completing their respective challenges. Children and teens read a combined total of 167,454 minutes.
- The **new Tonies Collection** has been purchased, cataloged, and is now circulating.
- **The Shorewood Reads 2026** Committee has been formed, and is meeting regularly. The committee includes Assistant Director Noah Weckwerth, Community and Adult Services Librarian Kayla LaGrossa, Virtual Engagement Librarian Megan Lohrenz, and representatives from the Friends of the Shorewood Public Library Mary Armstrong, Heidi Frenzel, and Jeannee Sacken. The Shorewood Reads 2026 title and author will be announced to the public on Thursday, October 23, 2025.
- Youth/Teen Services Librarian Abigail Ott has reinstated the **Teen Advisory Board** (TAB), and applications are now available through Thursday, September 26, 2025. TAB invites teens help the library plan future programs and advise on changes they want to see in the library and in the community while earning volunteer hours.

[Trustee Warren arrived at 5:52 PM]

VILLAGE CENTER UPDATES

- While originally planned for installation in August, the chillers for the Village

Center's HVAC system are now tentatively scheduled to be installed in October.

- Village of Shorewood Department of Public Works Building Maintenance staff is still waiting on the remote annunciator for the fire alarm control panel (FACP). The building will occasionally experience alarm codes until the issue is remedied.

- The space that once housed the North Shore Health Department remains vacant. The Village of Shorewood solicited requests for proposals (RFP), and officially received two formal requests. The Strategic Initiatives Committee voted to reject proposals that did not fit within the scope of the Village Center's zoning code, and Village of Shorewood Board of Trustees will continue to explore options.

7. **Information: Finance Committee Meetings**

   Committee Chair Trustee Scott Gronert reported that at their two meetings in August, Director Johnson presented the Second Quarter budget report as prepared by the Village of Shorewood Finance Department.

   They spoke about 2026 budget preparation and estimated tax levy parameters as well as how they may use the GMF funds in the coming year.

   Director Johnson also presented the 2026 GMF Grant Proposal for their review.

8. **Information: 2nd Quarter 2025 Greater Milwaukee Foundation grant letter**

   Director Johnson confirmed that grant funding from GMF was used to reimburse the Village of Shorewood for the library's expenses. Going forward, this transfer of funds will occur quarterly

9. **Action: 2026 Shorewood Public Library Proposed Budgets and Tax Levy Request**

   The 2026 Shorewood Public Library budget offers a comprehensive financial plan that outlines anticipated revenue and expenses.

   Shorewood Public Library utilizes a two-budget approach. The Operating Budget is based off revenues from the Village of Shorewood tax levy, local library aids, library fines, and printing costs. The Operating Budget covers daily operational expenses. The Enhanced Budget is based off funds granted by the Greater Milwaukee Foundation Lange Bequest, the Friends of the Shorewood Public Library, and general donations. Additional financial support beyond operational needs helps move Shorewood Public Library from great to excellent; revenues from the Enhanced Budget are meant to supplement the Operating Budget, not replace them.

   Director Johnson presented an overview of the Library's budget changes from 2025 to 2026. She explained that some items were moved from the operating budget to the enhanced budget. This will all allow our library to sustain our current level of materials and services while keep the tax levy request to the Village at a reasonable percentage (3.1%). This decision was not taken lightly. The Lange Grant usage parameters were considered and held to.

MOTION: Trustee Espera moved to approve the proposed 2026 Shorewood Public Library budget as submitted, including a request for $1,014,193 in tax levy funds from

the Village of Shorewood Board of Trustees. Motion seconded by Trustee Warren. Motion carried by a vote of 6-0.

10. **Action - 2026 Greater Milwaukee Foundation / Lange Bequest Proposals**

Director Johnson presented the Shorewood Public Library's 2026 Greater Milwaukee Foundation (GMF) Lange Bequest Proposals. Requests are subject to approval by the Shorewood Public Library Board of Trustees per the requirements in the approved Spending Policy and GMF Agreements.

PERMANENT ENDOWMENT FUND

The Permanent Endowment Fund is intended to support ongoing Shorewood Public Library projects and initiatives and enhance the services the library has been able to provide through the "normal" operating budget.

OVERDRIVE ADVANTAGE LUCKY DAY COLLECTION ADDENDUM

The OverDrive Advantage Lucky Day Collection is a state-wide collection of fast-circulating, popular titles that have no wait lists. They can't be renewed, and have shorter lending periods to maximize impact in the collection.

Currently, Milwaukee Public Library, the designated MCFLS resource library, contributes $75,000 to the OverDrive Advantage Lucky Day Collection to purchase additional copies of in-demand titles for Milwaukee County patrons only.

To help meet demand, MCFLS is inviting member libraries to contribute additional funds. Eighty percent of additional funding will be used to purchase e-audiobooks, and 20% will be used to purchase e-books.

OVERDRIVE ADVANTAGE LUCKY DAY COLLECTION FUNDING CONTRIBUTION LEVELS

MCFLS has provided three different member contribution levels for consideration. A straw poll was conducted at the September LDAC meeting, and a majority of member libraries said that they would drop Hoopla and either contribute their total Hoopla cost to the OverDrive Advantage Lucky Day Collection or contribute at the $200K level. The libraries that planned on keeping Hoopla said that they would contribute at the $100K level.

Director Johnson is asking for Library Board input on what action to take.

OPTION ONE – Continue funding Hoopla AND contribute to the OverDrive Advantage Lucky Day Collection

OPTION TWO – Discontinue Hoopla to fund the OverDrive Advantage Lucky Day Collection

The trustees agreed to contribute to Overdrive at the $100K level using the Board Directed Reserve Fund.

The trustees then discussed which fund to draw from to cover the elimination of library fines.

BOARD DIRECTED RESERVE FUND

The Board Directed Reserve Fund is intended to provide a long-term source of funds to improve the Shorewood Public Library environment and patron experience while supporting community collaborative initiatives which are consistent with the library's mission. Requests benefit library patrons, support library operational efficiencies, and help sustainability efforts through energy efficiency and conservation projects. Distributions shall be used for the support of the library for the exclusive purpose of larger, one-time projects and special opportunities, including strategic planning initiatives, major interior facility work, and contributions toward Village Center facility work.

SUGGESTED MOTION LANGUAGE: Trustee Warren to approve the 2026 Greater Milwaukee Foundation/Lange Bequest Permanent Endowment Fund request for in support of Collection, Programming, and Technology Enhancements as well as Professional Education and Miscellaneous line item expenses described in the outlined proposal above. Seconded by Trustee Espera and passed by a vote of 6-0.

SUGGESTED MOTION LANGUAGE: Trustee Gronert moved to approve the 2026 Greater Milwaukee Foundation/Lange Bequest Board Directed Reserve Fund request for **$72, 737** to fund Program and Technology Enhancements as well as Miscellaneous line item expenses described in the outlined proposal above including the funding of Overdrive at the $4,212 level. Motion seconded by Trustee Warren and passed by a vote of 6-0.

MOTION: Trustee Warren motioned to approve the 2026 Greater Milwaukee Foundation/Lange Bequest Permanent Endowment Fund request for $96,639 **in** support of Collection, Programming, and Technology Enhancements as well as Professional Education and Miscellaneous line item expenses described in the outlined proposal presented to the Board. Motion seconded by Trustee Warren. Motion carried by a vote of 6-0.

MOTION: Trustee Gronert motioned to approve the 2026 Greater Milwaukee Foundation/Lange Bequest Board Directed Reserve Fund request for $72, 737 to fund Program and Technology Enhancements as well as Miscellaneous line item expenses described in the outlined proposal presented to the Board including the funding of Overdrive at the $4,212 level. Motion seconded by Trustee Espera. Motion carried by a vote of 6-0.

11. **Action - 2026 Cost of Living Adjustment**

Each year, the Shorewood Public Library Board of Trustees makes a separate motion that sets the Cost of Living Adjustment (COLA) for library staff for the upcoming budget year. There are a few reasons for this separate action.

Shorewood Public Library Board of Trustees asks the Village of Shorewood Board of Trustees for a tax levy request, not approval of the library budget. While the library

shares details of the budget and uses the Village budget template, specific budget lines – like the Salaries and Wages line – are not approved by the Village of Shorewood Board of Trustees.

Therefore, Director Johnson recommended that the Library Board of Trustees clearly move to adopt a designated COLA for the following year. This is best practice per municipal auditors, and also serves to authorize this pay increase in the Village payroll system.

Per the Shelver & Aide Compensation Policy (revised December 11th, 2024), shelvers and the Youth Services Aide are compensated on a step system, and are not eligible for COLA. In December, the Shorewood Public Library Board of Trustees will approve the updated library pay ranges which will reflect the 2025 COLA.

MOTION: Trustee Warren motioned to increase wages 3%. Motion seconded by Trustee Alden. Motion carried by a vote of 6-0.

12. **Information - Trustee Essentials Handbook *Chapter 22: Freedom of Expression & Inquiry***

13. **Items for Future Consideration**

14. **Adjourn:** Meeting adjourned at 7:06 PM

Recorded and submitted by Library Office Manager/Confidential Secretary Angela Andre on the 10th day of September, 2025