



**CITY OF CEDARBURG  
A MEETING OF THE LIBRARY BOARD  
TUESDAY, JANUARY 13, 2026 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, January 13, 2026 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
  - A. Council Member Melissa Bitter, Board President Michael Maher, Joycelyn Russo, Cassandra Bartelme, DeWayna Cherrington, Meghan O'Driscoll, Superintendent Jeridon Clark
3. STATEMENT OF PUBLIC NOTICE
4. COMMENTS AND SUGGESTIONS FROM CITIZENS
5. APPROVAL OF MINUTES
  - A. Approval of November 11, 2025 meeting minutes
6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS
7. REPORTS
  - A. Director's Report
  - B. School Report
8. NEW BUSINESS
  - A. Discussion and possible action on 2026 Library Board meeting dates.
9. 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](mailto:cityhall@cityofcedarburg.wi.gov).

MEMBERS – PLEASE NOTIFY CITY CLERK’S OFFICE IF UNABLE TO ATTEND THIS MEETING.



**CITY OF CEDARBURG**  
**Library Board**  
**November 11, 2025**

1. CALL TO ORDER

A meeting of the Library Board of the City of Cedarburg, Wisconsin, was held on Tuesday, November 11, 2025, at the Staff Lounge located on the 2<sup>nd</sup> Floor inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by Vice President Joycelyn Russo at 7:04 p.m.

2. ROLL CALL

ROLL CALL: Present – Meghan O’Driscoll, DeWayna Cherrington, Kassandra Bartelme, Joycelyn Russo, Superintendent Jeridon Clark

Excused – Michael Maher, Council Member Melissa Bitter

Also Present - Library Director Linda Eastwood

3. 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.

4. COMMENTS AND SUGGESTIONS FROM CITIZENS

None.

5. APPROVAL OF MINUTES

A. Approval of October 14, 2025 Library Board minutes

Motion made by DeWayna Cherrington, seconded by Megan O’Driscoll, to approve the October 14, 2025 Library Board minutes. Motion carried without a negative vote with Michael Maher and Melissa Bitter excused.

6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Donations are now over \$28k and was budgeted for \$15k. A city lawyer was asked to look over the ABC 20/20 contract, so the library paid just over \$300 for that. Donation expenses are over budget but are covered by the increase in donation revenue. Will likely not use the entire fund balance that was budgeted for this year. The library is getting set up with Ingram (out of Tennessee) for book purchasing. There is a newish vendor in WI called Libraria who used to just do children’s books and is now supplying adult books. The library is looking at working with them. The library is currently purchasing from Amazon for items that are needed right away.

Motion made by Jeridon Clark, seconded by Meghan O’Driscoll to approve the October 2025 Bills and Financials. Motion carried without a negative vote with Michael Maher

and Melissa Bitter excused.

## 7. REPORTS

### A. Director's Report

Three staff members attended the ALA conference. No staff changes.

Building work and maintenance was a big focus of this year and progress is being made. Lights are taking longer than expected because the vendor/worker is just ordering supplies as he comes across the need. The capital money for this can continue to be used in 2026. Shelves have been shifted on the 2<sup>nd</sup> floor to make more space for young adult collection. The library received a \$1000 donation from John Hoff via the Greater Milwaukee Foundation. Another donation is coming from the library director's mother which will be \$5000. Additional gifts are likely to come in as we near the end of the calendar year.

There will be a film screening of the Librarians documentary on April 30, 2026.

The Monarch 5-year plan has been completed and is now up for a vote by the Ozaukee and Sheboygan County Supervisors which will happen in early December. DeWayna Cherrington attended the hearing meeting and was asked several pointed questions from the supervisors although they seem supportive. The strategic plan includes an ask for additional county funds for electronic materials.

The Friends of the Library and Cedarburg Reads has been asked to promote the book Tom Lake, based on Our Town and to collaborate for the community theater performance of Our Town next spring. The FOTL CPL merch store has opened and is now available online.

The library will be closed on Friday, December 12 for staff in-service day. The library will also be closed November 27 & 28 and December 24, 25, 31, and Jan 1.

Quick Clicks – Senior Tech Help has had a few patrons. The Jack Henke show has returned and it is getting sponsors and the donations go to the FOTL who purchased all the equipment.

The cumulative visits (34,738) in the report are only since August when the door counter was replaced. Visits for October alone was 10,138.

Youth Services has a few new activities including Family Bingo and the K-9 Nitro visit.

### B. School Report

They are working on aligning scope and sequence work across all 3 elementary schools. Digital citizenship lessons are being taught. Webster students have access to Gale and Sora which are online resources/databases. Additional access to EBSCO was provided for high school students.

8. NEW BUSINESS

A. Discussion and possible action on Library Closing Dates for 2026.

Library closing dates are noted in the Library Board packet. The library will be closed for usual holidays and a few other days, including New Year's Day, MLK, Jr Day, Easter Sunday, Mothers' Day, May 15 for summer book program planning and spring cleaning, July 3 & 4, Labor Day, Thanksgiving + Friday, December 11 for staff in-service day, and December 24, 25, and 31.

Motion made by DeWayna Cherrington, seconded by Meghan O'Driscoll, to approve the Library Closing Dates. Motion carried without a negative vote with Michael Maher and Melissa Bitter excused.

9. ADJOURNMENT

Motion made by DeWayna Cherrington, seconded by Meghan O'Driscoll, to adjourn the meeting at 7:40 p.m. Motion carried without a negative vote with Michael Maher and Melissa Bitter excused.

Kassandra Bartelme  
Secretary

[MIN\_SIGNATURES]

DRAFT

ser: LIB  
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PERIOD ENDING 12/31/2025  
% Fiscal Year Completed: 100.00

NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDTG USED
		2025 AMENDED BUDGET	MONTH 12/31/2025			
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	643.33	- 11,895.33	(1,895.33)	118.95
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	133.64	1,790.60	(290.60)	119.37
50-000000-473200	LIBRARY DONATIONS	15,000.00	398.00	- 41,195.16	(26,195.16)	274.63
50-000000-481100	INVESTMENT INCOME	12,000.00	1,153.97	- 17,156.56	(5,156.56)	142.97
50-000000-482215	RENT - CITY PROPERTY	500.00	0.00	1,705.00	(1,205.00)	341.00
Total Dept 000000		1,133,107.00	2,328.94	1,158,414.25	(25,307.25)	102.23
TOTAL REVENUES		1,133,107.00	2,328.94	1,158,414.25	(25,307.25)	102.23
penditures						
pt 555110 - LIBRARY						
50-555110-500111	SALARIES	471,949.00	18,388.81	436,277.02	- 35,671.98	92.44
50-555110-500124	BONUSES	350.00	0.00	169.50	180.50	48.43
50-555110-500125	PART TIME SALARIES/SEASONAL	152,173.00	5,435.80	133,053.54	- 19,119.46	87.44
50-555110-500128	MAINT/PW SALARIES	22,000.00	812.37	18,783.46	3,216.54	85.38
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	1,893.93	46,254.91	3,307.09	93.33
50-555110-500152	RETIREMENT	34,975.00	1,361.65	32,008.16	2,966.84	91.52
50-555110-500154	HEALTH INSURANCE	104,205.00	3,750.28	75,860.88	- 28,344.12	72.80
50-555110-500155	LIFE INSURANCE	148.00	0.00	130.49	17.51	88.17
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	318.50	1,681.50	15.93
50-555110-500222	ELECTRIC	28,000.00	1,543.22	24,072.73	3,927.27	85.97
50-555110-500223	MARKETING	7,000.00	0.00	7,437.43	(437.43)	106.25
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	575.33	12,366.18	-(3,366.18)	137.40
50-555110-500226	WATER SERVICE	3,000.00	209.68	2,523.38	476.62	84.11
50-555110-500240	REPAIR AND MAINTENANCE	19,000.00	0.00	11,564.10	- 7,435.90	60.86
50-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	63.00	48,760.48	6,239.52	88.66
50-555110-500308	PROGRAM SUPPLIES	2,000.00	198.45	1,248.11	751.89	62.41
50-555110-500310	OFFICE SUPPLIES	8,000.00	166.87	8,279.42	(279.42)	103.49
50-555110-500312	COMPUTER/COPIER SUPPLIES	5,000.00	1,165.72	8,595.05	(3,595.05)	171.90
50-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
50-555110-500315	POSTAGE	450.00	1.63	434.26	15.74	96.50
50-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	90,000.00	4,779.42	91,583.74	(1,583.74)	101.76
50-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	0.00	1,804.11	(4.11)	100.23
50-555110-500322	DONATION EXPENDITURES	15,000.00	2,390.60	20,853.20	-(5,853.20)	139.02
50-555110-500330	TRAVEL & TRAINING	6,000.00	1,311.33	4,105.43	1,894.57	68.42
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	301.14	7,458.69	-(2,458.69)	149.17
50-555110-500380	EQUIPMENT OUTLAY	10,000.00	0.00	7,560.82	2,439.18	75.61
50-555110-500381	SHARED SYSTEM SERVICES	26,000.00	0.00	24,991.14	1,008.86	96.12
50-555110-500382	TECHNOLOGY	7,000.00	641.38	6,303.75	696.25	90.05
50-555110-500395	EMPLOYMENT EXPENSES	250.00	7.50	289.00	(39.00)	115.60
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	44,998.11	1,044,192.95	125,342.05	89.28

ser: LIB  
 3: Cedarburg

PERIOD ENDING 12/31/2025  
 % Fiscal Year Completed: 100.00

ACCOUNT NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2025	YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 260 - LIBRARY FUND						
Expenditures						
TOTAL EXPENDITURES		1,169,535.00	44,998.11	1,044,192.95	125,342.05	89.28
Fund 260 - LIBRARY FUND:						
TOTAL REVENUES		1,133,107.00	2,328.94	1,158,414.25	(25,307.25)	102.23
TOTAL EXPENDITURES		1,169,535.00	44,998.11	1,044,192.95	125,342.05	89.28
NET OF REVENUES & EXPENDITURES		(36,428.00)	(42,669.17)	114,221.30	(150,649.30)	313.55
BEGINNING FUND BALANCE		161,446.17		161,446.17		
ENDING FUND BALANCE		125,018.17		275,667.47		

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	OFFICE SUPPLIES	52.69	51641
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	OFFICE SUPPLIES	272.99	51641
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS	273.32	51641
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	94.72	51641
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKD & DVD'S	262.19	51641
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PROQUEST LLC	AUGUST 2025 - JULY 31, 2026 ANCESTRY I	2,035.56	51682
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOARD GAMES	387.84	51641
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	154.33	51641
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	COOKIES , TEA & BISCUITS	57.93	51641
260-555110-500322	DONATION EXPENDITURES	OLSEN'S PIGGLY WIGGLY	BAKERY, FRUIT & SNACKS	51.65	51678
Total For Dept 555110 LIBRARY				3,643.22	
Total For Fund 260 LIBRARY FUND				3,643.22	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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			Fund 260 LIBRARY FUND	3,643.22	
			Total For All Funds:	<u>3,643.22</u>	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	LAMINATE & JACKETS	159.55	51718
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	10/15/2025 - 11/14/2025 TOSHIBA COPIER	564.41	51728
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	10/15/2025 - 11/14/2025 COPIES	219.18	51728
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PLAYAWAY PRODUCTS LLC	LIBRARY OOF UNRULY TREASURES	63.89	51740
260-555110-500320	PROF PUBLICATIONS AND DUES	WISCONSIN LIBRARY ASSOC.	MEMBERSHIP RENEWAL THRU DEC 2026	270.00	51754
260-555110-500322	DONATION EXPENDITURES	OLSEN'S PIGGLY WIGGLY	CANDY	40.88	51736
260-555110-500381	SHARED SYSTEM SERVICES	MONARCH LIBRARY SYSTEM	YEARLY MAINTENANCE & FARONICS	2,856.31	51733
Total For Dept 555110 LIBRARY				4,174.22	
Total For Fund 260 LIBRARY FUND				4,174.22	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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			Fund 260 LIBRARY FUND	4,174.22	
			Total For All Funds:	<u>4,174.22</u>	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500225	TELEPHONE/COMMUNICATIONS	CYBERLYNK NETWORK	NOVEMBER 2025 SERVICE	437.63	51767
260-555110-500290	MAINT/CONTRACTED SERVICES	E.L.S. LANDSCAPING & LAWN	PLANT BED MAINTENANCE FALL	367.00	51775
260-555110-500290	MAINT/CONTRACTED SERVICES	ORKIN COMMERCIAL SERVICES	SERVICE NOVEMBER 2025	114.00	51801
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	THANK YOU CARDS	13.99	51756
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	PENCILS & MARKERS	18.16	51756
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	DOOR STOPS	9.98	51756
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	TAPE DISPENSER & TAPE	453.86	51768
260-555110-500312	COMPUTER/COPIER SUPPLIES	DPI SUPPLY, INC	CYAN TONER	36.75	51773
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD'S	19.95	51756
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BLU-RAY & DIGITAL MOVIE	24.95	51756
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD'S & BLURAY MOVIES	53.97	51756
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD	19.49	51756
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD'S & BLU RAY	35.73	51756
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	65.11	51758
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	KANOPY, INC.	OCTOBER 2025 PLAY CREDITS	375.70	51790
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	MIDWEST TAPE, LLC	OCTOBER 2025 DIGITAL	1,586.98	51797
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	MIDWEST TAPE, LLC	SEPTEMBER 2025 DIGITAL BOOKS	1,504.64	51797
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	428.34	51804
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	10.00	51756
260-555110-500322	DONATION EXPENDITURES	OLSEN'S PIGGLY WIGGLY	SNACKS	27.88	51800
260-555110-500330	TRAVEL & TRAINING	MONARCH LIBRARY SYSTEM	BOOKWORM GARDENS TOUR- KIM HOPPE	18.00	51798
260-555110-500330	TRAVEL & TRAINING	MONARCH LIBRARY SYSTEM	BOOKWORM GARDENS - KELLY D'ARCY	18.00	51798
260-555110-500382	TECHNOLOGY	AMAZON CAPITOL SERVICES	USB CABELS	25.98	51756
Total For Dept 555110 LIBRARY				5,666.09	
Total For Fund 260 LIBRARY FUND				5,666.09	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 260 LIBRARY FUND	5,666.09
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Total For All Funds:	<u>5,666.09</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 #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500290	MAINT/CONTRACTED SERVICES	E.L.S. LANDSCAPING & LAWN	FALL CLEAN UP	820.00	51841
260-555110-500290	MAINT/CONTRACTED SERVICES	JANI-KING OF MILWAUKEE	SIX EXTRA CLEANINGS	365.00	51847
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	THANK YOU CARDS	9.49	51828
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	BLANK DVD'S	13.54	51828
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	BADGE HOLDER & STICKERS	51.87	51828
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	CRAFT SUPPLIES	123.43	51828
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	47.50	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS	16.50	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	37.40	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD	27.99	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD & BOOKS	6.65	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	14.96	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	223.94	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	586.41	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	80.97	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	792.88	51828
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	BAKER & TAYLOR BOOKS	BOOKS & DVD'S	14.00	51832
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	TREAT BAGS & KITCHEN SCOOPS	15.82	51828
260-555110-500330	TRAVEL & TRAINING	MONARCH LIBRARY SYSTEM	BOOKWORN GARDENS TOUR	18.00	51852
Total For Dept 555110 LIBRARY				3,266.35	
Total For Fund 260 LIBRARY FUND				3,266.35	

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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	3,266.35
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Total For All Funds:	<u>3,266.35</u>
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 User: mrusso  
 DB: Cedarburg

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG  
 EXP CHECK RUN DATES 11/26/2025 - 11/26/2025  
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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	DEMCO SOFTWARE	BOOK REPAIR MACHINE & TAPE	1,914.73	51889
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	CLEANING SUPPLIES	72.55	51869
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	BOOK REPAIR MACHINE & TAPE	56.37	51889
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	137.16	51869
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	76.71	51869
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	85.43	51869
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	432.29	51869
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	289.08	51869
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	NEWSBANK, INC	JUNE 2026 - MAY 2027 ANNUAL SUBSCRIPTIO	3,468.00	51923
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PLAYAWAY PRODUCTS LLC	DARK RENAISSANCE	71.24	51927
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	56.78	51869
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	NOTEBOOKS & PARTY DECORATIONS	47.65	51869
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	270.90	51869
260-555110-500350	OPERATING SUPPLIES	NASSCO, INC.	RESTROON SUPPLIES	570.58	51922
Total For Dept 555110 LIBRARY				7,549.47	
Total For Fund 260 LIBRARY FUND				7,549.47	

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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	7,549.47	
			Total For All Funds:	<u>7,549.47</u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG  
 EXP CHECK RUN DATES 12/05/2025 - 12/05/2025

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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					
260-555110-500290	MAINT/CONTRACTED SERVICES	JAMES IMAGING SYSTEMS, INC	11/15/2025 - 12/14/2025 PERIOD	219.18	51977
260-555110-500290	MAINT/CONTRACTED SERVICES	JAMES IMAGING SYSTEMS, INC	11/15/2025 - 12/14/2025 COVERED PERIOD	334.55	51977
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PLAYAWAY PRODUCTS LLC	LAST EMBER	68.39	51995
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PLAYAWAY PRODUCTS LLC	BOOKS & DVD'S	317.05	51995
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	PLAYAWAY PRODUCTS LLC	MOVIES & DVD'S	257.96	51995
Total For Dept 555110 LIBRARY				<u>1,197.13</u>	
Total For Fund 260 LIBRARY FUND				<u><u>1,197.13</u></u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG  
EXP CHECK RUN DATES 12/05/2025 - 12/05/2025

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PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 260 LIBRARY FUND	1,197.13
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Total For All Funds:	<u>1,197.13</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG  
 EXP CHECK RUN DATES 12/12/2025 - 12/12/2025  
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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	CINTAS CORPORATION	MATS, & TERRY TOWELS	315.01	52017
260-555110-500290	MAINT/CONTRACTED SERVICES	JANI-KING OF MILWAUKEE	DECEMBER 2025 MONTHLY CONTRACT	1,020.17	52037
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	SUPERFOLD JACKETS	70.77	52021
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	28.25	52036
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	25.49	52036
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	314.24	52036
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	285.01	52036
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	96.40	52036
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	KANOPI, INC.	PLAY CREDITS NOVEMBER 2025	425.00	52040
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	MIDWEST TAPE, LLC	NOVEMBER 2025 DIGITAL	1,546.35	52044
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	34.18	52036
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	18.70	52036
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	90.00	52036
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	99.34	52036
260-555110-500322	DONATION EXPENDITURES	MONARCH LIBRARY SYSTEM	APPAREL	213.50	52046
260-555110-500350	OPERATING SUPPLIES	NASSCO, INC.	CLEANERS, HAND TOWELS & BATH TISSUE	246.28	52049
260-555110-500395	EMPLOYMENT EXPENSES	NORTH WOODS	NAME BADGES	7.50	52050
Total For Dept 555110 LIBRARY				4,836.19	
Total For Fund 260 LIBRARY FUND				4,836.19	

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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	4,836.19	
			Total For All Funds:	<u>4,836.19</u>	

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 DB: Cedarburg

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG  
 EXP CHECK RUN DATES 12/19/2025 - 12/19/2025  
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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					
260-555110-500290	MAINT/CONTRACTED SERVICES	EXTINGUISHERS AT RANDOM LI	LIBRARY INSPECT & CERTIFY	63.00	52092
260-555110-500308	PROGRAM SUPPLIES	OLSEN'S PIGGLY WIGGLY	HOLIDAY PROGRAM SNACKS	58.92	52131
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	BATTERIES & PRINTER PAPER	59.43	52071
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	HAND SOAP & GLASS CLEANER	36.67	52071
260-555110-500312	COMPUTER/COPIER SUPPLIES	EXECUTIVE OFFICE SUPPLY	TONER TOSHIBA E-STUDIO	946.54	52091
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD'S & BOOKS	44.91	52071
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	32.09	52071
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	22.20	52071
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	37.18	52071
260-555110-500395	EMPLOYMENT EXPENSES	NORTHWOODS LASER & EMBROI	NAMEBADGES	7.50	52130
Total For Dept 555110 LIBRARY				1,308.44	
Total For Fund 260 LIBRARY FUND				1,308.44	
Fund 400 CAPITAL IMPROVEMENTS FUND					
Dept 555110 LIBRARY					
400-555110-500824	LIBRARY BUILDING	SCHAEFER POWER SYSTEMS,	IN HARDWIRING LED LIGHTS	4,626.31	52139
Total For Dept 555110 LIBRARY				4,626.31	
Total For Fund 400 CAPITAL IMPROVEMENTS FUND				4,626.31	

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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	1,308.44
Fund 400 CAPITAL IMPROV	4,626.31
Total For All Funds:	<u>5,934.75</u>

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG  
 EXP CHECK RUN DATES 12/26/2025 - 12/26/2025  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 LIBRARY FUND					
Dept 555110 LIBRARY					
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	HOLIDAY SUPPLIES	139.53	52174
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	DVD'S & BOOKS	54.99	52174
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	176.66	52174
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	316.82	52174
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	796.93	52174
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	SUPPLIES	133.88	52174
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	265.31	52198
Total For Dept 555110 LIBRARY				<u>1,884.12</u>	
Total For Fund 260 LIBRARY FUND				<u><u>1,884.12</u></u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 12/26/2025 - 12/26/2025

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Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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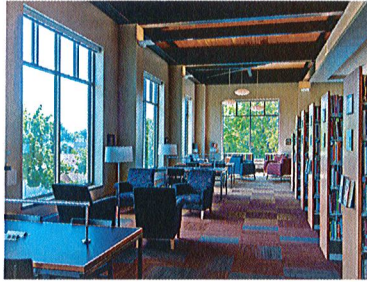
Fund Totals:

Fund 260 LIBRARY FUND	1,884.12
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Total For All Funds:	<u>1,884.12</u>
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# Library Fund

**Fund 260** - Accounts for the revenues and expenses associated with the Library's operations, allowing for clear identification of Library-related income, expenditures, fund balances, and donations.



**Fund Description:** The Library provides resources, programs and services that empower residents to find, assess and use information effectively.

The library is overseen by a Library Board of Trustees, appointed by the Mayor, consisting of local residents, one Common Council member, and the school district superintendent or their appointee, as required by State Statute. Chapter 43 of the State Statutes grants the Library Board governance responsibilities, budget oversight and the authority to hire a Library Director who manages all personnel and operations.

**Staffing History:**

Year	2023	2024	2025	2026
FTE	12.0	12.0	12.0	12.0

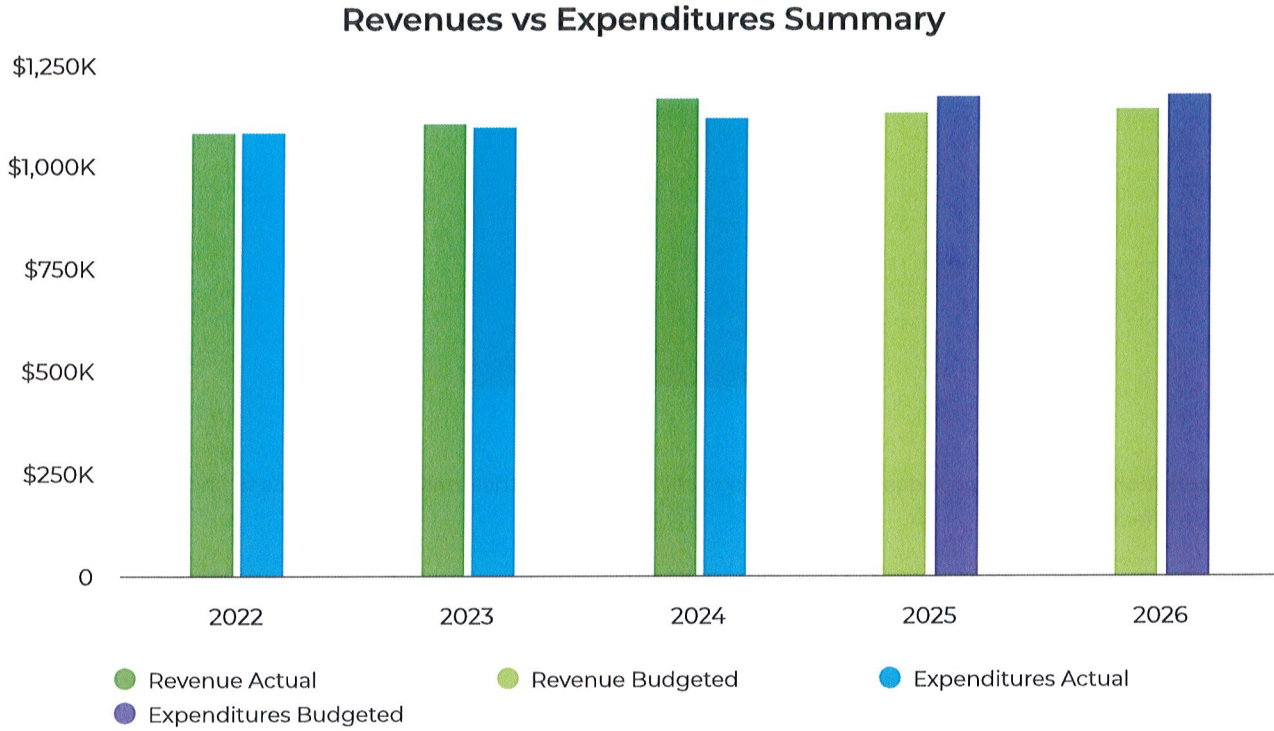
**Fund Responsibilities:**

- **Collection Development:** Acquire, organize and provide access to books, digital resources and other materials to meet community needs.
- **Community Programs:** Offer educational, cultural and recreational programs such as story times, workshops and public events.
- **Advocacy & Partnerships:** Work with schools and community organizations to promote literacy and lifelong learning.
- **Inclusivity & Equity:** Ensure equal access to resources for all residents, regardless of age, income or background.
- **Financial Management:** Oversee expenditures of funds collected, donated or appropriated for library purposes, ensuring transparency and accountability.
- **Technology Access:** Provide computers, internet access and digital literacy training to assist residents.

**2026 Budget Highlights**

The budget includes \$34,940 from the fund balance to increase access to materials.

## Summary



In the 2026 budget for the Library Fund, expenditures are budgeted at \$1.2 million, reflecting a slight increase of 0.62% compared to the previous year. Revenue is budgeted at \$1.1 million, which is 0.77% higher than the prior period. Both expenditures and revenues show modest growth, maintaining a close balance between the two categories in the 2026 budget.

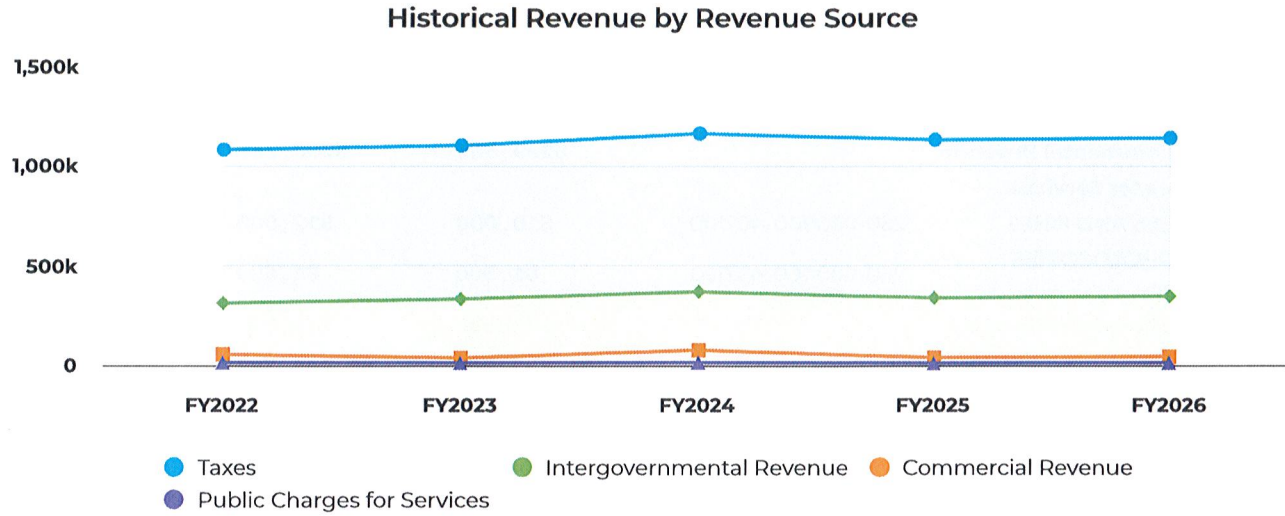
# Comprehensive Fund Summary

## Comprehensive Fund Summary

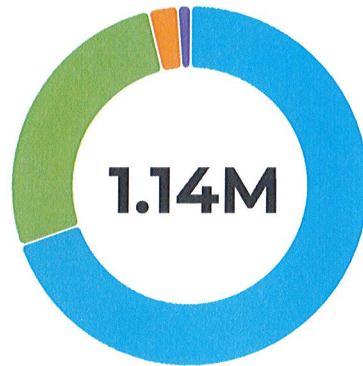
Category	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Budgeted
<b>Beginning Fund Balance</b>	<b>\$106,366</b>	<b>\$106,362</b>	<b>\$113,303</b>	<b>\$161,446</b>	<b>\$125,018</b>
<b>Revenues</b>					
<b>Taxes</b>	\$771,194	\$771,194	\$794,550	\$794,550	\$794,550
REAL ESTATE TAXES	\$771,194	\$771,194	\$794,550	\$794,550	\$794,550
<b>Commercial Revenue</b>	\$41,022	\$25,250	\$62,241	\$27,500	\$30,500
LIBRARY DONATIONS	\$40,051	\$24,085	\$50,556	\$15,000	\$20,000
INVESTMENT INCOME	\$0	\$0	\$11,029	\$12,000	\$10,000
RENT - CITY PROPERTY	\$971	\$1,165	\$656	\$500	\$500
<b>Intergovernmental Revenue</b>	\$257,418	\$295,998	\$292,566	\$299,557	\$303,247
LIBRARY GRANTS	\$13,785	\$12,070	\$850	\$10,000	\$2,000
LIBRARY - COUNTY REIMBURSEMENT	\$243,633	\$283,928	\$291,706	\$289,557	\$301,247
<b>Public Charges for Services</b>	\$14,263	\$12,235	\$14,935	\$11,500	\$13,500
LIBRARY FEES AND FINES	\$12,391	\$10,564	\$13,465	\$10,000	\$12,000
LIBRARY - PHOTOCOPIES-TAXABLE	\$1,872	\$1,671	\$1,470	\$1,500	\$1,500
<b>Total Revenues</b>	<b>\$1,083,897</b>	<b>\$1,104,677</b>	<b>\$1,164,282</b>	<b>\$1,133,107</b>	<b>\$1,144,797</b>
<b>Expenditures</b>					
<b>Salaries and Benefits <i>total</i></b>	\$760,022	\$763,484	\$808,866	\$837,935	\$812,527
SALARIES	\$409,870	\$439,662	\$458,726	\$471,949	\$490,997
BONUSES	\$144	\$258	\$115	\$350	\$950
PART TIME SALARIES/SEASONAL	\$129,476	\$135,761	\$137,284	\$152,173	\$141,000
MAINT/PW SALARIES	\$16,112	\$18,283	\$19,847	\$22,000	\$22,313
SICK PAY OUT	\$25,636	\$8,042	\$0	\$1,373	\$1,785
FICA	\$43,756	\$45,768	\$48,148	\$49,562	\$50,191
RETIREMENT	\$30,465	\$32,813	\$33,640	\$34,975	\$37,944
HEALTH INSURANCE	\$103,409	\$81,565	\$109,243	\$104,205	\$65,628
LIFE INSURANCE	\$191	\$122	\$133	\$148	\$147
EAP/125 ADMIN	\$0	\$100	\$0	\$100	\$0
WORKERS COMP INS	\$963	\$1,110	\$1,730	\$1,100	\$1,572
<b>Contracted Services</b>	\$55,579	\$56,667	\$53,121	\$57,000	\$57,000
ATTORNEY/CONSULTANT	\$0	\$336	\$2,395	\$2,000	\$2,000
MAINT/CONTRACTED SERVICES	\$55,579	\$56,331	\$50,726	\$55,000	\$55,000
<b>Utilities</b>	\$46,069	\$42,563	\$41,295	\$50,000	\$46,500
ELECTRIC	\$27,129	\$24,171	\$22,409	\$28,000	\$25,000
NATURAL GAS	\$8,854	\$8,359	\$6,826	\$10,000	\$8,500
COMMUNICATIONS	\$8,119	\$8,157	\$9,961	\$9,000	\$10,000
WATER SERVICE	\$1,967	\$1,876	\$2,099	\$3,000	\$3,000
<b>General</b>	\$217,382	\$229,532	\$211,892	\$214,600	\$242,600
MARKETING	\$6,474	\$6,467	\$7,269	\$7,000	\$7,500
REPAIR AND MAINTENANCE	\$14,609	\$9,817	\$4,665	\$19,000	\$15,000
PROGRAM SUPPLIES	\$1,466	\$890	\$1,811	\$2,000	\$2,000
OFFICE SUPPLIES	\$9,514	\$8,970	\$8,288	\$8,000	\$8,000
COMPUTER/COPIER SUPPLIES	\$3,164	\$5,837	\$3,598	\$5,000	\$6,000
PRINTING-NEWSLETTERS, ETC	\$0	\$793	\$399	\$500	\$500

<b>Category</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Actual</b>	<b>FY 2025 Budget</b>	<b>FY 2026 Budgeted</b>
POSTAGE	\$289	\$432	\$404	\$450	\$450
PUBLICATIONS AND SUBSCRIPTIONS	\$82,610	\$95,248	\$80,071	\$90,000	\$125,000
PROF PUBLICATIONS AND DUES	\$1,011	\$1,828	\$1,445	\$1,800	\$1,800
DONATION EXPENDITURES	\$38,524	\$24,504	\$28,339	\$15,000	\$20,000
TRAVEL & TRAINING	\$2,689	\$3,980	\$6,108	\$6,000	\$6,000
GRANT EXPENDITURES	\$12,094	\$27,007	\$247	\$15,000	\$2,000
OPERATING SUPPLIES	\$4,116	\$5,964	\$6,295	\$5,000	\$6,000
SHARED SYSTEM SERVICES	\$26,380	\$26,205	\$27,537	\$26,000	\$28,500
TECHNOLOGY	\$7,076	\$5,978	\$6,983	\$7,000	\$7,000
EMPLOYMENT EXPENSES	\$848	\$675	\$22,811	\$250	\$250
PROPERTY INSURANCE	\$6,518	\$4,937	\$5,622	\$6,600	\$6,600
<b>Capital</b>	\$4,829	\$5,489	\$965	\$10,000	\$7,000
EQUIPMENT OUTLAY	\$4,829	\$5,489	\$965	\$10,000	\$7,000
<b>Transfers</b>	\$0	\$0	\$0	\$0	\$11,110
HR TRANSFER	\$0	\$0	\$0	\$0	\$11,110
<b>Total Expenditures</b>	<b>\$1,083,881</b>	<b>\$1,097,735</b>	<b>\$1,116,139</b>	<b>\$1,169,535</b>	<b>\$1,176,737</b>
<b>Total Revenues Less Expenditures</b>	<b>\$16</b>	<b>\$6,942</b>	<b>\$48,143</b>	<b>-\$36,428</b>	<b>-\$34,940</b>
<b>Ending Fund Balance</b>	<b>\$106,382</b>	<b>\$113,304</b>	<b>\$161,446</b>	<b>\$125,018</b>	<b>\$90,078</b>

## Revenues by Revenue Source



### FY26 Revenues by Revenue Source



<span style="color: blue;">●</span> Taxes	<b>\$794,550</b>	69.59%
<span style="color: green;">●</span> Intergovernmental Revenue	<b>\$303,247</b>	26.56%
<span style="color: orange;">●</span> Commercial Revenue	<b>\$30,500</b>	2.67%
<span style="color: purple;">●</span> Public Charges for Services	<b>\$13,500</b>	1.18%

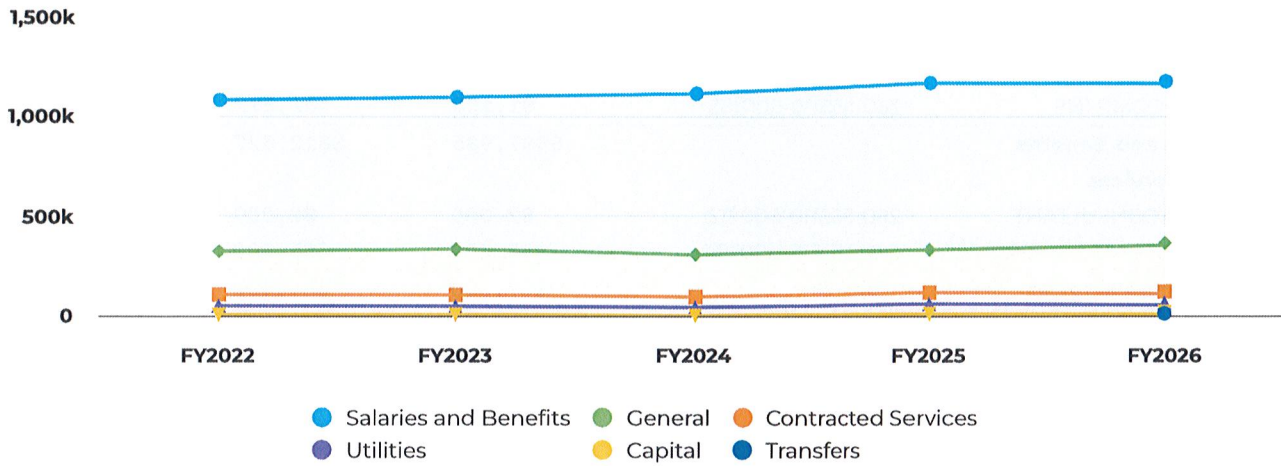
### Revenues by Revenue Source

Category	Account ID	FY 2025 Budget	FY 2026 Budgeted	FY 2025 Budget vs. FY 2026 Budgeted (% Change)
<b>Taxes</b>				
REAL ESTATE TAXES	260-000000-411111	\$794,550	\$794,550	0.00%
<b>Total Taxes</b>		\$794,550	\$794,550	0.00%
<b>Commercial Revenue</b>				
LIBRARY DONATIONS	260-000000-473200	\$15,000	\$20,000	33.33%
INVESTMENT INCOME	260-000000-481100	\$12,000	\$10,000	-16.67%
RENT - CITY PROPERTY	260-000000-482215	\$500	\$500	0.00%
<b>Total Commercial Revenue</b>		\$27,500	\$30,500	10.91%
<b>Intergovernmental Revenue</b>				

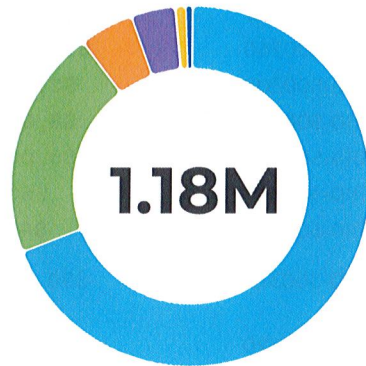
Category	Account ID	FY 2025 Budget	FY 2026 Budgeted	FY 2025 Budget vs. FY 2026 Budgeted (% Change)
LIBRARY GRANTS	260-000000-435432	\$10,000	\$2,000	-80.00%
LIBRARY - COUNTY REIMBURSEMENT	260-000000-467110	\$289,557	\$301,247	4.04%
<b>Total Intergovernmental Revenue</b>		<b>\$299,557</b>	<b>\$303,247</b>	<b>1.23%</b>
<b>Public Charges for Services</b>				
LIBRARY FEES AND FINES	260-000000-467100	\$10,000	\$12,000	20.00%
LIBRARY - PHOTOCOPIES-TAXABLE	260-000000-467150	\$1,500	\$1,500	0.00%
<b>Total Public Charges for Services</b>		<b>\$11,500</b>	<b>\$13,500</b>	<b>17.39%</b>
<b>Total Revenues</b>		<b>\$1,133,107</b>	<b>\$1,141,797</b>	<b>0.77%</b>

# Expenditures by Category

Historical Expenditures by Category



FY26 Expenditures by Category



Category	Amount	Percentage
Salaries and Benefits	\$812,527	69.05%
General	\$242,600	20.62%
Contracted Services	\$57,000	4.84%
Utilities	\$46,500	3.95%
Transfers	\$11,110	0.94%
Capital	\$7,000	0.59%

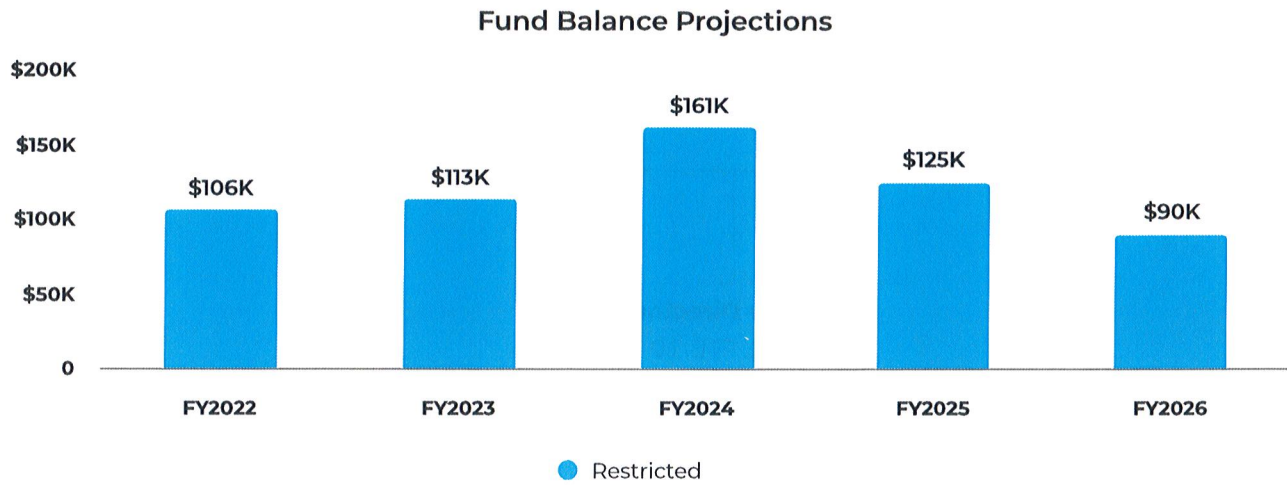
## Expenditures by Category

Category	Account ID	FY 2025 Budget	FY 2026 Budgeted	FY 2025 Budget vs. FY 2026 Budgeted (% Change)
<b>Salaries and Benefits</b>				
SALARIES	260-555110-500111	\$471,949	\$490,997	4.04%
BONUSES	260-555110-500124	\$350	\$950	171.43%
PART TIME SALARIES/SEASONAL	260-555110-500125	\$152,173	\$141,000	-7.34%
MAINT/PW SALARIES	260-555110-500128	\$22,000	\$22,313	1.42%
SICK PAY OUT	260-555110-500135	\$1,373	\$1,785	30.01%
FICA	260-555110-500151	\$49,562	\$50,191	1.27%
RETIREMENT	260-555110-500152	\$34,975	\$37,944	8.49%

Category	Account ID	FY 2025 Budget	FY 2026 Budgeted	FY 2025 Budget vs. FY 2026 Budgeted (% Change)
HEALTH INSURANCE	260-555110-500154	\$104,205	\$65,628	-37.02%
LIFE INSURANCE	260-555110-500155	\$148	\$147	-0.68%
EAP/125 ADMIN	260-555110-500161	\$100	\$0	-100.00%
WORKERS COMP INS	260-555110-500165	\$1,100	\$1,572	42.91%
<b>Total Salaries and Benefits</b>		<b>\$837,935</b>	<b>\$812,527</b>	<b>-3.03%</b>
<b>Contracted Services</b>				
ATTORNEY/CONSULTANT	260-555110-500212	\$2,000	\$2,000	0.00%
MAINT/CONTRACTED SERVICES	260-555110-500290	\$55,000	\$55,000	0.00%
<b>Total Contracted Services</b>		<b>\$57,000</b>	<b>\$57,000</b>	<b>0.00%</b>
<b>Utilities</b>				
ELECTRIC	260-555110-500222	\$28,000	\$25,000	-10.71%
NATURAL GAS	260-555110-500224	\$10,000	\$8,500	-15.00%
COMMUNICATIONS	260-555110-500225	\$9,000	\$10,000	11.11%
WATER SERVICE	260-555110-500226	\$3,000	\$3,000	0.00%
<b>Total Utilities</b>		<b>\$50,000</b>	<b>\$46,500</b>	<b>-7.00%</b>
<b>General</b>				
MARKETING	260-555110-500223	\$7,000	\$7,500	7.14%
REPAIR AND MAINTENANCE	260-555110-500240	\$19,000	\$15,000	-21.05%
PROGRAM SUPPLIES	260-555110-500308	\$2,000	\$2,000	0.00%
OFFICE SUPPLIES	260-555110-500310	\$8,000	\$8,000	0.00%
COMPUTER/COPIER SUPPLIES	260-555110-500312	\$5,000	\$6,000	20.00%
PRINTING-NEWSLETTERS, ETC	260-555110-500313	\$500	\$500	0.00%
POSTAGE	260-555110-500315	\$450	\$450	0.00%
PUBLICATIONS AND SUBSCRIPTIONS	260-555110-500319	\$90,000	\$125,000	38.89%
PROF PUBLICATIONS AND DUES	260-555110-500320	\$1,800	\$1,800	0.00%
DONATION EXPENDITURES	260-555110-500322	\$15,000	\$20,000	33.33%
TRAVEL & TRAINING	260-555110-500330	\$6,000	\$6,000	0.00%
GRANT EXPENDITURES	260-555110-500331	\$15,000	\$2,000	-86.67%
OPERATING SUPPLIES	260-555110-500350	\$5,000	\$6,000	20.00%
SHARED SYSTEM SERVICES	260-555110-500381	\$26,000	\$28,500	9.62%
TECHNOLOGY	260-555110-500382	\$7,000	\$7,000	0.00%
EMPLOYMENT EXPENSES	260-555110-500395	\$250	\$250	0.00%
PROPERTY INSURANCE	260-555110-500510	\$6,600	\$6,600	0.00%
<b>Total General</b>		<b>\$214,600</b>	<b>\$242,600</b>	<b>13.05%</b>
<b>Capital</b>				
EQUIPMENT OUTLAY	260-555110-500380	\$10,000	\$7,000	-30.00%
<b>Total Capital</b>		<b>\$10,000</b>	<b>\$7,000</b>	<b>-30.00%</b>
<b>Transfers</b>				
HR TRANSFER	260-555110-500405	\$0	\$11,110	
<b>Total Transfers</b>		<b>\$0</b>	<b>\$11,110</b>	
<b>Total Expenditures</b>		<b>\$1,169,535</b>	<b>\$1,176,737</b>	<b>0.62%</b>

## Fund Balance

In 2026 the library plans to utilize \$34,940 of fund balance for publications and subscriptions.

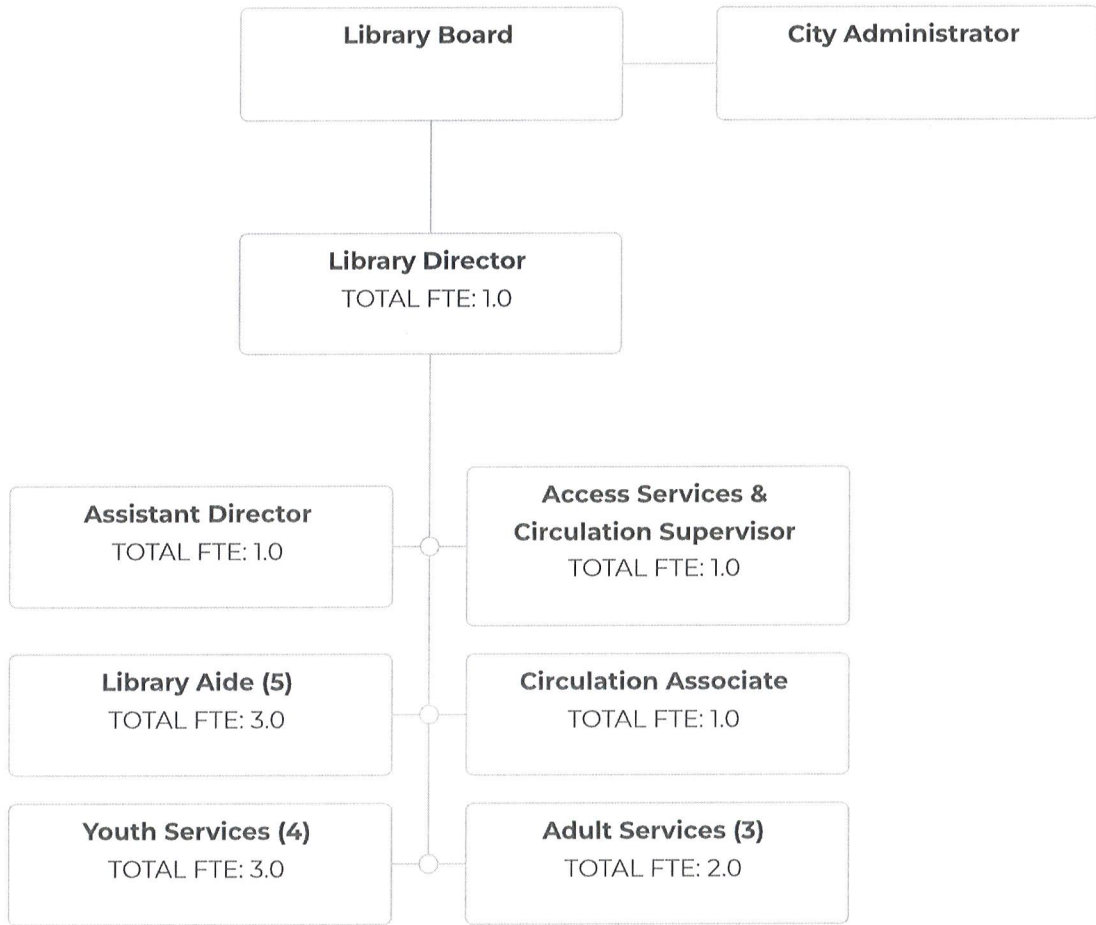


### Financial Summary

Fund Balance	FY 2025	FY 2026	FY 2025 vs. FY 2026 (% Change)
Restricted	\$125,018.00	\$90,078.00	-27.95%
<b>Total Fund Balance</b>	<b>\$125,018.00</b>	<b>\$90,078.00</b>	<b>-27.95%</b>

# Organizational Chart

## Library



# Key Performance Indicators

<b>Department Service Indicators</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025 Estimated</b>	<b>2026 Projected</b>
<b>Citizen Library Use</b>					
Number of Visits Made to the Library	103,567	112,623	122,663	138,000	138,000
Patrons With Active Library Cards Residents	7,312	7,740	8,342	8,800	8,800
Non-Residents	3,154	3,357	3,595	4,000	4,000
New Library Cards Issued	981	810	834	850	850
<b>Staff Services</b>					
Reference/Research Questions Answered	2,850	3,396	4,039	4,100	4,100
Number of Youth Programs Offered	98	187	344	350	350
Attendance at Youth Programs (virtual + inside in '20)	2,957	5,797	6,145	6,200	6,200
Number of Adult Programs Offered	154	140	236	240	240
Attendance at Adult Programs (virtual + inside in '20)	2,028	2,903	3,168	3,200	3,200
<b>Checkout of Library Materials</b>					
Total number of physical Items checked out by patrons	174,671	174,982	179,417	185,000	185,000
Digital books/audio books/magazines checked out	37,158	48,134	56,349	65,000	65,000
Research database usage - number of log-ins	17,997	23,209	23,463	24,000	24,000
Cedarburg Resident Check Out	105,086	99,583	104,149	108,000	108,000
Non-Resident Check Out	69,585	75,399	75,268	77,000	77,000
<b>Technology</b>					
Public Computer Users	5,064	5,007	5,504	5,800	5,800
WiFi Usage - log ins	25,656	41,075	35,244	36,000	36,000
<b>FTE Staff Per 1,000 Population</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## Summary of Goals & Objectives

### 2025 Accomplishments

- **User Survey:** Completed a follow-up Library User survey capturing 900 responses was evaluated and reviewed.
- **Expanded Usage:** Achieved significant growth in library engagement, reflected in increased material checkouts and higher visitor numbers.
- **Facility Enhancements:** Made proactive improvements to ensure a safe, welcoming, and sustainable environment:
  - Upgraded interior lighting to energy-efficient LED fixtures
  - Initiated contractor bids for a potential solar panel roof to reduce future operating costs
  - Acquired specialized equipment to better serve elderly and disabled patrons
  - Completed professional cleaning of carpets and furniture
  - Scheduled cleaning of tiled floors
  - Planned painting and drywall repairs to refresh interior spaces
  - Conducted thorough cleaning of the veranda and exterior areas

### 2026 Goals

- **Materials Budget Increase:** Continue to increase the materials budget to better meet local demand and ensure a diverse and up-to-date collection.
- **Staff Retention and Development:** Maintain current staff levels and foster long-term employment opportunities within the City.
- **Materials Budget Increase:** Continue to increase the materials budget to better meet local demand and ensure a diverse and up-to-date collection.

### Long-Term Objectives

- **Strengthen the Library Fund:** Continue to build upon the Library Fund, which is overseen by the Friends of the Library, to ensure sustainable financial support for library operations and initiatives.
- **Facility Maintenance:** Sustain the library's physical infrastructure through contracted maintenance, aligning with the City's commitment to well-maintained public assets.
- **Sustainable Funding for Personnel:** Preserve current staffing levels to ensure consistent service quality as usage grows; explore operational efficiencies such as adding bins to the automated return handler, supporting the City's focus on innovation and service delivery.

CEDARBURG PUBLIC LIBRARY  
DIRECTOR REPORT  
NOVEMBER and DECEMBER 2025 ACTIVITY

Personnel

No change in Personnel. Work anniversaries for November, Linda 12 years. Work anniversaries in Dec. None.

2025 Goals – updates in BOLD

- Facility maintenance:
  - Painting/wall repair and outdoor veranda power washing. **Completed in September.**
  - LED lights slowly being installed due to supply issues. **First floor lighting is completed, this project will continue into 2026. This is paid for with capital funds, not our budget.**
  - Window washing **completed in August.**
  - Carpet and furniture cleaning. **Completed in May.**
  - New weekend cleaning company agreement being completed, expected start date early Feb.
  - Directional signage painted during wall repair, **completed in September.**
- Collection:
  - Library of Things. This collection was moved to another location for better browsing, and an additional shelving unit was purchased. **Completed first quarter.**
  - Added vinyl albums as a new collection. **Completed first quarter.**
  - Shelves have been shifted on the 2<sup>nd</sup> floor to create more space for the young adult collection. **Completed in December.**
  - Additional money for the collection was received through donations. **Year round.**
- Advocacy
  - Speak Up for Libraries statewide campaign. Postcards filled out by the public and sent to the Monarch office to be mailed to our representatives. **Completed second quarter.**
  - 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 30<sup>th</sup>. To be completed in 2026.**
  - 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 250<sup>th</sup> anniversary of the U.S. in July. **To be completed in 2026.**
  - I spoke with members of Delta Kappa Gamma. 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. **To be completed in 2026.**

Monarch Library System

- The new Joint County Library Service Plan for Ozaukee and Sheboygan counties, 2026-2030, has been approved by both Ozaukee and Sheboygan county boards. A small increase to the county library tax in both counties will help to reimburse libraries for the increase of usage in digital resources and provide more purchasing power to reduce the waitlist for digital books and e-books. This along with the additional funding from Mead library in

Sheboygan will make a big impact on the wait times for our patrons who use the Libby app for their digital books.

### **Friends of the Library**

- Cedarburg Reads committee is gearing up for 2026 annual community read. This year youth services staff want to be involved in the activities related to the selected book.
- We were asked by Cultural Center staff to collaborate for a community theater event in March for the play Our Town. We will be promoting the book Tom Lake, a contemporary Our Town.
- Eagles tribute band concert as a Friends fundraiser **on March 7 at Cultural Center. Planning is underway.**
- 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. **Year-to-date profit is over \$500.**

### **2026 Goals**

- Acquiring quotes for solar panels for the roof and other cost saving measures for utilities.
- Updating Library Policies and Procedures. Review all policies and make updates/revisions as needed.
- Re-establish connection with the CFOL Fund committee for future projects and growth of the fund.
- Continue to make repairs and updates to the physical building.

### **Other**

CPL will be closed on Monday, Jan. 19 for MLK day.

Linda will be attending Library Legislation Day in Madison on Feb. 9th and 10<sup>th</sup>.

# Assistant Director Report

November 2025

## Building Updates:

Cleaning Service/Custodial – We’ve been having some ongoing issues with our current custodial company that cleans for us on weekends, Jani King. We have begun the process of getting quotes from other companies to determine how going with a different provider would cost. Anthony is first meeting with a company representative from Environmental Control out Fond Du Lac Tuesday, December 9 at 9 am.

Fireplace - We are still awaiting to hear back from Chimney concepts on the arrival of the new ignitor module for the fireplace. Currently, we are able to start the fireplace, but the process takes a few extra steps that require the presence of Assistant Director, Anthony Sigismondi.

LED Lighting - Schaeffer is still working on completing the conversion to LED Light on the public areas of the 1st floor. They are still waiting on bulbs for the emergency lights over the new book area but have started converting the area over children’s books as well.

HVAC Inspections: We have completed the annual inspection of our HVAC monitoring system and mechanical components in early December. Both HVA and A to Z came out and early November and December to conduct the inspections and make sure the system was correctly configured for the cold season. No major issues were found or other upgrades besides the new control module for our monitoring system, which will need to upgrade to once the PC that current software resides can no longer function.

## Technology Updates:

Printing/Copy Service – We are currently working with James Imaging to reduce the cost of our current printing service. Assistant Director, Anthony Sigismond, has received additional quotes that will eliminate unused features on the Multifunction Printer and drive down the cost per unit. We are also considering going to a single Multifunction printer on the 1<sup>st</sup> floor and asking staff to use share the public copier with visitors.

Community Room Updates – We have had some issues with presenters having difficulty uploading their slides and connecting their personal devices to the projector in the Community Room. As a solution, we are installing a desktop PC that will be

permanently connected to the projector and sound system. Presenters will still have the option to bring in their own device if they prefer and connect to the Barca Display or Apple AirPlay if they prefer, but we are asking presenters who want to use their own device to come in the day before or at least 30 minutes prior to the presentation to ensure everything is compatible with our current setup.

# Monthly Report for November 2025

## Youth Services

*Prepared by Heidi Griffin and Kim Hoppe*

### Department Highlights

#### □ **A Wicked Night**

- Kim hosted a magical drop-in Wicked program for all ages in celebration of the release of Wicked for Good. Kim created fun stations such as wand making, Wicked Trivia, pin the hat on Elphaba, bracelet making, a fun photo opportunity, and more! To add more to the fun, the first movie was playing in the background (singing along was encouraged!)

#### □ **Drop in Crafts for Teens**

- Jaida has been offering drop in crafts for Young Adults and Teens upstairs in the YA section as a way to connect with teens using the space. Once a month, teens can sit down and create a fun, trendy craft while talking with Jaida about books, interests, and more.

#### □ **Events and Collaborations**

- Heidi collaborated with The Mama Gathering in Grafton and Botanical Bliss to hold a special storytime for moms and children. The Mama Gathering is a group that encourages moms with young children to meet up and make new friends.

#### □ **Collection Management**

- We continue to use professional publications to help inform book purchases: Kirkus, School Library Journal, etc.
- Jaida continues weeding and relabeling YA fiction
- Reading Trends: Thanksgiving, Christmas, and new Dog Man and Diary of a Wimpy Kid releases, non-fiction animals, Minecraft, Baby Sitters Club

### Goals & Areas of Focus: Heidi

**Collection Management:** Ordering and processing books for all children's collections. Playaway and Yoto card orders. Continue to work with Friends with Fill the Shelves campaign.

**Programming:** Four Storytimes, Mama's and Minis Program, monthly Literacy Alcove activity switch

**Department:** Winter Program planning, assisted in moving adult science fiction to make room in YA for non-fiction and graphic novel/manga shifting, began graphic novel shelf-reading/weeding/replacement ordering

### Goals & Areas of Focus: Kim

**Collection Management:** Book selection for YA, Juvenile Fiction, and Graphic Novel collections. Made changes to Juvenile Fiction series' labeling to create more cohesiveness.

**Programming:** Led 4 Youth Fiber Arts Club sessions and 4 Cribbage Clubs, and Wicked themed program for all ages.

**Department:** Winter program planning. Assisted in moving adult science fiction to make room in YA for non-fiction and graphic novel/manga shifting. Switched our Tinker Lab theme over to a winter theme and changed the department scavenger hunt to cookies.

**Meetings, Connections, Webinars, Professional Development**

- 11/7/2025 - Youth Services Retreat – KH, JM
- 11/12/2025 - "Choosing OCLC Records Review" Cataloging Webinar - KH
- 11/13/2025 - Library Leadership Stories Webinar – HG
- 11/17/2025 - Mamas and Minis Storytime with Mama Gathering - HG

November		
11/3/2025	Family Bingo	37
11/3/2025	Nintendo Switch	5
11/4/2025	Toddler Time	32
11-4-2025	YFAC	12
11-5-2025	Cribbage Club	11
11-6-2025	Preschool Storytime	38
11-6-2025	YA Drop-In Crafts	4
11-10-2025	Mr. Dan	21
11-10-2025	David Pilkey Win a Book Bundle	50
11-10-2025	Audio Adventures	0
11-11-2025	Toddler Time	40
11-11-2025	Youth Fiber Arts	14
11-13-2025	Preschool Storytime	36
11-17-2025	Mr. Dan	11
11/17/2025	Family Bingo	25
11/18/2025	Mamas & Minis Story Time	39
11/18/2025	Youth Fiber Arts	15
11/19/2025	Cribbage Club	8
11/20/2025	Wicked Night	78
11/22/2025	Lego Drop In	36
11/25/2025	Youth Fiber Arts	13
11/26/2025	Cribbage Club	4
All Month	1000 Books Before Kindergarten	26
All Month	Literacy Alcove	200
All Month	Tinker Lab	160
All Month	Kid Librarian	1
All Month	Scavenger Hunt	290
All Month	Reading Dragons	11
All Month	Genre Challenge	2

# Monthly Report for December 2025

## Youth Services

*Prepared by Heidi Griffin and Kim Hoppe*

### Department Highlights

#### □ **Countdown to Noon: Silent Disco**

This year youth services rang in the “Noon Year” with a Silent Disco! Kim planned a magical afternoon for families to come in and enjoy a silent dance party to celebrate the end of 2025. Along with headphones for listening to music, there was a coloring station, photo station with props, fun light up glasses, glow sticks, and of course a countdown to noon!

#### □ **Merry Missions**

Kelly Ann created a fun program for families to complete a series of “Missions” in the month of December for the opportunity to win some prizes. Missions included: attending a library program, reading a holiday book, baking a sweet treat, and more!

#### □ **Events and Collaborations**

- **Tree Lighting Ceremony** Heidi attended the annual Cedarburg Tree Lighting ceremony. Along with a fun sticker craft, kids and adults could enter a drawing for a book bundle of their choosing, or a Cedarburg Library T-shirt.
- **Toy Company** Megan from the Toy Company reached out to Heidi for a chance to collaborate and host a First Stage Production of Lovabye Dragon by Barbara Joosse in the Community Room at the end of January.

#### □ **Collection Management**

- We continue to use professional publications to help inform book purchases: Kirkus, School Library Journal, etc.
- Jaida is working on weeding YA fiction and shifting YA collection.
- Kim and Heidi wrapped up ordering for the year,
- Reading trends: Holiday books, Minecraft, dragons, dinosaurs, Pangea (school project), Greek Mythology

### Goals & Areas of Focus: Heidi

**Collection Management:** Continued to process and catalog books, ordered for all children and YA collections, introduction to new book vendors.

**Programming:** Represented library at Cedarburg Tree lighting ceremony, began planning winter storytimes

**Department:** Prepped for winter reading program, switched literacy alcove activities and pretend play activities. Changed shelving around to accommodate growing Yoto card collection

### Goals & Areas of Focus: Kim

**Collection Management:** Began learning how to use new-to-us book vendor, Libraria. Made changes to Juvenile Fiction series’ labeling to create more cohesiveness.

**Programming:** Led 5 Youth Fiber Arts Club sessions and 3 Cribbage Clubs, and "Noon Year" Silent Disco program for all ages.

**Department:** Winter program planning. Switched our Tinker Lab theme over to a dragon theme and changed the department scavenger hunt to "warm winter clothing."

**Meetings, Connections, Webinars, Professional Development**

12/1/2025 - Cedarburg Tree Lighting Ceremony (HG)

12/8/2025 - Badgerlink on-demand webinar (KH)

12/12/25 - All Staff In-Service/Dept Meeting (HG, KH, JM, KD)

12/29/2025 - Libraria Intro meeting with Linda (KH, HG)

December		
12/1/2025	Mr. Dan	24
12/1/2025	Tree Lighting	200
12/2/2025	Youth Fiber Arts	12
12/3/2025	Cribbage Club	11
12/6/2025	Craft a Card	4
12/8/2025	Mr. Dan	28
12/9/2025	YFAC	17
12/10/2025	Cribbage Club	10
12/11/2025	Craft a Card Pop-Up	3
12/15/2025	YA Drop-In Crafts	2
12/16/2025	Youth Fiber Arts	14
12/17/2025	Cribbage Club	11
12/18/2025	Family Film Night - Abominable	19
12/23/2025	Youth Fiber Arts	7
12/30/2025	Countdown to Noon Years Silent Disco	84
All Month	Merry Missions (ended 12/20)	7
All Month	1000 Books Before Kindergarten	8
All Month	Literacy Alcove	156
All Month	Tinker Lab	253
All Month	Kid Librarian	1
All Month	Scavenger Hunt	252
All Month	Genre Challenge	1

## **Adult Services Report – December 2025**

### **Coffee, Cookies, and Classics Book Club**

The December session of the Coffee, Cookies, and Classics Book Club successfully engaged eight participants in a structured and substantive discussion of Charles Dickens's *A Christmas Carol*, selected to complement the holiday season. 8 were in attendance, and participant engagement remained high throughout the meeting.

Discussion focused on the novella's central social and ethical themes, including the nature of giving, the role of charity, and Dickens's critique of class structure. Participants examined how these themes operate within the historical context of Victorian England while also drawing clear connections to contemporary social and economic issues. The continued relevance of the text generated thoughtful dialogue and sustained participation.

Additional conversation addressed the importance of community and human connection as depicted in the novel, with particular attention to how isolation and social disengagement contribute to moral decline, while empathy and collective responsibility promote personal and societal improvement.

The meeting demonstrated the program's effectiveness in fostering meaningful literary discussion, critical thinking, and community engagement in an accessible format. The Coffee, Cookies, and Classics Book Club continues to provide value as a low-cost, high-impact program that supports the library's mission of lifelong learning and civic reflection.

### **The Jack Henke Show**

The Jack Henke Show continued to broadcast in the month of December. The show streams live every weekday morning from 8:00 to 8:30 a.m. CST on both the CPL Facebook page and the CPL Radio YouTube channel, with audio versions available on Spotify and Apple Podcasts.

Underwriting efforts have been strong. We partnered with Gallun Fine Jewelry, Olson's Piggly Wiggly, and the Cedarburg Chamber of Commerce in the month of December. As always, all underwriting funds go directly to The Friends of the Cedarburg Public Library, supporting programming and community initiatives.

We continue to promote library programs on the show, highlighting the new library merch site as well events and day-to-day library services. Tuesdays are devoted to presenting new books so that we may inform viewers of what's new and available at the library.

## **Digital Confidence (“Tech Without Tears!”) Classes – Program Overview**

In 2026, the library will launch a new digital literacy initiative titled Digital Confidence (Tech Without Tears!), designed to reduce technology-related apprehension among older adults and seniors. The program will be delivered as a six-week instructional series focused on building comfort, confidence, and basic competence with commonly used technologies.

Each class session will be 30 minutes in length, intentionally structured to be approachable and manageable for participants who may feel overwhelmed by longer or more technical instruction. The emphasis will be on reassurance, clarity, and practical understanding rather than device-specific troubleshooting.

For participants requiring individualized assistance beyond the scope of the group class, staff will direct them to Quick Clicks one-on-one sessions for targeted support with specific devices or technical issues. This structure allows the group program to remain focused while ensuring that additional support needs are met through existing services.

The program will begin with a limited trial run to assess participant response, pacing, and instructional effectiveness. Following this evaluation period, the first full six-week session is scheduled to begin in March 2026.

This initiative supports the library’s mission to promote digital inclusion, lifelong learning, and equitable access to information by addressing technology anxiety in a supportive, low-pressure environment. The Digital Confidence program is anticipated to complement existing technology services while expanding outreach to an underserved and often hesitant user group.

## YOUTUBE



## PODCASTS

### CPL Radio ▼

Overview Performance Listeners Podcast players Location

📅 Last month

📅 All episodes

Last month  
**148**

Last 7 days  
**378** +1,300%

Last 30 days  
**471** +254%

All-time  
**24,232**

## **Adult Services Report – November 2025**

### **Non-Fiction Book Club**

The Non-Fiction Book Club met this month with four attendees to discuss *Imminent* by Luis Elizondo. While the group collectively found the book problematic, the discussion itself proved lively and productive. Participants raised concerns commonly cited by critics, including Elizondo's speculative leaps, lack of verifiable sourcing, and the book's tendency to blur the line between personal narrative and extraordinary claims without offering the documentation expected in nonfiction.

Despite these issues, the group had an engaging conversation about the author's motivations—why he chose to present the information in this way, and what audience he may have been attempting to reach. The consensus was that *Imminent* raises interesting questions, even if it doesn't always convincingly answer them.

The Non-Fiction Book Club will break for the winter and resume in February, when we will discuss *The Wager* by David Grann.

### **The Jack Henke Show**

The newly revamped five-day-a-week edition of *The Jack Henke Show* continues to grow its audience. The show streams live every weekday morning from 8:00 to 8:30 a.m. CST on both the CPL Facebook page and the CPL Radio YouTube channel, with audio versions available on Spotify and Apple Podcasts.

Underwriting efforts have been strong. In addition to VIP Photography's early support, we have now added Newman Chevrolet, the Cedarburg Chamber of Commerce, and Hometown Heating and Air to our roster of underwriters. As always, all underwriting funds go directly to The Friends of the Cedarburg Public Library, supporting programming and community initiatives.

Our primary guest this month—appearing not once but twice—was Maggie Dobson, President of the Cedarburg Chamber of Commerce. Her willingness to return for a second interview (a brave act in itself) was appreciated, and both conversations provided valuable insight into ongoing business and community developments in Cedarburg.

# Quick Clicks – Senior Tech Help Report

**Reporting Period:** November 2025

**Prepared by:** Jeff Messerman

## Session Summary

This month's Quick Clicks featured a hands-on session with a patron named Mike, who is in the process of self-publishing a book. His primary interest was in understanding Vellum, the software we use to format and generate professional files for Amazon Kindle Direct Publishing (KDP) as well as print editions.

Vellum is a macOS-based book layout and typesetting program designed specifically for independent authors. Users import their manuscript—typically in Word format—into Vellum and can then choose from a range of professionally designed interior templates suitable for both fiction and nonfiction. Vellum automatically handles typography, chapter styling, margins, drop caps, scene breaks, and consistent page layouts.

One of the software's major strengths is its ability to export both reflowable EPUB files for eBook platforms and press-ready PDFs for print-on-demand services. It also provides tools for managing front and back matter, inserting images, generating tables of contents, and previewing how the finished book will look on various digital devices.

Our discussion focused on how Vellum streamlines the production process and what role it plays in preparing a manuscript for publication through modern self-publishing platforms.

## YOUTUBE



## PODCASTS

### CPL Radio

Overview Performance Listeners Podcast players Location

Last month

All episodes

459

23

125

23,730

## **Adult Services Report – December 2025**

### **Coffee, Cookies, and Classics Book Club**

The December session of the Coffee, Cookies, and Classics Book Club successfully engaged eight participants in a structured and substantive discussion of Charles Dickens's *A Christmas Carol*, selected to complement the holiday season. 8 were in attendance, and participant engagement remained high throughout the meeting.

Discussion focused on the novella's central social and ethical themes, including the nature of giving, the role of charity, and Dickens's critique of class structure. Participants examined how these themes operate within the historical context of Victorian England while also drawing clear connections to contemporary social and economic issues. The continued relevance of the text generated thoughtful dialogue and sustained participation.

Additional conversation addressed the importance of community and human connection as depicted in the novel, with particular attention to how isolation and social disengagement contribute to moral decline, while empathy and collective responsibility promote personal and societal improvement.

The meeting demonstrated the program's effectiveness in fostering meaningful literary discussion, critical thinking, and community engagement in an accessible format. The Coffee, Cookies, and Classics Book Club continues to provide value as a low-cost, high-impact program that supports the library's mission of lifelong learning and civic reflection.

### **The Jack Henke Show**

The Jack Henke Show continued to broadcast in the month of December. The show streams live every weekday morning from 8:00 to 8:30 a.m. CST on both the CPL Facebook page and the CPL Radio YouTube channel, with audio versions available on Spotify and Apple Podcasts.

Underwriting efforts have been strong. We partnered with Gallun Fine Jewelry, Olson's Piggly Wiggly, and the Cedarburg Chamber of Commerce in the month of December. As always, all underwriting funds go directly to The Friends of the Cedarburg Public Library, supporting programming and community initiatives.

We continue to promote library programs on the show, highlighting the new library merch site as well events and day-to-day library services. Tuesdays are devoted to presenting new books so that we may inform viewers of what's new and available at the library.

## **Digital Confidence (“Tech Without Tears!”) Classes – Program Overview**

In 2026, the library will launch a new digital literacy initiative titled Digital Confidence (Tech Without Tears!), designed to reduce technology-related apprehension among older adults and seniors. The program will be delivered as a six-week instructional series focused on building comfort, confidence, and basic competence with commonly used technologies.

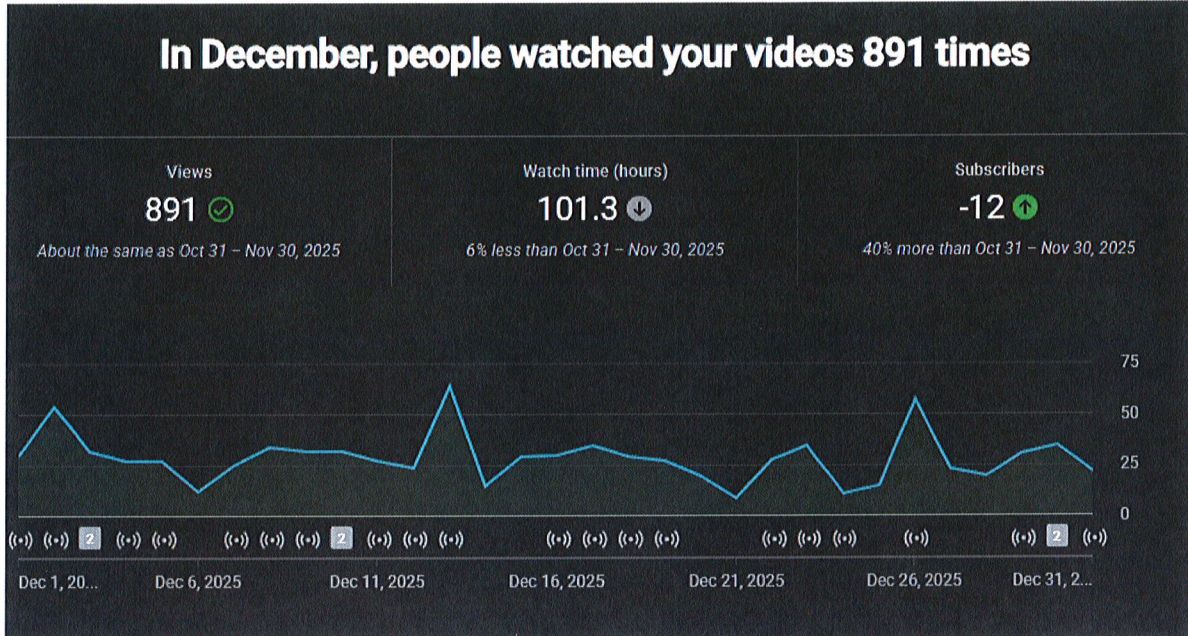
Each class session will be 30 minutes in length, intentionally structured to be approachable and manageable for participants who may feel overwhelmed by longer or more technical instruction. The emphasis will be on reassurance, clarity, and practical understanding rather than device-specific troubleshooting.

For participants requiring individualized assistance beyond the scope of the group class, staff will direct them to Quick Clicks one-on-one sessions for targeted support with specific devices or technical issues. This structure allows the group program to remain focused while ensuring that additional support needs are met through existing services.

The program will begin with a limited trial run to assess participant response, pacing, and instructional effectiveness. Following this evaluation period, the first full six-week session is scheduled to begin in March 2026.

This initiative supports the library’s mission to promote digital inclusion, lifelong learning, and equitable access to information by addressing technology anxiety in a supportive, low-pressure environment. The Digital Confidence program is anticipated to complement existing technology services while expanding outreach to an underserved and often hesitant user group.

## YOUTUBE



## PODCASTS

### CPL Radio ▼

Overview Performance Listeners Podcast players Location

📅 Last month

📅 All episodes

Last month

**148**

Last 7 days

**378** +1,300%

Last 30 days

**471** +254%

All-time

**24,232**

**Monthly Activity Report November/December 2025**

**Department Circ**

**Date 12/2/2025 & 1/5/2025**

**Monthly Stats: November**

**55** new library cards were issued

**Cumulative: 727**

**Monthly Stats: December**

**42** new library cards were issued

**Cumulative: 769**

**Visits in the Library: November**

This count is reflective July forward – as that was when the new patron counter was installed.

**10,686 Cumulative: 60,324**

**Visits in the Library: December**

This count is reflective July forward – as that was when the new patron counter was installed.

**11,032 Cumulative: 71,356**

**Self-Check: November 2025**

**Items Issued:**

Lobby near Makerlab: **3,105**

Lobby near Elevator: **1,741**

Second Floor: **791**

Children's: **3,260**

**Items Renewed:**

Lobby near Makerlab: **115**

Lobby near Elevator: **21**

Second Floor: **19**

Children's: **79**

**Total:**

Lobby near Makerlab: **3,220**

Lobby near Elevator: **1,762**

Second Floor: **810**

Children's: **3,339**

**Self-Check: December 2025**

**Items Issued:**

Lobby near Makerlab: **2,784**  
Lobby near Elevator: **1,564**  
Second Floor: **772**  
Children's: **2,274**

**Items Renewed:**

Lobby near Makerlab: **28**  
Lobby near Elevator: **46**  
Second Floor: **6**  
Children's: **41**

**Total:**

Lobby near Makerlab: **2,812**  
Lobby near Elevator: **1,610**  
Second Floor: **778**  
Children's: **2,315**

**Self-Check: 2025**

**Items Issued:**

Lobby near Makerlab: **40,801**  
Lobby near Elevator: **22,208**  
Second Floor: **11,800**  
Children's: **42,206**

**Items Renewed:**

Lobby near Makerlab: **869**  
Lobby near Elevator: **540**  
Second Floor: **180**  
Children's: **801**

**Total:**

Lobby near Makerlab: **41,670**  
Lobby near Elevator: **22,748**  
Second Floor: **11,980**  
Children's: **43,007**

**Automated Outdoor Book Drop: November**

**4,061** items returned    cumulative: **48,212**  
**1,574** sessions started    cumulative: **18,154**

**Automated Outdoor Book Drop: December**

**4,556** items returned    cumulative: **52,768**  
**1,574** sessions started    cumulative: **19,872**

**Physical Material** circulation by month and year **November**

Sum of Physical Circulation	Library CEDARBURG									
	Month	2017	2018	2019	2020	2021	2022	2023	2024	2025
	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	15,240
	October	15,742	15,202	15,266	14,130	13,630	13,545	14,224	14,875	16,013
	November	15,375	15,393	13,812	13,444	12,460	13,353	13,613	14,297	14,368
	December	12,447	13,413	12,572	13,421	11,430	11,871	12,606	12,982	
<b>Grand Total</b>		<b>197,786</b>	<b>185,776</b>	<b>186,675</b>	<b>140,002</b>	<b>167,948</b>	<b>172,868</b>	<b>174,982</b>	<b>179,417</b>	<b>174,936</b>

**Physical Material** circulation by month and year **December**

Sum of Physical Circulation	Library CEDARBURG									
	Month	2017	2018	2019	2020	2021	2022	2023	2024	2025
	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
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	October	15,742	15,202	15,266	14,130	13,630	13,545	14,224	14,875	16,013
	November	15,375	15,393	13,812	13,444	12,460	13,353	13,613	14,297	14,368
	December	12,447	13,413	12,572	13,421	11,430	11,871	12,606	12,982	12,826
<b>Grand Total</b>		<b>197,786</b>	<b>185,776</b>	<b>186,675</b>	<b>140,002</b>	<b>167,948</b>	<b>172,868</b>	<b>174,982</b>	<b>179,417</b>	<b>187,762</b>

**Overdrive Material** circulation by month and year **November**

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
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	3,722
October	1,840	2,180	2,246	2,695	2,753	3,022	4,314	3,456	3,782
November	1,824	2,126	2,180	2,753	2,645	2,778	3,963	3,523	3,688
December	1,829	2,195	2,262	2,689	2,766	2,871	3,645	3,517	
<b>Grand Total</b>	<b>21,456</b>	<b>25,658</b>	<b>27,654</b>	<b>31,983</b>	<b>32,533</b>	<b>34,839</b>	<b>42,936</b>	<b>44,642</b>	<b>42,600</b>

**Overdrive Material** circulation by month and year **December**

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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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
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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	3,722
October	1,840	2,180	2,246	2,695	2,753	3,022	4,314	3,456	3,782
November	1,824	2,126	2,180	2,753	2,645	2,778	3,963	3,523	3,688
December	1,829	2,195	2,262	2,689	2,766	2,871	3,645	3,517	3,922
<b>Grand Total</b>	<b>21,456</b>	<b>25,658</b>	<b>27,654</b>	<b>31,983</b>	<b>32,533</b>	<b>34,839</b>	<b>42,936</b>	<b>44,642</b>	<b>46,522</b>

**Sum of Overdrive & Physical Material** circulation by month and year **November**

Sum of Circulation		Library CEDARBURG								
Month	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	18,962	
October	17,582	17,382	17,512	16,825	16,383	16,567	18,538	18,331	19,795	
November	17,199	17,519	15,992	16,197	15,105	16,131	17,576	17,820	18,056	
December	14,276	15,608	14,834	16,110	14,196	14,742	16,251	16,499		
<b>Grand Total</b>	<b>219,242</b>	<b>211,434</b>	<b>214,329</b>	<b>171,985</b>	<b>200,481</b>	<b>207,707</b>	<b>217,918</b>	<b>224,059</b>	<b>217,536</b>	

**Sum of Overdrive & Physical Material** circulation by month and year **December**

Sum of Circulation		Library CEDARBURG								
Month	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	18,962	
October	17,582	17,382	17,512	16,825	16,383	16,567	18,538	18,331	19,795	
November	17,199	17,519	15,992	16,197	15,105	16,131	17,576	17,820	18,056	
December	14,276	15,608	14,834	16,110	14,196	14,742	16,251	16,499	16,748	
<b>Grand Total</b>	<b>219,242</b>	<b>211,434</b>	<b>214,329</b>	<b>171,985</b>	<b>200,481</b>	<b>207,707</b>	<b>217,918</b>	<b>224,059</b>	<b>234,284</b>	

**Overdrive circulation Breakdown: November 2025**

Ebooks: Monarch Library System - Cedarburg Public Library – **1,277**  
E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,603**  
Magazines: Monarch Library System - Cedarburg Public Library – **808**

**Overdrive circulation Breakdown: December 2025**

Ebooks: Monarch Library System - Cedarburg Public Library – **1,414**  
E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,468**  
Magazines: Monarch Library System - Cedarburg Public Library – **1,040**

**Circulation Break Down by location: November**

<b>Total circulation</b>	14368
<b>City of Cedarburg circulation</b>	8429
<b>Ozaukee county libraried circ minus local municipality</b>	1562

**Circulation to libraried and non-libraried patrons by Monarch county**

Dodge county libraried circ	0
Dodge county non-libraried circ	0
Washington county libraried circ	116
Washington county non-libraried circ	614
Ozaukee county libraried circ	9991
Ozaukee county non-libraried circ	3582
Sheboygan county libraried circ	3
Sheboygan county non-libraried circ	18
<b>Total:</b>	<b>14324</b>

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

In-System libraried circ	119
In-System non-libraried circ	632
<b>Total:</b>	<b>751</b>

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

Adjacent county libraried circ	5
Adjacent county non-libraried circ	21
<b>Total:</b>	<b>26</b>

**Other Wisconsin county circulations (includes all counties not listed above)** 18

**Non-Wisconsin circulations** 0

**Non-Wisconsin circulations** 0

**Non-Library cross-county circulations**

Sheboygan 7

Washington 412

Waukesha 17

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

**Meetings & Events:**

**November 14, 2025-- Staff Meeting – Fireplace lounge**

**Food For Fines** – a collaboration with Family sharing. Patrons who brought in 2 non-perishable items per card, all library overdue fines would be waived. This did not include other charges, or lost/damaged materials.

– **Total Fines Waived: \$607.15**

**December 4, 2025—MLS Circulation Committee Meeting – Virtual**

**December 11, 2025—City of Cedarburg Staff Holiday Lunch – Fire Station**

**December 12, 2025—All Staff In-Service – Community Room/Circ Work Room**

**Lauren’s Goals:**

**Collection Development – Adult DVD Collection --**

In November I completed the weeding of the fiction DVDs that haven’t circled in 3 years. I have also asked Anthony to create a list of DVDs that have circled over 150 times so that I can check that they are in ok shape to circulate.

In December this goal slowed down considerably. I’ve been making my way through the list of titles and have gone through the A’s and B’s.

**ADA Compliance investigating and executing --**

This goal has slowed down in November & December.

**Professional Development --**

This month I attended the Cataloging training on November 11 that was a recap of the training we did last year – with a few new points scattered throughout.

**Non-Libraried cross-county circulations**

Sheboygan	18
Washington	614
Waukesha	21

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

**Circulation Break Down by location: December**

<b>Total circulation</b>	12826
<b>City of Cedarburg circulation</b>	7747
<b>Ozaukee county libraried circ minus local municipality</b>	1164

**Circulation to libraried and non-libraried patrons by Monarch county**

Dodge county libraried circ	0
Dodge county non-libraried circ	0
Washington county libraried circ	103
Washington county non-libraried circ	412
Ozaukee county libraried circ	8911
Ozaukee county non-libraried circ	3344
Sheboygan county libraried circ	14
Sheboygan county non-libraried circ	7
<b>Total:</b>	12791

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

In-System libraried circ	117
In-System non-libraried circ	419
<b>Total:</b>	536

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

Adjacent county libraried circ	14
Adjacent county non-libraried circ	17
<b>Total:</b>	31

<b>Other Wisconsin county circulations (includes all counties not listed above)</b>	4
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This month Sarah Finch and I had the opportunity to attend the Back in Circulation virtual conference put on by UW-Madison Ischool. We used a study room to attend the six sessions and plan to catch up on one of the recordings that was a concurrent session time during the month of December.

The keynote speaker focused on diffusing tension in libraries whether between staff and patrons or staff and other staff members. Another session focused on gatekeeping in libraries and have not had their gates turned on since 2020 – they took a look at loss rates and found that having the gates in place, but not having them on without letting patrons know that they are off is deterrent enough to prevent most loss.

We viewed a very informative session on helping ELS patrons in libraries. This discussed many ways including body language and vocal pitches to help make the library an inviting place for everyone. Different technologies and apps that could be utilized to help translate conversation were also discussed – including photo translator.

Another session focused on de-escalation and the guidelines that an academic library that helps a large portion of the civil population as well in urban Virginia. This focused on the whole process of creating the guidelines – including the focus groups and such. They did work with a social worker to better understand the psychology behind what causes individuals to escalate and the best ways to de-escalate.

These were a few of the most pertinent sessions.

This goal was not highly focused on in December.

**Sarah F's New Goals:**

**Overhaul LP Collection, continued:**

**This goal is complete.**

**Improve the Juvenile Movie Collection, continued:**

- 4 new Title Added.

**Professional Development, continued:**

11/11 - viewed Monarch cataloging webinar

11/13-14 - attended Back in Circulation virtual conference

Sarah Kelly

Adult Services and Community Outreach Librarian

## December 2025

### Programs, Projects, & Community Connections

- **Adult Winter Reading Program:** This month I planned the 2026 adult winter reading program which will run from January 2-February 28. To participate, patrons can read a book and then fill out a book review which we'll display for everyone to see. Each book review they fill out they will receive an entry ticket to the prize basket drawing. Patrons can get book recommendations by reading other people's reviews.
- **The prize basket includes:**
  - Puzzle
  - Throw Blanket
  - Candle
  - Book
  - Bookmark
  - LED Book Light
  - Mug
  - Hot cocoa and tea

**YA Nonfiction Shift:** Separated the YA NF collection from the AD NF area.

### 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: Completed weeding of the Young Adult collection and am now working on a 22-page weeding report for the Adult Nonfiction section. Finished moving the YA NF books out of the AD NF section. They are now in a separate section by the YA books.

**December Adult Program Stats:**

	A	B	C	D	E	F	G	H	I	J
1					Target Audience: Young Child (0-5), Child (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
	Date	Time	Duration	Local Event Name						
250	12/2/2025	11:00 AM		60 Tech Tuesdays	Adult (19+)	Group attending	In-person onsite	No		0
251	12/3/2025	10:00 AM		120 Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No		12
252	12/3/2025	1:00 PM		120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No		24
253	12/3/2025	6:30 PM		90 Authors Circle	Adult (19+)	Group attending	In-person onsite	No		8
254	12/4/2025	6:30 PM		90 Hot Spots	Adult (19+)	Group attending	In-person onsite	No		20
255	12/5/2025	12:00 PM		90 Cooking Club	Adult (19+)	Group attending	In-person onsite	No		10
256	12/7/2025	1:00 PM		120 Juggling Club	General Interest (all ages)	Group attending	In-person onsite	No		15
257	12/10/2025	10:00 AM		120 Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No		10
258	12/10/2025	1:00 PM		120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No		27
259	12/16/2025	1:00 PM		60 Afternoon Tea Book Club	Adult (19+)	Group attending	In-person onsite	No		16
260	12/17/2025	10:00 AM		120 Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No		11
261	12/17/2025	1:00 PM		120 Needle Arts	Adult (19+)	Group attending	In-person onsite	No		17
262	12/17/2025	6:30 PM		90 Authors Circle	Adult (19+)	Group attending	In-person onsite	No		10
263	12/19/2025	11:00 AM		60 Coffee and Classics Book Club	Adult (19+)	Group attending	In-person onsite	No		8
264	12/22/2025	11:00 AM		60 Hamilton House Outreach	Adult (19+)	Group attending	In-person offsite	No		0
265	12/29/2025	10:00 AM		60 Monday Morning Yoga	Adult (19+)	Group attending	In-person onsite	No		8
266	12/30/2025	2:00 PM		60 Tech Tuesday	Adult (19+)	Group attending	In-person onsite	No		1

*Library Board Meeting Dates*

# 2026 CALENDAR

**JANUARY**

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**FEBRUARY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**MARCH**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**APRIL**

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY**

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JUNE**

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**JULY**

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**AUGUST**

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER**

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**OCTOBER**

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER**

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		