



**CITY OF CEDARBURG
A MEETING OF THE LIBRARY BOARD
TUESDAY, OCTOBER 14, 2025 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, October 14, 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 September 9, 2025 Library Board minutes
6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS
7. REPORTS
 - A. Director's Report
 - B. School Report
8. UNFINISHED BUSINESS
 - A. Update on the proposed 2026 Budget
9. NEW BUSINESS
 - A. Discussion and possible action on New Project Planning Form for Monarch Library System
10. ADJOURNMENT

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: cityhall@cityofcedarburg.wi.gov. MEMBERS – PLEASE NOTIFY CITY CLERK'S OFFICE IF UNABLE TO ATTEND THIS MEETING.

**CITY OF CEDARBURG
LIBRARY BOARD
SEPTEMBER 9, 2025**

**LIB20250909-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, September 9, 2025, 7:00 p.m. at the Library Staff Lounge located on the 2nd floor 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, Meghan O’Driscoll,
DeWayna Cherrington, Cassandra Bartelme, Superintendent
Jeridon Clark

Excused – Council Member Melissa Bitter, Joycelyn Russo

Also Present - Assistant Library Director Anthony Sigismondi

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 Megan O’Driscoll, to approve the August 12, 2025 Library Board minutes. Motion carried without a negative vote with Joycelyn Russo and Melissa Bitter excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

There will be a few invoices coming from Schaefer for the lighting which will be a big expense. No other large expenses out of the ordinary. The landscaping expense is a usual expense.

Motion made by Meghan O’Driscoll, seconded by Cassandra Bartelme, to approve the August 2025 Bills and Financials. Motion carried without a negative vote with Joycelyn Russo and Melissa Bitter excused.

REPORTS

Director’s Report

Schaefer has finished switching more strips to LED lights. They are having issues with running out of supplies but are slowly replacing all the lights. The goal is to have the children’s section done by the end of the year. Painting work has been postponed to October due to issues with the vendor. Weekend cleaning work has improved so will continue with the current cleaner for now. The Summer Reading Program concluded middle of August. It was very successful with an

increase in overall signups and specific data is being compiled. The technology upgrades for the group study rooms are now configured and will be installed shortly. Since CPL Radio is now defunct (no continuous live stream) and the library is just doing podcasts now, the radio room will be used for other uses, including podcasting projects and small group studying. The group study rooms are very heavily used. Many of other local libraries do not have group study rooms.

School Report

School started last week and has started off well. Governor Evers stopped by the high school yesterday for about an hour and participated in choir and an environmental design class. He had the opportunity to interact with students and vice versa.

ADJORNMENT

Motion made by Meghan O'Driscoll, seconded by DeWayna Cherrington, to adjourn the meeting at 7:17 p.m. Motion carried without a negative vote with Joycelyn Russo and Melissa Bitter excused.

Kassandra Bartelme
Secretary

L NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2025	AVAILABLE BALANCE	% BDTG USED
		2025 AMENDED BUDGET	MONTH 09/30/2025			
nd 260 - LIBRARY FUND						
venues						
pt 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	581.73	9,418.27	5.82
50-000000-467100	LIBRARY FEES AND FINES	10,000.00	595.99	9,564.17	435.83	95.64
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	141.22	1,373.09	126.91	91.54
50-000000-473200	LIBRARY DONATIONS	15,000.00	0.00	27,028.61	(12,028.61)	180.19
50-000000-481100	INVESTMENT INCOME	12,000.00	2,133.87	12,717.92	(717.92)	105.98
50-000000-482215	RENT - CITY PROPERTY	500.00	130.00	705.00	(205.00)	141.00
otal Dept 000000		1,133,107.00	3,001.08	1,136,060.39	(2,953.39)	100.26
OTAL REVENUES		1,133,107.00	3,001.08	1,136,060.39	(2,953.39)	100.26
penditures						
pt 555110 - LIBRARY						
50-555110-500111	SALARIES	471,949.00	36,177.61	327,444.14	144,504.86	69.38
50-555110-500124	BONUSES	350.00	0.00	169.50	180.50	48.43
50-555110-500125	PART TIME SALARIES/SEASONAL	152,173.00	11,156.17	98,183.13	53,989.87	64.52
50-555110-500128	MAINT/PW SALARIES	22,000.00	1,499.76	14,013.39	7,986.61	63.70
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	3,857.40	34,644.61	14,917.39	69.90
50-555110-500152	RETIREMENT	34,975.00	2,673.22	23,927.23	11,047.77	68.41
50-555110-500154	HEALTH INSURANCE	104,205.00	5,350.28	61,251.14	42,953.86	58.78
50-555110-500155	LIFE INSURANCE	148.00	12.31	105.87	42.13	71.53
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	3,127.23	18,335.90	9,664.10	65.49
50-555110-500223	MARKETING	7,000.00	0.00	6,747.43	252.57	96.39
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	1,005.71	9,240.28	(240.28)	102.67
50-555110-500226	WATER SERVICE	3,000.00	205.06	1,868.16	1,131.84	62.27
50-555110-500240	REPAIR AND MAINTENANCE	19,000.00	2,649.13	9,460.37	9,539.63	49.79
50-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	9,209.11	43,199.21	11,800.79	78.54
50-555110-500308	PROGRAM SUPPLIES	2,000.00	0.00	700.28	1,299.72	35.01
50-555110-500310	OFFICE SUPPLIES	8,000.00	574.17	5,563.41	2,436.59	69.54
50-555110-500312	COMPUTER/COPIER SUPPLIES	5,000.00	219.18	6,608.99	(1,608.99)	132.18
50-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
50-555110-500315	POSTAGE	450.00	3.99	432.63	17.37	96.14
50-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	90,000.00	5,420.79	68,523.96	21,476.04	76.14
50-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	0.00	1,117.00	683.00	62.06
50-555110-500322	DONATION EXPENDITURES	15,000.00	856.22	15,853.74	(853.74)	105.69
50-555110-500330	TRAVEL & TRAINING	6,000.00	165.49	1,253.88	4,746.12	20.90
50-555110-500331	GRANT EXPENDITURES	15,000.00	0.00	3,392.49	11,607.51	22.62
50-555110-500350	OPERATING SUPPLIES	5,000.00	260.55	6,018.52	(1,018.52)	120.37
50-555110-500380	EQUIPMENT OUTLAY	10,000.00	0.00	7,723.82	2,276.18	77.24
50-555110-500381	SHARED SYSTEM SERVICES	26,000.00	0.00	22,134.83	3,865.17	85.13
50-555110-500382	TECHNOLOGY	7,000.00	400.60	3,854.67	3,145.33	55.07
50-555110-500395	EMPLOYMENT EXPENSES	250.00	0.00	217.50	32.50	87.00
50-555110-500510	PROPERTY INSURANCE	6,600.00	0.00	3,153.29	3,446.71	47.78
otal Dept 555110 - LIBRARY		1,169,535.00	84,823.98	799,699.06	369,835.94	68.38

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PERIOD ENDING 09/30/2025
 % Fiscal Year Completed: 74.79

ACCOUNT NUMBER	DESCRIPTION	2025	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	MONTH	09/30/2025	BALANCE	USED
Fund 260 - LIBRARY FUND						
Expenditures						
TOTAL EXPENDITURES		1,169,535.00	84,823.98	799,699.06	369,835.94	68.38
Fund 260 - LIBRARY FUND:						
TOTAL REVENUES		1,133,107.00	3,001.08	1,136,060.39	(2,953.39)	100.26
TOTAL EXPENDITURES		1,169,535.00	84,823.98	799,699.06	369,835.94	68.38
NET OF REVENUES & EXPENDITURES		(36,428.00)	(81,822.90)	336,361.33	(372,789.33)	923.36
BEG. FUND BALANCE		161,446.17		161,446.17		
END FUND BALANCE		125,018.17		497,807.50		

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PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500240	REPAIR AND MAINTENANCE	BEYER'S HARDWARE	NAILS	14.86	51159
260-555110-500290	MAINT/CONTRACTED SERVICES	JAMES IMAGING SYSTEMS, INC	8/15/2025 - 9/14/2025 PERIOD COVERED	219.18	51193
260-555110-500290	MAINT/CONTRACTED SERVICES	JAMES IMAGING SYSTEMS, INC	8/15/2025 - 9/14/2025 COLOR & BLACK	410.53	51193
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	ENVELOPES	20.76	51155
260-555110-500310	OFFICE SUPPLIES	DPI SUPPLY, INC	THERMAL PAPER 50 ROLLS	118.00	51176
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD	17.95	51155
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD'S & BLU-RAYS	87.93	51155
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD, BLU-RAY & DIGITAL MOVIES	44.92	51155
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS	50.42	51155
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOK	8.99	51155
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	265.35	51155
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKD & DVD'S	91.39	51155
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD'S, DIGITAL & BLU-RAY MOVIES	98.84	51155
260-555110-500350	OPERATING SUPPLIES	AMAZON CAPITOL SERVICES	HAND SOAP & GLASS CLEANER	28.64	51155
260-555110-500381	SHARED SYSTEM SERVICES	MONARCH LIBRARY SYSTEM	JANUARY 2025 - DECEMBER 2025 SERVICE	22,100.19	51200
Total For Dept 555110 LIBRARY				23,577.95	
Total For Fund 260 LIBRARY FUND				23,577.95	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
Fund 260 LIBRARY FUND				23,577.95	
Total For All Funds:				<u>23,577.95</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	ADELMAN MAINTENANCE CORP	CARPET & CHAIR CLEANING JULY 2025	3,995.51	51222
260-555110-500290	MAINT/CONTRACTED SERVICES	HVA PRODUCTS, INC	SERVICE 4/1/2025 - 3/31/2026 SERVICE	1,375.00	51243
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	TONER & STAPLES	59.48	51224
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	SHARPIE & TAPE	30.29	51224
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	18.70	51227
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	184.46	51227
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	314.11	51227
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	PIPE CLEANERS & CRAFT SUPPLIES	200.46	51224
260-555110-500322	DONATION EXPENDITURES	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	34.00	51227
260-555110-500322	DONATION EXPENDITURES	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	41.00	51227
Total For Dept 555110 LIBRARY				<u>6,253.01</u>	
Total For Fund 260 LIBRARY FUND				<u>6,253.01</u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 260 LIBRARY FUND 6,253.01

Total For All Funds: 6,253.01

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PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500240	REPAIR AND MAINTENANCE	A TO Z REFRIGERATION & HV	SERVICE NOISY PUMP & LEAK BOILER	724.13	51273
260-555110-500290	MAINT/CONTRACTED SERVICES	A TO Z REFRIGERATION & HV	SERVICE CALL - CHILLER & SUPPLIES	1,043.08	51273
260-555110-500290	MAINT/CONTRACTED SERVICES	CINTAS CORPORATION	MATS & TERRY TOWELS	270.93	51289
260-555110-500290	MAINT/CONTRACTED SERVICES	E.L.S. LANDSCAPING & LAWN	PLANT BED MAINTENANCE	280.00	51294
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	LABEL PROTECTORS & LAMINATES	345.64	51292
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	74.35	51278
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	394.90	51278
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	KANOPY, INC.	PLAY CREDITS- AUGUST 2025	404.60	51305
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	KANOPY, INC.	JUNE 2025 PLAY CREDITS	342.55	51305
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	MIDWEST TAPE, LLC	AUGUST 2026 DIGITAL	1,838.72	51312
260-555110-500322	DONATION EXPENDITURES	AKALAI HANUI	3 ON SITE YOGA CLASSES	225.00	51275
260-555110-500322	DONATION EXPENDITURES	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	20.00	51278
260-555110-500322	DONATION EXPENDITURES	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	78.00	51278
260-555110-500322	DONATION EXPENDITURES	CHAD LEWIS	WISCONSIN GANGSTER PROGRAM	350.00	51285
Total For Dept 555110 LIBRARY				6,391.90	
Total For Fund 260 LIBRARY FUND				6,391.90	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
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Fund Totals:

Fund 260 LIBRARY FUND	6,391.90
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Total For All Funds:	<u>6,391.90</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	ELEGANT ESTATES	PAINTING & POWERWASHING BUILDING	1,925.00	51409
260-555110-500290	MAINT/CONTRACTED SERVICES	JAMES IMAGING SYSTEMS, INC	9/15/2025- 10/14/2025 COVERED PERIOD	480.71	51424
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	9/15/2025 - 10/14/2025 PERIOD COVERED	219.18	51424
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	MIDWEST TAPE, LLC	APRIL 2025 DIGITAL	1,700.47	51429
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PLAYAWAY PRODUCTS LLC	BOOKS & DVD'S	747.46	51435
260-555110-500350	OPERATING SUPPLIES	NASSCO, INC.	BATH TISSUE & CLEANER	231.91	51433
Total For Dept 555110 LIBRARY				5,304.73	
Total For Fund 260 LIBRARY FUND				5,304.73	
Fund 400 CAPITAL IMPROVEMENTS FUND					
Dept 555110 LIBRARY					
400-555110-500824	LIBRARY BUILDING	SCHAEFER POWER SYSTEMS, INC	LED RETRO FOR EXISTING FIXTURES, REWIRE	1,279.20	51443
400-555110-500824	LIBRARY BUILDING	SCHAEFER POWER SYSTEMS, INC	REPLACE 4 LIGHTS ON 1ST FLOOR	364.40	51443
400-555110-500824	LIBRARY BUILDING	SCHAEFER POWER SYSTEMS, INC	WORK ORDER# 10153 RE-WIRE FIXTURES	3,607.40	51443
Total For Dept 555110 LIBRARY				5,251.00	
Total For Fund 400 CAPITAL IMPROVEMENTS FUND				5,251.00	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 260 LIBRARY FUND	5,304.73
Fund 400 CAPITAL IMPROVI	5,251.00
Total For All Funds:	10,555.73

CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
SEPTEMBER 2025 ACTIVITY

Personnel

No change in Personnel. Work anniversaries for Sept. include Heidi, Head of Youth Services, 5 years; Jeff, Adult Services Librarian, 10 years; Anthony, Assistant Director, 3 years; Gemma, Adult Services Associate, 2 years; Megan, Circulation Aide, 6 years; and Sharon, Circulation Aide, 6 years of service. Anthony, Kim from youth services, and Sarah from adult services will be attending the WI Library Association conference in Middleton at the end of October. We can afford to send 3 because of the grant I received this year for continuing education.

2025 Goals – updates in BOLD

- Facility maintenance (see also Assistant Director update in packet):
 - Painting/wall repair vendor approved. Awaiting scheduling. Includes power wash outside. The current landscape company blew the salt and debris buildup on the veranda and steps to Hanover Ave., per my request. **Painting, wall repairs, and power wash were completed in September.**
 - LED lights very slowly being installed due to supply issues. **First floor lighting is completed.**
 - Window washing completed. We are considering getting a quote for cleaning twice a year.
 - Carpet and furniture cleaning. Completed.
 - Getting quotes from other cleaning companies for weekend work. Ongoing, however weekend cleaning has improved. **This is no longer needed.**
 - Consider looking at directional signage for people entering the building. Ongoing. **The painters painted the directional signage above the restrooms, elevator, and copy room in Sept.**
- Collection:
 - We ordered another shelving unit for the adult Library of Things. DPW will pick up and put it together. Completed.
 - We discussed pulling out the YA nonfiction from adult nonfiction and adding it to the current YA collection which is only fiction. The point is to offer YA (teens) another browsing option in their section other than fiction. We would like to then purchase more YA nonfiction that is of interest to this age group and is more than just homework material. Ongoing.
- Advocacy
 - Speak Up for Libraries statewide campaign. All postcards that we had were filled out by the public and sent to the Monarch office to be mailed to our representatives.
 - When I was at the ALA Conference in Philly, I viewed a screening of The Librarians documentary. The film screening may be reserved by a library to use for a public showing and talk-back afterward, as we did with the film The Public Library. I reached out to the other 4 public libraries in Ozaukee County and the Directors agree they would like to be a part of a county wide event and screen the film at the Cultural Center with a talk-back afterward. This will be a combined effort in marketing and event planning. We have the CCC reserved for Thursday evening April 30th. It would be nice for board members to attend too.
 - **I met with 2 members of the Ozaukee/Washington County League of Women Voters. They are making the support of public libraries their focus for the upcoming year. They would like to do some activities with the library during the 250th anniversary of the U.S. in July.**
 - **I spoke with members of Delta Gamma Kappa. They want to donate \$1,000 to CPL and asked for a project. Youth Services would like to start a world language collection, books in other languages and books/media that help children learn other languages. DGK likes this project and is working on the grant request.**

Monarch Library System

- **The Ozaukee and Sheboygan Counties 5 Year Plan is up for renewal. I attended one of the last few meetings of the Ozaukee Sheboygan County Library Planning Committee in September at the Cedar Grove library. The Committee is made up of represented residents for both counties and a County supervisor from each County. The committee voted to request a small increase to the county library tax in order to reimburse the libraries for the expense of digital resources used by non-librariated residents. The librarians requested that the revenue from the added tax be pooled to purchase more digital resources to benefit all Monarch library cardholders. Both counties will need to vote on it, but it is supported by the supervisors on the committee.**

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 on October 9th.
- 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.
- Eagles tribute band concert as a Friends fundraiser **on March 7 at Cultural Center.**
- **Friends have made over \$17,000 in book sales as of the end of August. Along with donations, memorials, and dine out events the revenue is \$38,389.**
- **Friends agreed to a library merch online store. Two library staff members have worked to create library related swag that includes t-shirts, sweatshirts, tote bags and coffee mugs. The store is completely online and involves little to no staff involvement. Patrons can purchase items, pay, and items will be sent directly to them. Friends will receive a little revenue, and it's good PR to have our patrons walking around with CPL themed spiritwear. Friends agreed to pay for outfitting the staff. Should be online fairly soon.**

Other

- Thank you for completing the Director evaluation forms. I met with Mike and Joycelyn from the Personnel committee to review the forms and comments. Looking forward to another active year at CPL.
- We had a bit of "Hollywood" here on Wednesday, Oct. 1. I received a call from a producer at ABC's 20/20 to use our community room as a place to interview 2 people for an episode. I ran the location agreement past the City attorney and after a couple tweaks we decided to go ahead and we received \$1,000 for the use of our space. It was a slight disruption of our day but in the end, it was good to get extra revenue.

Assistant Director's Report

October 2025

Building Updates:

1. **Indoor Fireplace** – We are once again having problems with fireplace not starting regularly. We have a quote for the new pilot module for the fireplace and are working with Chimney Concepts on a time for them to install the replacement.
2. **LED Building Lights** – Schaefer Inc. has completed most of the lights over the new book area on the 1st floor and one strip over “display” area in front of the 2nd floor reference desk. We are waiting on additional supplies they needed to order before converting additional lights to the LED infrastructure. We are still waiting to hear back on when they plan to come back to finish those two areas in October. We are hoping to have the rest of the public areas completed before the end of the year as we will no longer have a capital budget from City moving forward and will have to ask for increase in levies to address building needs.
3. **Painting (Completed)** - The painting in the library was completed on Monday, Sept 22. They addressed areas of the library that needed to be patched up, including the elevator frame, Study Room B, the Media Room, repainted the whole wall around the book-return and behind the main Circulation desk, the stairway railing, and the blue wall in the Library of Things space. They also repainted some of the signage over bathrooms, copy area, and elevator so they contrast better with the color of the wall.
4. **Fire Alarm Inspection** – We are scheduled to have our annual Fire Inspection at 7:00 am on Monday, October 5, 2025.
5. **HVA (HVAC System Check)** - Steve from HVA will be here Wednesday, October 8th to conduct our bi-annual testing on our HVAC system before the cold weather arrives later this month.

Technology Updates:

1. **Study/Media Room Upgrades** – Anthony has finished installing the upgrades for video conferencing and multimedia collaboration in the Media Room, Study Room C, and the new 1st floor study room (formerly the CPL Radio Room). As our next steps, we are coming up with plan for marketing and promoting the new technology in those spaces.
2. **New Self Checks Machines (Envisionware)** – Envisionware has notified us that the well not longer be providing support for our existing Self-Checkout Stations after the 2026 calendar year. That means we will need to have them replaced with the new

x25 models which we've currently received a quote to replace one and can have the price locked in if we order before the end of the calendar year.

Upcoming Conferences/Professional Development:

The Assistant Director, Anthony Sigismondi, will be attending the annual Wisconsin Library Association with two other staff member from Wednesday, Oct. 29 thru Friday, Oct. 31, 2025. He will be focusing on learning about emerging library technology in the exhibit hall and attending sessions related to standards for public library, re-evaluating tech help, and strategies for marketing library services.

Monthly Report for August 2025

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

- **Summer Reading Wrap Up and Fall Planning**
 - Summer Reading wrapped up on August 18. We had a total of 738 sign-ups (Children's and Young Adult combined). August is always a busy time at the desk for final check-ins. The children's desk saw 319 check-ins! Prizes were drawn on August 20.
 - August is traditionally a slower time in the library for programming. The YS team took advantage of this time to prep for a fall packed with fun programs.
- **Events and Collaborations**
 - Hosted Kindergarten Party on August 14. Kids from Cedarburg School District attended the program. We played a 4 Corners school trivia game to practice following directions and teamwork. We also talked about first day nerves and tips on how to feel calm. Each child went home with a First Day of School dry erase board, library tote bag, and a library card application.
- **Collection Management**
 - We continue to use professional publications to help inform book purchases: Kirkus, School Library Journal, etc.
 - Began assessing graphic novel collection for replacement needs.
 - Jaida is continuing her weeding and relabeling project in YA.
 - Reading Trends: Interactive picture books, Dragon Masters series, historical fiction

Goals & Areas of Focus: Heidi

Collection Management: Ordered YA fiction and Non-fiction, picture books, J Fiction, and Fill the Shelves donations.

Programming: Kindergarten Party, Fall Storytime Planning

Department: Emailed Alison to begin planning catalog training for Kim and Jaida.

Goals & Areas of Focus: Kim

Collection Management: Ordered Intermediate, J Fiction, and Graphic Novels. Continued J Biography labeling project.

Programming: Led 4 Cribbage Clubs, including participation from 7 youth patrons. Focused on planning programming for fall.

Department: Created September's Animal Companions themed Tinker Lab with Kelly Ann. Created Cedarburg Writes display and writing station to encourage an increase in participation.

Meetings, Connections, Webinars, Professional Development

8/7/25 School Library Journal Teen Live Virtual Event KH

8/12/25 YS Team Summer Reading Program Wrap-Up meeting JM, KAD, HG, KH

8/18/25 Meeting with CHS Theatre Dept. Head, Kristen Mickie for program planning KH

8/28/25 Summer Reading Wrap-Up meeting with Linda HG, KH

August		
8/6/2025	Cribbage Club - Learn to Play	12
8/13/2025	Cribbage Club - Open Play	10
8/14/2025	Kindergarten Party	8
8/27/2025	Cribbage Club - Open Play	7
All Month	1000 Books Before Kindergarten	33
All Month	Literacy Alcove	243
All Month	Tinker Lab	293
All Month	Kid Librarian	5
All Month	SRP Check in	319
All Month	SRP Teen Check in	37

Monthly Report for September 2025

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

- **Cedarburg Writes**
 - Kim and Kelly Ann rethemed the Tinker Lab to Animal Companions to go along with this year's Cedarburg Writes theme. Kids can draw and share pictures of their animal companions, view animal x-rays, and even get started creating their story for the contest. Kim added a mailbox at the desk for kids to submit their stories.
- **Reading Dragons**
 - Jaida created a Where's Waldo themed Reading Dragon challenge log for September. Kids who completed every challenge could turn in their log for four Waldo themed dragon cards and choose a mystery card from our card collection.
- **Events and Collaborations**
 - FILS 4K classes visited the library to learn about how librarians are community helpers. Heidi shared a small presentation with each class, as well as a small storytime, and a tour of the children's library.
 - Kim, Kelly Ann, and Heidi attended an outing for Monarch and Bridges Youth Services staff. The day began with a tour of Bookworm Gardens in Sheboygan and ended with program presentations and a round robin at Mead library. Kelly Ann and Heidi presented our Kid Librarian program. Kim presented the Youth Fiber Arts program.
 - Heidi sent an email to principals and librarians in the district to share with their teachers offering support from the library for the school year.
- **Collection Management**
 - We continue to use professional publications to help inform book purchases: Kirkus, School Library Journal, etc.
 - Asked Friends for \$500 to replace well-loved graphic novels.
 - Jaida is still weeding YA fiction and will be shifting YA graphic novels and Manga.
 - Reading Trends: Minecraft, graphic novels, non-fiction, Playaways, mystery

Goals & Areas of Focus: Heidi

Collection Management: Ordered more Playaways for collection to help with demand for audio books. Began work on building a World Language collection to meet growing demand for materials in languages other than English. Continue to work with Friends with Fill the Shelves campaign.

Programming: Four storytimes, three FILS 4k visits

Department: Confirmed a date with Alison for cataloging training for Kim, Jaida, and Heidi.

Goals & Areas of Focus: Kim

Collection Management: Ordered new titles for Juvenile Fiction, Juvenile Graphic Novels, and Young Adult. Learned new Polaris cataloging skills on Connect & Share training videos.

Programming: Led 5 Youth Fiber Arts Club sessions. Led 4 Cribbage Clubs, including participation from youth patrons. Focused on reaching out to local art teachers, Cedarburg Art Museum, and Cedarburg Cultural Center to promote new teen art wall nomination program.

Department: Curated curriculum-based themed book bundles for Parkview and Thorson teachers. Continued to clean up the labeling of Juvenile Fiction book series to easier patron experience.

Meetings, Connections, Webinars, Professional Development

9/2/2025 Friends of the Library meeting: HG

9/5/2025 YS Bookworm Gardens/Mead trip: HG, KH, KD

9/10/2025 Webinar: AI for Librarians (Indiana State Library) KH

9/15/2025 FILS 4k Visit: HG

9/18/2025 Marketing Meeting with Gemma: HG KH

9/19/2025 FILS 4k Visit: HG

9/22/2025 Meeting with Delta Kappa Gamma: HG

9/26/2025 FILS 4k Visit: HG

9/27/2025 Greater Cedarburg Foundation Celebration: HG

September		
9/2/2025	Youth Fiber Arts	8
9/3/2025	Cribbage Club	8
9/8/2025	Mr. Dan	20
9/8/2025	Family Bingo	18
9/9/2025	YFAC	15
9/11/2025	Cribbage Club	12
9/15/2025	Audio Adventures Book Club	0
9/16/2025	Toddler Time: Pirates	38
9/16/2025	YFAC	15
9/17/2025	Cribbage Club	12
9/18/2025	Preschool Storytime: Pirates	15
9/18/2025	YA Drop-In Crafts	5
9/22/2025	Family Bingo	11
9/23/2025	Toddler Time: Mo Willems	37
9/23/2025	YFAC	17
9/24/2025	Cribbage Club	12
9/25/2025	Preschool Storytime: Mo Willems	15
9/30/2025	YFAC	19
All Month	1000 Books Before Kindergarten	25
All Month	Literacy Alcove	189
All Month	Tinker Lab	186
All Month	Kid Librarian	2
All Month	Scavenger Hunt	160

Monthly Activity Report August/September 2025
Department Circ
Date 9/9/25 & 10/2/25

Monthly Stats: August

70 new library cards were issued
Cumulative: 528

Monthly Stats: September

86 new library cards were issued
Cumulative: 614

Visits in the Library: August/September 2025

August: 9,700
September: 14,900
24,600 Cumulative: 24,600

Self-Check: August 2025

Items Issued:

Lobby near Makerlab: **3,526**
Lobby near Elevator: **1,949**
Second Floor: **964**
Children's: **4,445**

Items Renewed:

Lobby near Makerlab: **80**
Lobby near Elevator: **52**
Second Floor: **7**
Children's: **60**

Total:

Lobby near Makerlab: **3,606**
Lobby near Elevator: **1,753**
Second Floor: **971**
Children's: **3,138**

Self-Check: September 2025

Items Issued:

Lobby near Makerlab: **3,527**
Lobby near Elevator: **1,949**
Second Floor: **919**
Children's: **4,445**

Items Renewed:

Lobby near Makerlab: **95**
Lobby near Elevator: **36**

Second Floor: **13**
 Children's: **55**
Total:
 Lobby near Makerlab: **3,622**
 Lobby near Elevator: **1,789**
 Second Floor: **932**
 Children's: **3,193**

Automated Outdoor Book Drop: August
5,328 items returned cumulative: **35,084**
1,926 sessions started cumulative: **13,160**

Automated Outdoor Book Drop: September
4,933 items returned cumulative: **40,017**
1,774 sessions started cumulative: **14,934**

Physical Material circulation by month and year (AUGUST)

Sum of Physical Circulation	Library CEDARBURG								
	2017	2018	2019	2020	2021	2022	2023	2024	2025
Month									
January	16,898	15,056	15,571	14,877	14,067	14,537	14,542	13,876	15,045
February	14,936	13,590	14,025	14,792	14,086	12,903	13,070	13,855	14,042
March	17,503	16,403	15,522	11,688	14,955	14,839	15,722	15,058	16,986
April	16,326	15,557	15,326	860	13,413	15,173	13,891	14,597	14,743
May	15,669	13,470	13,954	3,220	12,251	12,916	13,110	13,264	14,928
June	20,861	17,761	18,482	12,863	16,959	16,481	16,724	17,298	17,097
July	19,742	18,820	20,045	14,674	16,675	16,651	16,441	18,161	18,911
August	17,696	17,100	17,228	13,315	14,929	16,879	16,883	17,059	17,563
September	14,591	14,011	14,872	12,718	13,093	13,720	14,156	14,095	
October	15,742	15,202	15,266	14,130	13,630	13,545	14,224	14,875	
November	15,375	15,393	13,812	13,444	12,460	13,353	13,613	14,297	
December	12,447	13,413	12,572	13,421	11,430	11,871	12,606	12,982	
Grand Total	197,786	185,776	186,675	140,002	167,948	172,868	174,982	179,417	129,315

Overdrive Material circulation by month and year (AUGUST)

Sum of OverDrive Checkouts	Library CEDARBURG								
	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	1,648	2,022	2,312	2,477	2,937	2,817	3,205	4,381	4,060
February	1,612	1,824	2,123	2,610	2,762	2,622	3,027	3,887	3,664
March	1,814	2,119	2,412	2,601	2,806	3,050	3,477	4,037	4,131
April	1,795	2,114	2,345	2,960	2,667	2,895	3,195	3,607	4,003
May	1,776	2,081	2,343	2,807	2,676	2,950	3,477	3,841	4,015
June	1,638	2,038	2,334	2,527	2,518	2,774	3,448	3,237	3,902
July	1,923	2,249	2,485	2,675	2,675	2,973	3,821	3,825	3,941
August	1,915	2,419	2,379	2,728	2,765	3,217	3,735	3,783	3,692
September	1,842	2,291	2,233	2,461	2,563	2,870	3,629	3,548	
October	1,840	2,180	2,246	2,695	2,753	3,022	4,314	3,456	
November	1,824	2,126	2,180	2,753	2,645	2,778	3,963	3,523	
December	1,829	2,195	2,262	2,689	2,766	2,871	3,645	3,517	
Grand Total	21,456	25,658	27,654	31,983	32,533	34,839	42,936	44,642	31,408

Sum of Overdrive & Physical Material circulation by month and year (AUGUST)

Sum of Circulation	Library CEDARBURG								
	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	18,546	17,078	17,883	17,354	17,004	17,354	17,747	18,257	19,105
February	16,548	15,414	16,148	17,402	16,848	15,525	16,097	17,742	17,706
March	19,317	18,522	17,934	14,289	17,761	17,889	19,199	19,095	21,117
April	18,121	17,671	17,671	3,820	16,080	18,068	17,086	18,204	18,746
May	17,445	15,551	16,297	6,027	14,927	15,866	16,587	17,105	18,943
June	22,499	19,799	20,816	15,390	19,477	19,255	20,172	20,535	20,999
July	21,665	21,069	22,530	17,349	19,350	19,624	20,262	21,986	22,852
August	19,611	19,519	19,607	16,043	17,694	20,096	20,618	20,842	21,255
September	16,433	16,302	17,105	15,179	15,656	16,590	17,785	17,643	
October	17,582	17,382	17,512	16,825	16,383	16,567	18,538	18,331	
November	17,199	17,519	15,992	16,197	15,105	16,131	17,576	17,820	
December	14,276	15,608	14,834	16,110	14,196	14,742	16,251	16,499	
Grand Total	219,242	211,434	214,329	171,985	200,481	207,707	217,918	224,059	160,723

Physical Material circulation by month and year (SEPTEMBER)

Sum of Physical Circulation	Library CEDARBURG								
	2018	2019	2020	2021	2022	2023	2024	2025	
Month									
January	15,056	15,571	14,877	14,067	14,537	14,542	13,876	15,045	
February	13,590	14,025	14,792	14,086	12,903	13,070	13,855	14,042	
March	16,403	15,522	11,688	14,955	14,839	15,722	15,058	16,986	
April	15,557	15,326	860	13,413	15,173	13,891	14,597	14,743	
May	13,470	13,954	3,220	12,251	12,916	13,110	13,264	14,928	
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August	17,100	17,228	13,315	14,929	16,879	16,883	17,059	17,563	
September	14,011	14,872	12,718	13,093	13,720	14,156	14,095	15,240	
October	15,202	15,266	14,130	13,630	13,545	14,224	14,875		
November	15,393	13,812	13,444	12,460	13,353	13,613	14,297		
December	13,413	12,572	13,421	11,430	11,871	12,606	12,982		
Grand Total	185,776	186,675	140,002	167,948	172,868	174,982	179,417	144,555	

Overdrive Material circulation by month and year (SEPTEMBER)

Sum of OverDrive Checkouts	Library CEDARBURG								
	2017	2018	2019	2020	2021	2022	2023	2024	2025
Month									
January	1,648	2,022	2,312	2,477	2,937	2,817	3,205	4,381	4,060
February	1,612	1,824	2,123	2,610	2,762	2,622	3,027	3,887	3,664
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November	1,824	2,126	2,180	2,753	2,645	2,778	3,963	3,523	
December	1,829	2,195	2,262	2,689	2,766	2,871	3,645	3,517	
Grand Total	21,456	25,658	27,654	31,983	32,533	34,839	42,936	44,642	35,130

Sum of Overdrive & Physical Material circulation by month and year (AUGUST)

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	Month	2017	2018	2019	2020	2021	2022	2023	2024
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February	16,548	15,414	16,148	17,402	16,848	15,525	16,097	17,742	17,706
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September	16,433	16,302	17,105	15,179	15,656	16,590	17,785	17,643	18,962
October	17,582	17,382	17,512	16,825	16,383	16,567	18,538	18,331	
November	17,199	17,519	15,992	16,197	15,105	16,131	17,576	17,820	
December	14,276	15,608	14,834	16,110	14,196	14,742	16,251	16,499	
Grand Total	219,242	211,434	214,329	171,985	200,481	207,707	217,918	224,059	179,685

Overdrive circulation Breakdown: August 2025

Ebooks: Monarch Library System - Cedarburg Public Library – **1,331**

E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,508**

Magazines: Monarch Library System - Cedarburg Public Library – **853**

Overdrive circulation Breakdown: September 2025

Ebooks: Monarch Library System - Cedarburg Public Library – **1,387**

E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,516**

Magazines: Monarch Library System - Cedarburg Public Library – **819**

Circulation Break Down by location: August

Total circulation	17563
City of Cedarburg circulation	10671
Ozaukee county libraried circ minus local municipality	1961

Circulation to libraried and non-libraried patrons by Monarch county

Dodge county libraried circ	0
Dodge county non-libraried circ	2
Washington county libraried circ	200
Washington county non-libraried circ	747
Ozaukee county libraried circ	12632
Ozaukee county non-libraried circ	3888

Sheboygan county libraried circ	13
Sheboygan county non-libraried circ	18
Total:	17500

**Circulation to patrons by Monarch county
other than home county (includes:
Washington, Dodge, and Sheboygan counties)**

In-System libraried circ	213
In-System non-libraried circ	767
Total:	980

**Adjacent county circulation (includes
Milwaukee and Waukesha counties)**

Adjacent county libraried circ	35
Adjacent county non-libraried circ	5
Total:	40

**Other Wisconsin county circulations (includes
all counties not listed above)**

	23
Non-Wisconsin circulations	0

Non-Libraried cross-county circulations

Sheboygan	18
Washington	747
Waukesha	5

Milwaukee 0 All Milw is currently libraried, so expect 0 count here

Circulation Break Down by location: S

Total circulation	15240
City of Cedarburg circulation	8976
Ozaukee county libraried circ minus local municipality	1703

Circulation to libraried and non-libraried patrons by Monarch county

Dodge county libraried circ	2
Dodge county non-libraried circ	0
Washington county libraried circ	84
Washington county non-libraried circ	700
Ozaukee county libraried circ	10679
Ozaukee county non-libraried circ	3649
Sheboygan county libraried circ	16

Sheboygan county non-librariied circ	37	
Total:	15167	
Circulation to patrons by Monarch county other than home county (includes: Washington, Dodge, and Sheboygan counties)		
In-System librariied circ	102	
In-System non-librariied circ	737	
Total:	839	
Adjacent county circulation (includes Milwaukee and Waukesha counties)		
Adjacent county librariied circ	37	
Adjacent county non-librariied circ	1	
Total:	38	
Other Wisconsin county circulations (includes all counties not listed above)		
	35	
Non-Wisconsin circulations	0	
Non-Librariied cross-county circulations		
Sheboygan	37	
Washington	700	
Waukesha	1	
Milwaukee	0	All Milw is currently librariied, so expect 0 count here

Meetings & Events:

August 15, 2025 – Staff Meeting

August 28, 2025 –MLS Circulation Committee

September 24, 2025 – Cedarburg City Meeting – EQ Discussions

Lauren’s Goals:

Collection Development – Adult DVD Collection --

I continue to weed duplicate DVDs, and cull the collection for those that weed themselves (those that are too badly scratched to continue circulating).

In September I focused on weeding the Non Fiction DVDs to get anything that was sale ready to the Friends before the big sale the first week in October.

ADA Compliance investigating and executing --

This goal has slowed down a little bit in the month of July. Searching for benches that are more

comfortable and yet still continue to maintain the goal of not having older patrons fall. The current bench has met its goals as patrons regularly use it and the circulation department has not written a fall report for that purpose since its purchase.

Professional Development --

I attended the work culture presentation focused on EQ in the workplace on 9.24.25. I registered Sarah F and myself for the "Back in Circulation" conference. This is a two day conference put on by UW-Madison's School and will be a virtual conference this year. This takes place in Mid-November.

Sarah F's New Goals:

Overhaul LP Collection, continued:

This goal is complete.

Improve the Juvenile Movie Collection, continued:

6 new titles cataloged

Professional Development, continued:

Attended a Book Repair workshop at the Wauwatosa Public Library on 9.23.25.

Attended the CVMIC work culture presentation on 9.24.25

Registered for the "Back in Circulation" conference that will be in Mid-November and focuses solely on Circulation topics.

Adult Services Report – September 2025

Quick Clicks: Tech Help for Seniors

In September, I launched a new initiative titled **Quick Clicks: Tech Help for Seniors**, designed to assist older adults in navigating today's ever-evolving digital landscape. This program provides **one-on-one, personalized technology assistance** with devices such as smartphones, tablets, e-readers, and laptops. The focus is on building digital confidence in a welcoming, patient, and judgment-free environment.

Participants are encouraged to bring their own devices and questions—ranging from setting up an email account or accessing e-books, to managing photos, social media, and online safety. The program aims to **bridge the digital divide** by empowering seniors to make use of the tools and resources that modern life increasingly requires. This program exemplifies our ongoing commitment to **lifelong learning and digital literacy** for all members of the community.

Former CPL Radio Room Repurposed

The **former CPL Radio studio** has now been fully transitioned into a **multi-use space** serving both as an **additional study room** and a **podcast production area**. This transformation allows the library to better accommodate the growing demand for private and semi-private workspaces while also supporting creative media initiatives.

As a **study room**, the space provides a quiet environment suitable for small group work, tutoring sessions, or individual study. The addition of this room increases the library's flexibility in meeting patron needs for workspace variety—especially during peak usage periods when study areas are in high demand.

As a **podcast production space**, the room retains much of its prior broadcast functionality, now reconfigured for community use. Patrons interested in audio recording projects, including interviews, oral histories, and independent podcasts, will be able to reserve the room and receive basic instruction on setup and recording procedures. This dual-purpose design reflects the library's ongoing commitment to supporting **both traditional study and emerging forms of creative expression**.

Cedarburg Authors' Circle

The **Cedarburg Authors' Circle** continues to thrive as a supportive community for local writers of all genres and experience levels. The group now meets **twice each month**, maintaining a consistent attendance of **8 to 10 participants per session**.

This fall, the Authors' Circle has adopted a **structured meeting format** designed to balance both peer critique and skill development. Each session alternates between focused writing discussions and guided critiques of members' works-in-progress. Recent topics have included character development, narrative voice, and, of course, where today's writer fits in a world of A.I. assisted creativity.

Looking ahead, the group continues to prepare material for the **second annual Cedarburg Authors' Circle Literary Journal**, scheduled for publication in **June 2026**. The journal will feature original works from group members and other local authors, further highlighting the creative energy within our community.

We've also begun recording for the audiobook version of the first volume of our literary journal. My hope is to have this available prior to the holidays! Watch this space for details!

Classics, Coffee, and Cookies Book Club

September also marked the debut of our new **Classics, Coffee, and Cookies Book Club**, a program designed to make classic literature approachable and enjoyable through lively, inclusive discussion. Our first selection was ***Vanity Fair* by William Makepeace Thackeray**, a substantial and ambitious choice that our ten attendees tackled with enthusiasm and good humor.

The group demonstrated remarkable dedication in confronting one of the great sprawling novels of the 19th century. Participants explored Thackeray's sharp social commentary, moral ambiguity, and satirical portrayal of ambition and hypocrisy. What emerged most strongly from the conversation was how **remarkably contemporary the novel's themes remain**—its examination of vanity, ambition, and moral compromise felt surprisingly relevant to modern life.

This inaugural meeting set an encouraging tone for the club's future, confirming that the classics still resonate deeply when approached with curiosity and community spirit.

Quick Clicks – Senior Tech Help Report

Reporting Period: September 2025

Prepared by: Jeff Messerman

Session Summaries

1. Anne

- **Objective:** Install WhatsApp for personal communication.
- **Outcome:** Determined that WhatsApp requires a smartphone, which the patron does not own (she currently has a flip phone). Unable to proceed with installation.
- **Additional Assistance:** Helped her create a Facebook page dedicated to her NASCAR interests, enabling her to share posts and connect with other fans.

2. Cathleen

- **Objective:** Apply for an employment opportunity and prepare for a virtual interview.
- **Outcome:** Completed the online job application process and configured her phone for video conferencing.
- **Additional Assistance:** Provided guidance on using the phone's camera and microphone features for interviews.
-

3. Tom

- **Objective:** Checkout ebooks from the Wisconsin Digital Library
- **Outcome:** His Kindle device was nearly 10 years old. Amazon does not provide any support for devices this old so we were unable to restore it to any kind of functionality or usability. This kind of obsolescence is pretty normal for Amazon, Apple, et al.
- **Additional Assistance:** Suggested that he purchase a new Kindle or Fire device and we could help get him set up with our library's ebook offerings.

Cedarburg Authors' Circle – Tonight: *How I A.I.*

1. Big Idea: How I A.I.

Kickoff Note:

Tonight, we're diving into the brave new world of writing with a little help from our digital friends. Whether it's plotting a twist, brainstorming a title, or nudging a stubborn sentence into shape, AI can be a curious collaborator—or a sneaky distraction. I'll take you through a few of my recent screenwriting A.I.-assists tonight!

2. Workshop Planning

- Schedule the next few months of workshopping sessions.
- Decide who will bring pieces and in what order.

3. Volume 2 Momentum

- Brainstorm ideas and strategies to get *Volume 2* beyond the library bubble.
- Focus on ways to expand audience, sales, and visibility.

4. Audiobook Project: Volume 1

- Two sessions done with Chris.
- Remaining slots available **Wednesday 10/8** — sign-ups open.
- Reminder: bring your voice, bring your style — no pressure to be a pro narrator.

5. Open Roundtable

- Quick catch-all for any stray ideas, updates, or literary gossip before we wrap.

Sarah Kelly

Adult Services and Community Outreach Librarian

August and September 2025

Programs, Projects, & Community Connections

- **Cedarburg Reads and Writes:** Preparing for Cedarburg Reads and Writes. Chad Lewis gave a talk on Wisconsin's Gangsters Past which had well over 100 attendees. The evening book discussion only had 2 attendees, and the daytime book discussion only had 1 person in attendance.
- **Hamilton House and Lasata:** Continuing year-round monthly visits to these senior living homes to bring residents books.
- **Cedarburg Writes:** Had 15 adult submissions, 5 submissions for grades 3-5, 55 submissions for grades 6-8, and no high school submissions.

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.

August and September Adult Program Stats:

	Date	Time	Event Name
150	8/1/2025		Adult Summer Reading Participants
151	8/6/2025	10:00 AM	120 Cribbage Club
152	8/2/2024	12:00 PM	60 Cooking Club
153	8/6/2025	1:00 PM	120 Needle Arts Club
154	8/6/2025	6:30 PM	60 Authors Circle
155	8/7/2025	11:00 AM	60 Lasata Outreach
156	8/8/2025	1:00 PM	120 Cinama Classics
157	8/11/2025	10:00 AM	60 Yoga
158	8/13/2025	10:00 AM	120 Cribbage club
159	8/13/2025	1:00 PM	120 Needle Arts
160	8/13/2025	6:00 PM	60 Ben Merens Consumer protections
161	8/14/2025	1:00 PM	120 Genealogy Club
162	8/19/2025	1:00 PM	60 Afternoon Tea Book Club
163	8/19/2025	6:30 PM	60 Genealogy Club
164	8/20/2025	10:00 AM	120 Cribbage Club
165	8/20/2025	1:00 PM	120 Needle Arts
166	8/22/2025	1:00 PM	120 Cinema Classics
167	8/23/2025	1:00 PM	120 Juggling Club
168	8/25/2025	12:00 PM	60 Nonfiction book club
169	8/27/2025	10:00 AM	120 Cribbage Club
170	8/27/2025	1:00 PM	120 needle arts
171	8/28/2025	11:00 AM	60 Hamilton House Outreach

Adult (19+)	Self-directed activity			
General Interest (all ages)	Group attending	In-person onsite	No	12
Adult (19+)	Group attending	In-person onsite	No	8
Adult (19+)	Group attending	In-person onsite	No	16
Adult (19+)	Group attending	In-person onsite	No	12
Adult (19+)	Group attending	In-person offsite	No	5
Adult (19+)	Group attending	In-person onsite	No	3
Adult (19+)	Group attending	In-person onsite	No	8
General Interest (all ages)	Group attending	In-person onsite	No	10
Adult (19+)	Group attending	In-person onsite	No	19
Adult (19+)	Group attending	In-person onsite	No	1
Adult (19+)	Group attending	In-person onsite	No	9
Adult (19+)	Group attending	In-person onsite	No	24
Adult (19+)	Group attending	In-person onsite	No	11
General Interest (all ages)	Group attending	In-person onsite	No	5
Adult (19+)	Group attending	In-person onsite	No	23
Adult (19+)	Group attending	In-person onsite	No	3
Adult (19+)	Group attending	In-person onsite	No	10
Adult (19+)	Group attending	In-person onsite	No	1
General Interest (all ages)	Group attending	In-person onsite	No	7
Adult (19+)	Group attending	In-person onsite	No	20
Adult (19+)	Group attending	In-person offsite	No	6

	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 attendee
173	9/3/2025	10:00 AM		120 Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	8	
174	9/3/2025	1:00 PM		120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	13	
175	9/4/2025	6:30 PM		60 Hot Spots with John Katka	Adult (19+)	Group attending	In-person onsite	No	18	
176	9/5/2025	12:00 PM		60 Cooking Club	Adult (19+)	Group attending	In-person onsite	No	8	
177	9/5/2025	11:00 AM		60 Lasata Outreach	Adult (19+)	Group attending	In-person offsite	No	7	
178	9/7/2025	1:00 PM		120 Juggling Club	General Interest (all ages)	Group attending	In-person onsite	No	10	
179	9/8/2025	11:00 AM		60 Yoga	Adult (19+)	Group attending	In-person onsite	No	8	
180	9/9/2025	1:00 PM		60 DWD Employment Hiring Program with Ben Merens	Adult (19+)	Group attending	In-person onsite	No	15	
181	9/10/2025	10:00 AM		120 Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	13	
182	9/10/2025	1:00 PM		120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	22	
183	9/11/2025	1:00 PM		120 Genealogy Club	Adult (19+)	Group attending	In-person onsite	No	8	
184	9/11/2025	6:30 PM		60 Cedarburg Reads Book Discussion	Adult (19+)	Group attending	In-person onsite	No	2	
185	9/16/2025	1:00 PM		60 Afternoon Tea Book Club	Adult (19+)	Group attending	In-person onsite	No	25	
186	9/16/2025	6:30 PM		120 Genealogy Club	Adult (19+)	Group attending	In-person onsite	No	7	
187	9/17/2025	10:00 AM		120 Cribbage Club	Adult (19+)	Group attending	In-person onsite	No	12	
188	9/17/2025	1:00 PM		120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	18	
189	9/17/2025	6:30 PM		60 Author's Circle	Adult (19+)	Group attending	In-person onsite	No	14	
190	9/19/2025	11:00 AM		60 Classics Book Club	Adult (19+)	Group attending	In-person onsite	No	5	
191	9/24/2025	10:00 AM		120 Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	12	
192	9/24/2025	1:00 PM		120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	20	
193	9/25/2025	2:00 PM		60 Cedarburg reads book Discussion	Adult (19+)	Group attending	In-person onsite	No	1	
194	9/25/2025	6:30 PM		60 Wisconsin's Gangster Past with Chad Lewis	Adult (19+)	Group attending	In-person onsite	No	120	
195	9/25/2025	11:00 AM		60 Hamilton House Outreach	Adult (19+)	Group attending	In-person offsite	No	3	
196	9/29/2025	1:00 PM		60 Non-fiction Book Club	Adult (19+)	Group attending	In-person onsite	No	0	
197	9/30/2025	2:00 PM		60 Tech Tuesdays	Adult (19+)	Group attending	In-person onsite	No	0	

Patron Point Emails		25-Sep			
Name	Sent count	Read ratio	Clicks ratio	Unsubscribed	Bounced ratio
Cedarburg Reads Nick Petrie Presentation	only sent today				
2024 Welcome 1	81	61.70%	25.90%	0.00%	4.94%
2025-09-Friends-Fall	10626	51.70%	0.90%	0.29%	0.05%
Anniversary Campaign Email	46	34.80%	15.20%	0.00%	0.00% See note
Gangster Presentation	11179	40.30%	0.40%	0.87%	1.39%
October 2025 newsletter	10948	35.60%	1.60%	0.66%	0.03%
Recommendations_Monthly	12495	29.10%	0.50%	0.46%	0.02%

Note: Anniversary campaign got a redo with new information and images!

APPENDIX F

NEW IT & ILS PROJECTS

Member libraries agree to give Monarch Staff reasonable notice before specifying, purchasing, or receiving their Board's approval (whichever comes first), for any significant projects that may interface with Monarch IT or ILS network.

Refer to the timeframes for project planning listed below for minimum notice periods required. If the Member Library does not give sufficient notice, Monarch Staff may not be able to accommodate the project. Member Libraries should submit the New Project Planning Form (below) as soon as they are aware of the project.

Advance notice required for project planning:

- New library: Six (6) months prior to launch to move TEACH LINE.
- Large Equipment Installation: Four (4) months prior to installation (e.g., Self Check Kiosks, Automated Materials Handlers, Outdoor Lockers).
- All Other Equipment Installation or Relocation: Three (3) months prior to installation or move.

New Project Planning Form

1. Library Name:

2. Your Name and Title:

3. Phone Number:

4. Email Address:

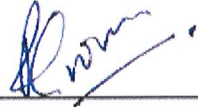
5. Please describe the full scope of your project:

6. Do you need support from Monarch IT or ILS staff, or do you have expertise in-house or from your municipality? (please explain):

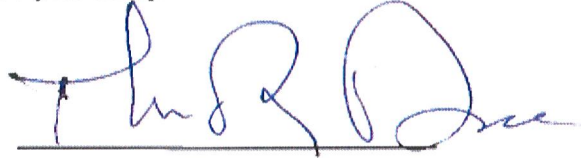
7. Does it need an API, SIP license, or other interface with Polaris? If yes, please specify:

Signature Page

The above Appendix has been approved by the Monarch Library System Board to be included in the existing agreement between Monarch Library System and your library.



Monarch Library System Director
Date: September 12, 2025



Monarch Board of Trustees President
Date: September 12, 2025

The above Appendix has been approved by the _____ Library Board of Trustees to be included in the existing agreement between Monarch Library System and your library.

On behalf of the _____ Library, I agree to the use of the above stated New Project Planning form.

Director

Library Board President

Date

Date