



**CITY OF CEDARBURG
A MEETING OF THE LIBRARY BOARD
TUESDAY, JULY 8, 2025 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, July 8, 2025 at 7:00 PM at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. STATEMENT OF PUBLIC NOTICE
4. COMMENTS AND SUGGESTIONS FROM CITIZENS
5. APPROVAL OF MINUTES
 - A. Approval of June 10, 2025 Library Board minutes
6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS
7. REPORTS
 - A. Director's Report
 - B. Library Personnel Committee Report
 - 1) Discussion and approval of Library Director Evaluation Form
8. UNFINISHED BUSINESS
 - A. Update on 2026 Library Budget
9. ADJOURNMENT

**CITY OF CEDARBURG
LIBRARY BOARD
JUNE 10, 2025**

**LIB20250610-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, June 10, 2025, 7:00 p.m. at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by President Michael Maher at 7:06 p.m.

ROLL CALL: Present – Michael Maher, DeWayna Cherrington, Cassandra Bartelme, Joycelyn Russo, and Council Member Melissa Bitter (by phone)

Excused – Superintendent Jeridon Clark, Meghan O’Driscoll

Also Present - Library Director Linda Eastwood

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 DeWayna Cherrington, seconded by Cassandra Bartelme, to approve the May 13, 2025 Library Board minutes. Motion carried without a negative vote with Superintendent Jeridon Clark and Meghan O’Driscoll excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Library donations are already exceeding the budgeted amount (received \$18,000 and budgeted \$15,000). Another \$5,000 donation came in mid-May from someone who is part of the needle arts group. Will likely see a savings in salary and benefits due to the changes in personnel, as well as a savings in travel due to IMLS grants received for conferences.

Fund balance remains healthy. No bills out of the ordinary. Some annual contracts were paid and some bills for materials. Credit of \$1569.71 on the natural gas budget line. It is unclear why we have the credit. The city receives the gas bills and pays it out of the library’s budget.

Motion made by Joycelyn Russo, seconded by DeWayna Cherrington to approve the May 2025 Bills and Financials. Motion carried without a negative vote with Superintendent Jeridon Clark and Meghan O’Driscoll excused.

REPORTS

Director’s Report

The head of youth services resigned and the position was filled with an internal candidate, whose position was filled by another internal candidate. Someone from the circulation department will fill the part time opening in the youth services. Now the circ position is open (14-15 hours/week). The library intern Patrick will take the part time circ position along with his parttime intern position. Everything was a fairly smooth transition.

Staff are focusing more on day-to-day items that relate to the goals. There are some building updates being pursued at this time (carpet, furniture, and window cleaning/washing). Staff have asked for additional signage for patrons guiding them to where items are in the library.

Hoopla subscriptions adjusted to 5 items per month per patron. Cost averages \$2.25 per Hoopla item versus \$6.34 per physical item. Therefore, it ends up being relatively cost-effective and it's very popular.

Friends and BOT members are asked to continue to advocate for the library. BOT member DeWayna Cherrington was pictured in the News Graphic for the Greater Cedarburg Foundation 25th anniversary event. The GCF will have a large street event in September and the CPL will have a table there.

Library county meeting is this week in Brownsville. The county reimbursement came through. In 2026 it will be \$6000 less. The amount may be a little bit more in 2027 because of the changes with the Village of Grafton Library and the Town of Grafton pulling out. Town of Grafton people may come here and we will get county money for that.

Cedarburg Cultural Center is bringing back a community theater – performing Our Town. They would like to partner with Cedarburg Reads to promote the book Tom Lake by Ann Patchett which has big Our Town themes. FOTL is having a fundraiser with Out & Out on July 9. They will also host an Eagles tribute concert in January 2026.

Assistant Director report discussed all the building updates. Patrick and Anthony installed two of the ScreenBeams into two of the study rooms upstairs and plan to solicit a News Graphic article to promote them. Website changes are difficult with Byte Studios, so Anthony is looking for a new website host/platform. He is looking into working with CivicPlus which is what the city uses.

The Cedarburg Author's Group has published their book through the Amazon self-publishing service. There will be an author's reception on June 18 to celebrate the work done by the authors. The book is heavy on poetry and includes some chapters of prose. The library will have a couple of copies that people can check it out. It will also be on Hoopla and Overdrive/Libby. Five dollars from every book sale goes to the FOTL.

School Report

No report.

NEW BUSINESS

Discussion and possible action on funding for new City Human Resources Manager position as part of the 2026 Budget

The city is looking to hire a HR manager for next year. Mikko Hilvo is looking for help from three departments to help pay for it with the remainder coming from the city fund account. It

would be \$11,100 from the library (10% of total salary and benefits of the HR manager position). This person would help streamline the HR tasks for the city because right now it's fragmented. The position was passed by the city council on June 9, 2025. The question is how this will benefit the library as the Library Director does all the HR tasks for the library. It is also unclear where the \$11,100 will come from in the library's budget.

No action was taken.

Discussion and possible action on 2026 Budget Information

The budget request process was included in the library packet. The employees will receive a 3% increase in salary and insurance is expected to increase by 11%. The county reimbursements from neighboring counties are also included in the board packet. As noted earlier it will be \$6000 less in 2026 for the Cedarburg Library.

No action was taken.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by DeWayna Cherrington, to adjourn the meeting at 8:10 p.m. Motion carried without a negative vote with Superintendent Jeridon Clark and Meghan O'Driscoll excused.

Kassandra Bartelme
CPL Board Secretary

ser: LIB
 B: Cedarburg

PERIOD ENDING 06/30/2025
 % Fiscal Year Completed: 49.59

L NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
		2025 AMENDED BUDGET	MONTH 06/30/2025			
Fund 260 - LIBRARY FUND						
Revenues						
Dept 000000						
50-000000-411111	REAL ESTATE TAXES	794,550.00	0.00	794,550.00	0.00	100.00
50-000000-435432	LIBRARY GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
50-000000-467100	LIBRARY FEES AND FINES	10,000.00	437.61	6,427.57	3,572.43	64.28
50-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	289,557.00	0.00	289,539.87	17.13	99.99
50-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500.00	168.71	909.39	590.61	60.63
50-000000-473200	LIBRARY DONATIONS	15,000.00	5,500.00	23,668.29	(8,668.29)	157.79
50-000000-481100	INVESTMENT INCOME	12,000.00	0.00	6,119.48	5,880.52	51.00
50-000000-482215	RENT - CITY PROPERTY	500.00	35.00	445.00	55.00	89.00
Total Dept 000000		1,133,107.00	6,141.32	1,121,659.60	11,447.40	98.99
TOTAL REVENUES		1,133,107.00	6,141.32	1,121,659.60	11,447.40	98.99
Expenditures						
Dept 555110 - LIBRARY						
50-555110-500111	SALARIES	471,949.00	18,088.80	201,323.78	270,625.22	42.66
50-555110-500124	BONUSES	350.00	0.00	169.50	180.50	48.43
50-555110-500125	PART TIME SALARIES/SEASONAL	152,173.00	4,753.46	58,650.63	93,522.37	38.54
50-555110-500128	MAINT/PW SALARIES	22,000.00	770.71	8,925.66	13,074.34	40.57
50-555110-500135	SICK PAY OUT	1,373.00	0.00	1,271.16	101.84	92.58
50-555110-500151	FICA	49,562.00	1,806.01	21,096.03	28,465.97	42.56
50-555110-500152	RETIREMENT	34,975.00	1,336.61	14,582.82	20,392.18	41.69
50-555110-500154	HEALTH INSURANCE	104,205.00	0.00	41,981.99	62,223.01	40.29
50-555110-500155	LIFE INSURANCE	148.00	0.00	57.29	90.71	38.71
50-555110-500161	EAP/125 ADMIN	100.00	0.00	0.00	100.00	0.00
50-555110-500165	WORKERS COMP INS	1,100.00	0.00	1,147.11	(47.11)	104.28
50-555110-500212	ATTORNEY/CONSULTANT	2,000.00	0.00	0.00	2,000.00	0.00
50-555110-500222	ELECTRIC	28,000.00	1,669.32	9,395.49	18,604.51	33.56
50-555110-500223	MARKETING	7,000.00	0.00	5,896.37	1,103.63	84.23
50-555110-500224	NATURAL GAS	10,000.00	0.00	2,141.42	7,858.58	21.41
50-555110-500225	TELEPHONE/COMMUNICATIONS	9,000.00	971.61	6,155.04	2,844.96	68.39
50-555110-500226	WATER SERVICE	3,000.00	206.60	1,211.40	1,788.60	40.38
50-555110-500240	REPAIR AND MAINTENANCE	19,000.00	810.00	2,109.75	16,890.25	11.10
50-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	3,515.92	28,747.51	26,252.49	52.27
50-555110-500308	PROGRAM SUPPLIES	2,000.00	21.27	538.71	1,461.29	26.94
50-555110-500310	OFFICE SUPPLIES	8,000.00	550.51	3,828.48	4,171.52	47.86
50-555110-500312	COMPUTER/COPIER SUPPLIES	5,000.00	1,617.74	5,110.09	(110.09)	102.20
50-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
50-555110-500315	POSTAGE	450.00	0.00	172.95	277.05	38.43
50-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	90,000.00	7,445.49	48,042.81	41,957.19	53.38
50-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	0.00	763.00	1,037.00	42.39
50-555110-500322	DONATION EXPENDITURES	15,000.00	2,901.87	11,908.50	3,091.50	79.39
50-555110-500330	TRAVEL & TRAINING	6,000.00	0.00	701.97	5,298.03	11.70
50-555110-500331	GRANT EXPENDITURES	15,000.00	246.73	1,727.37	13,272.63	11.52
50-555110-500350	OPERATING SUPPLIES	5,000.00	1,529.79	4,704.21	295.79	94.08
50-555110-500380	EQUIPMENT OUTLAY	10,000.00	0.00	7,266.91	2,733.09	72.67
50-555110-500381	SHARED SYSTEM SERVICES	26,000.00	0.00	18.49	25,981.51	0.07
50-555110-500382	TECHNOLOGY	7,000.00	834.41	2,637.77	4,362.23	37.68
50-555110-500395	EMPLOYMENT EXPENSES	250.00	22.50	117.50	132.50	47.00
50-555110-500510	PROPERTY INSURANCE	6,600.00	0.00	3,153.29	3,446.71	47.78
Total Dept 555110 - LIBRARY		1,169,535.00	49,099.35	495,555.00	673,980.00	42.37

ser: LIB
 B: Cedarburg

PERIOD ENDING 06/30/2025
 % Fiscal Year Completed: 49.59

L NUMBER	DESCRIPTION	2025	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	MONTH	06/30/2025	BALANCE	USED
ind 260 - LIBRARY FUND						
penditures						
TOTAL EXPENDITURES		1,169,535.00	49,099.35	495,555.00	673,980.00	42.37
ind 260 - LIBRARY FUND:						
TOTAL REVENUES		1,133,107.00	6,141.32	1,121,659.60	11,447.40	98.99
TOTAL EXPENDITURES		1,169,535.00	49,099.35	495,555.00	673,980.00	42.37
NET OF REVENUES & EXPENDITURES		(36,428.00)	(42,958.03)	626,104.60	(662,532.60)	1,718.75
REG. FUND BALANCE		161,446.17		161,446.17		
UND FUND BALANCE		125,018.17		787,550.77		

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	OFFICE SUPPLIES	28.08	50273
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	DVD CASE & LANYARDS	21.16	50273
260-555110-500310	OFFICE SUPPLIES	KENT ADHESIVE PRODUCTS CO.	LABEL PROTECTORS	134.95	50311
260-555110-500312	COMPUTER/COPIER SUPPLIES	AMAZON CAPITOL SERVICES	CLEANING SUPPLIES, DVD'S & INK	666.85	50273
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	5/15/2025 - 6/14/2025 PERIOD	219.18	50306
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	5/15/2025 - 6/14/2025 COPIES	446.21	50306
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD - FLIGHT RISK	18.99	50273
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	CLEANING SUPPLIES, DVD'S & INK	77.82	50273
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS	172.60	50273
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS	80.72	50273
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	32.78	50277
260-555110-500322	DONATION EXPENDITURES	AKALAI HANUI	3 YOGA CLASSES AT LIBRARY	225.00	50272
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	TEA, BISCUITS & NAME TAGS	37.55	50273
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	57.54	50273
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS	138.60	50273
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	YOUTH SUPPLIES	37.36	50273
260-555110-500322	DONATION EXPENDITURES	CAITLIN REINARTZ	SCIENCE LECTURE ON TREES	100.00	50283
260-555110-500322	DONATION EXPENDITURES	CORNERSTONE HISTROY SYMPO	ART LECTURE AT LIBRARY	350.00	50293
260-555110-500350	OPERATING SUPPLIES	AMAZON CAPITOL SERVICES	CLEANING SUPPLIES, DVD'S & INK	1,233.23	50273
260-555110-500350	OPERATING SUPPLIES	CINTAS CORPORATION	MATS & TERRY TOWELS	233.28	50288
Total For Dept 555110 LIBRARY				4,311.90	
Total For Fund 260 LIBRARY FUND				4,311.90	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
Fund 260 LIBRARY FUND				4,311.90	
Total For All Funds:				<u>4,311.90</u>	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500240	REPAIR AND MAINTENANCE	MILWAUKEE PLATE GLASS CO	ADJUST SWING DOOR HEIGHT	810.00	50386
260-555110-500290	MAINT/CONTRACTED SERVICES	OTIS ELEVATOR COMPANY	SERVICE 6/1/2025 - 5/31/2026	3,445.92	50391
260-555110-500308	PROGRAM SUPPLIES	OLSEN'S PIGGLY WIGGLY	PROGRAM SUPPLIES	21.27	50389
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	PRINTER PAPER & BATTERIES	197.94	50340
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	THERMAL PAPER ROLLS	51.98	50340
260-555110-500312	COMPUTER/COPIER SUPPLIES	DPI SUPPLY,INC	HIGH YIELD TONER	285.50	50364
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BLUE RAY - CAPTAIN AMERICA	24.59	50340
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVDS & BLUE RAYS	68.44	50340
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	175.04	50345
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	KANOPY, INC.	472 TICKETS	401.20	50378
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	MIDWEST TAPE, LLC	MAY 2025 DIGITAL	1,420.93	50384
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	PROJECTOR	347.56	50340
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS	60.37	50340
260-555110-500322	DONATION EXPENDITURES	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	17.00	50345
260-555110-500322	DONATION EXPENDITURES	SCHOLASTIC INC	GRAPHIX GRADES	33.00	50397
260-555110-500322	DONATION EXPENDITURES	SCHOLASTIC INC	PIGEON GRADES PREK	17.25	50397
260-555110-500382	TECHNOLOGY	AMAZON CAPITOL SERVICES	PHONE CHARGERS	34.98	50340
260-555110-500395	EMPLOYMENT EXPENSES	NORTHWOODS LASER & EMBROID NAME BADGES		22.50	50388
Total For Dept 555110 LIBRARY				7,435.47	
Total For Fund 260 LIBRARY FUND				7,435.47	

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Fund Totals:

Fund 260 LIBRARY FUND	7,435.47
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Total For All Funds:	<u>7,435.47</u>
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500290	MAINT/CONTRACTED SERVICES	E.L.S. LANDSCAPING & LAWN	PLANT BED MAINTENANCE	70.00	50439
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	BATTERIES	24.40	50412
260-555110-500310	OFFICE SUPPLIES	NORTHWOODS LASER & EMBROII	NAMEBADGES	15.00	50464
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	ABDO PUBLISHING	BOOKS	2,953.95	50410
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	30.27	50412
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	57.98	50412
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BLUE RAY - ANORA	27.99	50412
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	OUTLANDER DVD	34.99	50412
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	262.36	50412
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	348.55	50419
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	19.28	50419
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	AMAZON FIRE & STICKERS	229.07	50412
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	STICKERS, FOLDERS & YOUTH SUPPLIES	140.59	50412
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	PUZZLES, COLORING BOOKS & BOOKMARKS	86.23	50412
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	GAMES & PUZZLES	98.96	50412
260-555110-500322	DONATION EXPENDITURES	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	41.00	50419
260-555110-500322	DONATION EXPENDITURES	CAITLIN REINARTZ	SUMER PROGRAM, MEMORY CAFE	50.00	50426
260-555110-500350	OPERATING SUPPLIES	AMAZON CAPITOL SERVICES	JANITORIAL SUPPLIES	120.64	50412
260-555110-500350	OPERATING SUPPLIES	NASSCO, INC.	GGLOVES, ISSSUE & TOWELS	175.92	50463
Total For Dept 555110 LIBRARY				4,787.18	
Total For Fund 260 LIBRARY FUND				4,787.18	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
Fund 260 LIBRARY FUND				4,787.18	
Total For All Funds:				<u>4,787.18</u>	

**CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
JUNE 2025 ACTIVITY**

Personnel

- Patrick Herbst took the part-time Library Aide position left when Kelly Ann moved into Youth Services. Patrick is working on his MLIS at UW-M. He is also assisting Anthony with projects as a volunteer and getting some extra experience. We are fully staffed.

2025 Goals

- Facility maintenance:
 - Painting/wall repair vendor approved. Awaiting scheduling. Includes power wash outside.
 - LED lights very slowly being installed
 - Window washing is completed. We are considering getting a quote for cleaning twice a year.
 - Carpet and furniture cleaning scheduled end of June
 - Getting quotes from other cleaning companies for weekend work
 - Considering looking at directional signage for people entering the building
- Collection:
 - Received a \$500 donation toward youth services materials. Donor specifically wants materials of interest to LGBTQ youth and sensory materials for youth with sensory needs. Staff are ordering books and some kits.
 - We have ordered another shelving unit for the adult Library of Things. DPW will pick up and put it together. We can spread things out and order more items.
- Advocacy
 - Speak Up for Libraries statewide campaign. Fill out a postcard and it will be mailed for you. This was organized through the Monarch Library System. Several cards have been filled out.

Monarch Library System

Message Bee is the new software that integrates with our ILS and sends text notices. It is reported to be more reliable than the previous service, and patrons should be seeing prompt notifications for holds pick-up, overdue notices, and card registration renewal.

Friends of the Library

- Cedarburg Reads announced the 2025 author. Nick Petrie! Author of the Peter Ash thriller series. Nick will be here to speak at the Cultural Center in October for the event.
- Cedarburg Reads has been asked to collaborate with the Cultural Center for a community theater event in March for the play Our Town. Reads is asked to promote the book Tom Lake, a contemporary Our Town.
- **Fundraiser at Out and Out on Wednesday, July 9.** They will donate 15% of the day's profits to the Friends.
- Eagles tribute band concert as a Friends fundraiser in January.
- Friends big book sale is the week of July 7th

Other

- I received a \$3,000 grant to attend the ALA conference in Philadelphia at the end of June. I'll be gone June 26-30.

Monthly Report for June 2025

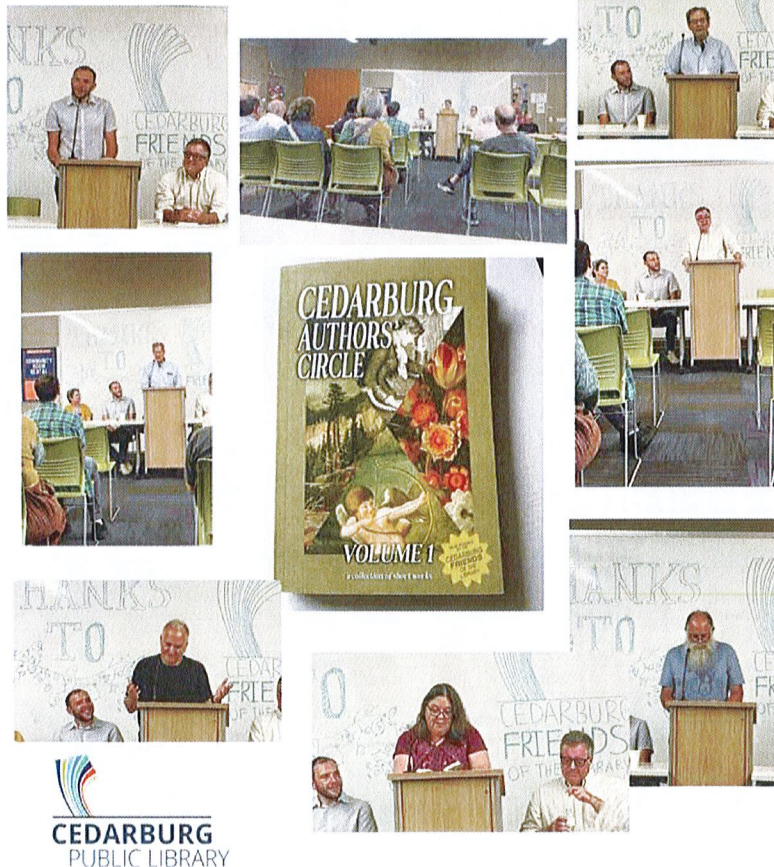
Jeff Messerman

Adult Services Librarian

June Events

- Cedarburg Authors' Circle Book Launch Event
 - Attendance: 25
- The launch event for *Cedarburg Authors' Circle: Volume 1* was a resounding success, drawing a strong crowd eager to support and celebrate local talent. The evening featured heartfelt readings from the contributing writers, a lively Q&A session, and the classic literary reception touch—cake and punch—adding to the welcoming, community-driven atmosphere. It was a warm, inspiring night that showcased the power of storytelling and the creative spirit alive in Cedarburg, leaving attendees feeling proud, connected, and ready for Volume 2.

Cedarburg Author's Circle Volume 1

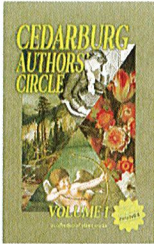


Sales of Cedarburg Authors' Circle Vol. 1

Today Yesterday **This month**

Top-earning books

Across all formats and marketplaces.



\$129.97*

Estimated royalties

27

Processed orders

0

Pages read

Cedarburg Authors' Circle

Total Podcast Listeners for June and All-Time

This month

114

All-time

22,568

CPL Radio YouTube

In June, people watched your videos 3,131 times

Views

3.1K ↑

12% more than May 8 - 31, 2025

Watch time (hours)

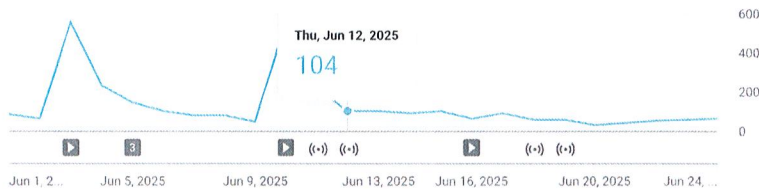
683.6 ↑

19% more than May 8 - 31, 2025

Subscribers

+16 ↑

220% more than May 8 - 31, 2025



June Podcasts Produced



The Catherine Thomas Podcast - "Reimagining Independence Day...
Reimagining Independence Day

Jun 12th 2025

Sarah Kelly

Adult Services and Community Outreach Librarian

June 2025

Programs, Projects, & Community Connections

- **Adult Summer Reading Program:** Started the adult summer reading program. So far, we have 113 people signed up.
- **Outreach:** Brought books to Lasata residents which I will be doing once a month from June-September along with visiting Hamilton House as well.

2025 Goals

1. **Secure Funding and Grants** – Look into potential grants or partnerships that could help expand services, programs, or collections.
 - Progress: I have begun researching potential grants to apply for.
2. **Improve Data-Driven Collection Development** – Use circulation statistics and patron feedback to make more informed decisions about non-fiction acquisitions.
 - Progress: Continuing to order books based on patron feedback and which books circulate more.
3. **Focus on updating editions in the non-fiction collection** – Systematically reviewing each subject area and prioritizing the purchase of the latest editions.
 - Progress: Continually weeding books and updating editions that are outdated.

June Adult Program Stats:

A	B	C	D	E	F	G	H	I	J
Date	Time	Duration	Local Event Name	Target Audience: (6-11), Young Adult (12-18), Adult (19+), General Interest (all ages)	Group Attending, Pre-recorded (no live attendees), or Self-directed Activity	Primary Format: In-person on-site; in-person off-site; Live, virtual (no In-person)	Was this program recorded for later viewing	Number of in-person attendees	Number of live, virtual attendees
5/30/2025	11:00 AM	60	Hamilton House Outreach	Adult (19+)	Group attending	In-person offsite	No		12
6/3/2025	11:00 AM	60	Tech Tuesdays	Adult (19+)	Group attending	In-person onsite	No		
6/3/2025	1:00 PM	120	Free For All PBS Documentary Viewing and Talk Back	Adult (19+)	Group attending	In-person onsite	No		11
6/4/2025	10:00 AM	120	Cribbage Club	Adult (19+)	Group attending	In-person onsite	No		9
6/4/2025	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No		17
6/4/2025	6:30 PM	60	Author's Circle	Adult (19+)	Group attending	In-person onsite	No		8
6/6/2025	12:00 PM	60	Cooking Club	Adult (19+)	Group attending	In-person onsite	No		6
6/9/2025	9:30 AM	60	Monday Morning Yoga	Adult (19+)	Group attending	In-person onsite	No		12
6/9/2025	11:00 AM	60	Gardening with Essential Oils	Adult (19+)	Group attending	In-person onsite	No		2
6/11/2025	10:00 AM	120	Cribbage Club	Adult (19+)	Group attending	In-person onsite	No		8
6/11/2025	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No		19
6/11/2025	6:00 PM	60	Push and Pull of the Soul	Adult (19+)	Group attending	In-person onsite	No		19
6/12/2025	1:00 PM	60	Genealogy Club	Adult (19+)	Group attending	In-person onsite	No		9
6/13/2025	1:00 PM	120	Cinema Classics	Adult (19+)	Group attending	In-person onsite	No		2
6/16/2025	1:00 PM	60	Memory Cafe	Adult (19+)	Group attending	In-person onsite	No		21
6/16/2025	1:00 PM	60	Afternoon Tea Book Club	Adult (19+)	Group attending	In-person onsite	No		16
6/17/2025	6:30 PM	60	Genealogy Club	Adult (19+)	Group attending	In-person onsite	No		9
6/18/2025	10:00 AM	120	Cribbage Club	Adult (19+)	Group attending	In-person onsite	No		12
6/18/2025	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No		17
6/19/2025	6:00 PM	60	Incredible World of Trees	Adult (19+)	Group attending	In-person onsite	No		21
6/20/2025	1:00 PM	60	History Museum Exhibit Talk	Adult (19+)	Group attending	In-person onsite	No		18
6/21/2025	1:00 PM	60	Juggling Club	Adult (19+)	Group attending	In-person onsite	No		
6/23/2025	12:00 PM	120	Nonfiction book club	Adult (19+)	Group attending	In-person onsite	No		3
6/25/2025	10:00 AM	120	Cribbage Club	Adult (19+)	Group attending	In-person onsite	No		
6/25/2025	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No		
6/27/2025	1:00 PM	120	Cinema Classics	Adult (19+)	Group attending	In-person onsite	No		
6/5/2025	11:00 AM	60	Lasata Outreach	Adult (19+)	Group attending	In-person offsite	No		5

Monthly Report for June 2025

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

- **Summer Reading**
 - Sign-ups for Summer Reading 2025 have been steady. We had 445 children sign-ups and 96 teen sign-ups for June.
 - Kelly Ann D’Arcy has been hired to fill the open part-time position in YS. Kelly Ann was working in the circulation department at the library, so she is already familiar with staff members and many library procedures. The YS staff is super excited to have her on the team!
- **Events and Collaborations**
 - Heidi and Kelly Ann attended the Kids Kickoff to Summer in Cedar Creek Park on June 14.
 - The Youth Services department received a \$500 donation from Tori Hintz in memory of her mother, Vivian Wean. Vivian was a librarian for many years, and Tori has asked that we honor her memory by purchasing books that feature characters with disabilities and sensory differences as well as foreign language books and materials for children who are visually impaired.
- **Collection Management**
 - We continue to use professional publications to help inform book purchases: Kirkus, School Library Journal, etc.
 - We received a large order of Non-fiction titles from Abdo to help fill some gaps in our collection.
 - Placed a large order of audio books (Playaways, Vox/Wonderbooks)
 - Reading Trends: Minecraft, books about starting preschool, murder mysteries, graphic novels, horror, Dogman

Goals & Areas of Focus: Heidi

Collection Management: Worked on cataloging new non-fiction from Abdo order, ordered and cataloged new titles for summer.

Programming: Prepared summer storytimes, performed one storytime, attended summer kickoff event at the park, assisted with Kid Librarian

Department: Continued in helping Kim transition into her new role. Began training with Kelly Ann.

Goals & Areas of Focus: Kim

Programming: Led Tuesday Youth Fiber Arts Club and How to Train Your Dragon Event with Jaida.

Department: Focused on transition into new role as fulltime YS Associate.

Chose three professional development goals to focus on for 2025

Meetings, Connections, Webinars, Professional Development

June 11 – Baker & Taylor How to Draw with Graphic Novelist Hope Larson: KH

June 14 – Kids Kickoff to Summer: HG, KAD

June		
6/3/2025	YFAC	6
6/10/2025	YFAC	5
6/14/2025	Kids Kickoff to Summer	90
6/17/2025	Storytime in the Library	43
6/17/2025	YFAC	6
6/19/2025	How to Train Your Dragon Event	36
6/23/2025	Mr. Dan	24
6/23/2025	Audio Adventures Book Club	0
All Month	1000 Books Before Kindergarten	20
All Month	Literacy Alcove	175
All Month	Tinker Lab	456
All Month	Kid Librarian	5
All Month	SRP Childrens	445
All Month	SRP Teen	96

Monthly Activity Report June 2025
Department Circ
Date 6/24/25

Monthly Stats: (Thru June 24th)
65 new library cards were issued
Cumulative: 385

Visits in the Library: June 2025

Self-Check: June 2025

Items Issued:

Lobby near Makerlab: **2,844**
Lobby near Elevator: **1,481**
Second Floor: **910**
Children's: **3,604**

Items Renewed:

Lobby near Makerlab: **37**
Lobby near Elevator: **45**
Second Floor: **20**
Children's: **72**

Total:

Lobby near Makerlab: **2,881**
Lobby near Elevator: **1,526**
Second Floor: **930**
Children's: **3,676**

Automated Outdoor Book Drop

3,438 items returned cumulative: **25,325**
1,351 sessions started cumulative: **9,540**

Physical Material circulation by month and year

No Data Yet

Overdrive Material circulation by month and year

No Data Yet

Sum of Overdrive & Physical Material circulation by month and year

No Data Yet

Overdrive circulation Breakdown: June 2025

Ebooks: Monarch Library System - Cedarburg Public Library – No Data Yet

E-Audiobooks: Monarch Library System - Cedarburg Public Library – No Data Yet

Magazines: Monarch Library System - Cedarburg Public Library – No Data Yet

Circulation Break Down by location: June

No Data Yet

Meetings & Events:

6/13/25 – Staff Meeting

Lauren's Goals:

Collection Development – Adult DVD Collection --

I did a pass at the back side of the DVD collection for duplicate weeding, focusing on S-Z. I also worked with Anthony to get lists of all titles that have not circled in three years. Using these lists I have weeded the BluRay collection. Due to patron inquiry I have also worked with Anthony to get a list of all foreign language films. I have begun in the BluRay collection and will be putting a red sticker on foreign language films so people are aware. A sign has been created by Marci to let the public know.

ADA Compliance investigating and executing --

This goal has slowed down a little bit in the month of June.

Professional Development --

This goal had little progress this month. I continue to read the journals and publications that are routed through the departments.

Sarah F's New Goals:

Overhaul LP Collection, continued:

The Collection has been inventoried up to R.

Improve the Juvenile Movie Collection, continued:

6 new titles cataloged

Professional Development, continued:

6/17 - WISCAT User Group Meeting

- It is anticipated that WISCAT will continue to be free in 2026.
- WISCAT will likely be state-funded in the future.
- WISCAT volume is second only to Ohio, but they are twice our size! Wisconsin is good at sharing!

Library Director Performance Appraisal

LIBRARY DIRECTOR Name: _____ Date: _____

Reason for Appraisal: End of Probation___ Annual___ Final___ Other___

Administrative Services Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Comments:

Collection Management Specific Duties:

- 1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.**
- 2. Catalog and classify library materials according to accepted standards and maintain the public catalog.**
- 3. Process materials to provide appeal, protection, and control.**
- 4. Develop and maintain a regular weeding schedule.**
- 5. Periodically review the collection development policy and make recommendations to the library board for revisions.**
- 6. Oversee the shelving and organization of materials.**
- 7. Prepare and distribute overdue notices to users with overdue or lost materials.**
- 8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.**

Rating: Excellent < 6 5 4 3 2 1 > Poor

Comments:

Service and Service Promotion: Specific Duties:

- 1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by**

individuals with special needs; development of a homebound service for residents unable to visit the library.

2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Comments:

Facilities Management Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities regarding the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Comments:

Overall Rating:

Excellent < 6 5 4 3 2 1 > Poor

Certification: Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

User: mhilvo

Fund: 260 LIBRARY FUND

DB: Cedarburg

Calculations as of 12/31/2025

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ACTIVITY	2024 ACTIVITY	2025 ACTIVITY THRU 12/31/25
APPROPRIATIONS						
Dept 555110 - LIBRARY						
260-555110-500111	SALARIES	410,709	409,870	439,662	458,726	201,324
260-555110-500124	BONUSES	683	144	258	115	170
260-555110-500125	PART TIME SALARIES/SEASONAL	127,058	129,476	135,761	137,284	58,651
260-555110-500128	MAINT/PW SALARIES	17,304	16,112	18,283	19,847	8,926
260-555110-500135	SICK PAY OUT	11,289	25,636	8,042		1,271
260-555110-500151	FICA	40,359	43,756	45,768	48,148	21,096
260-555110-500152	RETIREMENT	28,511	30,465	32,813	33,640	14,583
260-555110-500154	HEALTH INSURANCE	127,497	103,409	81,565	109,243	47,112
260-555110-500155	LIFE INSURANCE	172	191	122	133	57
260-555110-500161	EAP/125 ADMIN	100		100		
260-555110-500165	WORKERS COMP INS	953	963	1,110	1,730	1,147
260-555110-500212	ATTORNEY/CONSULTANT			336	2,395	
260-555110-500222	ELECTRIC	23,616	27,129	24,171	22,409	9,395
260-555110-500223	MARKETING	6,606	6,474	6,467	7,269	5,896
260-555110-500224	NATURAL GAS	6,024	8,854	8,359	6,826	2,141
260-555110-500225	TELEPHONE/COMMUNICATIONS	7,310	8,119	8,157	9,961	5,626
260-555110-500226	WATER SERVICE	1,995	1,967	1,876	2,099	1,211
260-555110-500240	REPAIR AND MAINTENANCE	5,490	14,609	9,817	4,665	2,110
260-555110-500290	MAINT/CONTRACTED SERVICES	38,098	55,579	56,331	50,726	28,678
260-555110-500308	PROGRAM SUPPLIES	187	1,466	890	1,811	539
260-555110-500310	OFFICE SUPPLIES	7,331	9,514	8,970	8,288	3,712
260-555110-500312	COMPUTER/COPIER SUPPLIES	4,999	3,164	5,837	3,598	5,110
260-555110-500313	PRINTING-NEWSLETTERS, ETC			793	399	
260-555110-500315	POSTAGE	390	289	432	404	173
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	74,155	82,610	95,248	80,071	43,166
260-555110-500320	PROF PUBLICATIONS AND DUES	1,369	1,011	1,828	1,445	763
260-555110-500322	DONATION EXPENDITURES	33,317	38,524	24,504	28,339	11,089
260-555110-500330	TRAVEL & TRAINING	1,796	2,689	3,980	6,108	702
260-555110-500331	GRANT EXPENDITURES	5,972	12,094	27,007	247	1,727
260-555110-500336	TRANSPORTATION					
260-555110-500350	OPERATING SUPPLIES	4,896	4,116	5,964	6,295	4,408
260-555110-500380	EQUIPMENT OUTLAY	3,164	4,829	5,489	965	7,267
260-555110-500381	SHARED SYSTEM SERVICES	21,527	26,380	26,205	27,537	18
260-555110-500382	TECHNOLOGY	4,947	7,076	5,978	6,983	2,638
260-555110-500395	EMPLOYMENT EXPENSES	57	848	675	22,811	118
260-555110-500405	HR TRANSFER					
260-555110-500510	PROPERTY INSURANCE	7,932	6,518	4,937	5,622	3,153
Totals for dept 555110 - LIBRARY		1,025,813	1,083,881	1,097,735	1,116,139	493,977
TOTAL APPROPRIATIONS		1,025,813	1,083,881	1,097,735	1,116,139	493,977
NET OF REVENUES/APPROPRIATIONS - FUND 260		27,476	16	6,942	48,143	627,026
BEGINNING FUND BALANCE		78,867	106,346	106,361	113,303	161,446
ENDING FUND BALANCE		106,343	106,362	113,303	161,446	788,472

BUDGET REPORT FOR CITY OF CEDARBURG
 Fund: 260 LIBRARY FUND

Calculations as of 12/31/2025

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ACTIVITY	2024 ACTIVITY	2025 ACTIVITY THRU 12/31/25
ESTIMATED REVENUES						
Dept 000000						
260-000000-411111	REAL ESTATE TAXES	758,194	771,194	771,194	794,550	794,550
260-000000-435432	LIBRARY GRANTS	21,279	13,785	12,070	850	
260-000000-435435	GRANT - ARP ACT-COVID					
260-000000-467100	LIBRARY FEES AND FINES	13,432	12,391	10,564	13,465	6,302
260-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	224,679	243,633	283,928	291,706	289,540
260-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,895	1,872	1,671	1,470	879
260-000000-473200	LIBRARY DONATIONS	33,376	40,051	24,085	50,556	23,168
260-000000-481100	INVESTMENT INCOME				11,029	6,119
260-000000-482215	RENT - CITY PROPERTY	434	971	1,165	656	445
260-000000-491400	TRANSFER FROM CAPITAL IMPROVE					
Totals for dept 000000 -		1,053,289	1,083,897	1,104,677	1,164,282	1,121,003
TOTAL ESTIMATED REVENUES		1,053,289	1,083,897	1,104,677	1,164,282	1,121,003

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	2025 ACTIVITY THRU 12/31/25	2026 DEPT REQUESTED BUDGET
APPROPRIATIONS				
Dept 555110 - LIBRARY				
260-555110-500111	SALARIES	471,949	201,324	486,108
260-555110-500124	BONUSES	350	170	350
260-555110-500125	PART TIME SALARIES/SEASONAL	152,173	58,651	156,739
260-555110-500128	MAINT/PW SALARIES	22,000	8,926	22,000
260-555110-500135	SICK PAY OUT	1,373	1,271	1,271
260-555110-500151	FICA	49,562	21,096	49,562
260-555110-500152	RETIREMENT	34,975	14,583	35,000
260-555110-500154	HEALTH INSURANCE	104,205	47,112	104,205
260-555110-500155	LIFE INSURANCE	148	57	148
260-555110-500161	EAP/125 ADMIN	100		100
260-555110-500165	WORKERS COMP INS	1,100	1,147	1,500
260-555110-500212	ATTORNEY/CONSULTANT	2,000		1,000
260-555110-500222	ELECTRIC	28,000	9,395	25,000
260-555110-500223	MARKETING	7,000	5,896	5,000
260-555110-500224	NATURAL GAS	10,000	2,141	8,500
260-555110-500225	TELEPHONE/COMMUNICATIONS	9,000	5,626	9,500
260-555110-500226	WATER SERVICE	3,000	1,211	2,200
260-555110-500240	REPAIR AND MAINTENANCE	19,000	2,110	19,000
260-555110-500290	MAINT/CONTRACTED SERVICES	55,000	28,678	55,000
260-555110-500308	PROGRAM SUPPLIES	2,000	539	2,000
260-555110-500310	OFFICE SUPPLIES	8,000	3,712	8,000
260-555110-500312	COMPUTER/COPIER SUPPLIES	5,000	5,110	5,000
260-555110-500313	PRINTING-NEWSLETTERS, ETC	500		500
260-555110-500315	POSTAGE	450	173	450
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	90,000	43,166	85,000
260-555110-500320	PROF PUBLICATIONS AND DUES	1,800	763	1,800
260-555110-500322	DONATION EXPENDITURES	15,000	11,089	15,000
260-555110-500330	TRAVEL & TRAINING	6,000	702	6,000
260-555110-500331	GRANT EXPENDITURES	15,000	1,727	15,000
260-555110-500336	TRANSPORTATION			
260-555110-500350	OPERATING SUPPLIES	5,000	4,408	5,000
260-555110-500380	EQUIPMENT OUTLAY	10,000	7,267	10,000
260-555110-500381	SHARED SYSTEM SERVICES	26,000	18	26,000
260-555110-500382	TECHNOLOGY	7,000	2,638	6,000
260-555110-500395	EMPLOYMENT EXPENSES	250	118	250
260-555110-500405	HR TRANSFER			11,110
260-555110-500510	PROPERTY INSURANCE	6,600	3,153	6,600
Totals for dept 555110 - LIBRARY		1,169,535	493,977	1,185,893
TOTAL APPROPRIATIONS		1,169,535	493,977	1,185,893
NET OF REVENUES/APPROPRIATIONS - FUND 260		(36,428)	627,026	(24,534)
BEGINNING FUND BALANCE		161,446	161,446	788,472
ENDING FUND BALANCE		125,018	788,472	763,938

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	2025 ACTIVITY THRU 12/31/25	2026 DEPT REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 000000				
260-000000-411111	REAL ESTATE TAXES	794,550	794,550	819,819
260-000000-435432	LIBRARY GRANTS	10,000		10,000
260-000000-435435	GRANT - ARP ACT-COVID			
260-000000-467100	LIBRARY FEES AND FINES	10,000	6,302	10,000
260-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	289,557	289,540	289,540
260-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500	879	1,500
260-000000-473200	LIBRARY DONATIONS	15,000	23,168	20,000
260-000000-481100	INVESTMENT INCOME	12,000	6,119	10,000
260-000000-482215	RENT - CITY PROPERTY	500	445	500
260-000000-491400	TRANSFER FROM CAPITAL IMPROVE			
Totals for dept 000000 -		<u>1,133,107</u>	<u>1,121,003</u>	<u>1,161,359</u>
TOTAL ESTIMATED REVENUES		1,133,107	1,121,003	1,161,359