



**CITY OF CEDARBURG
A MEETING OF THE LIBRARY BOARD
TUESDAY, FEBRUARY 10, 2026 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, February 10, 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 January 13, 2026 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 approval of Annual Report.
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.

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

**CITY OF CEDARBURG
LIBRARY BOARD
JANUARY 13, 2026**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, January 13, 2026, 7:00 p.m. at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by President Michael Maher at 7:02 p.m.

ROLL CALL: Present – Michael Maher, Meghan O’Driscoll,
DeWayna Cherrington (via phone), Cassandra Bartelme, Council
Member Melissa Bitter, Joycelyn Russo, Superintendent Jeridon
Clark

Also Present - Library Director Linda Eastwood

STATEMENT OF PUBLIC NOTICE

It was acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

Motion made by Cassandra Bartelme, seconded by Melissa Bitter, to approve the November 11, 2025 Library Board minutes. Motion carried without a negative vote.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

As of 12/31/2025, we have received \$1,800 more than expected in fees and fines and \$26k more in donations. There is an overall revenue excess of \$26k.

For salaries and insurance, overall spent less than budgeted partly due to an employee’s insurance change.

Fund balance is budgeted to use \$36k, and it’s unclear whether this will be used for 2025 as a few expenses still need to come out, including the last payroll.

No expenses out of the ordinary for November and December.

Motion made by Joycelyn Russo seconded by Meghan O’Driscoll to approve the November 2025 and December 2025 Bills and Financials. Motion carried without a negative vote.

REPORTS

Director’s Report

No personnel changes. Director Linda celebrated her 12th anniversary.

Baker and Taylor has ceased to exist and the library will be working with Libraria and Ingram for book vendors. Both vendors are adding more staff to meet demands but shipping will be delayed initially. Amazon will be used as a back up as they are also starting a library service and they will start providing processing services.

A report of the library fund is included in the packet.

Of the 2025 goals, only the LED lights remain which are a work in progress.

Linda met with the League of Women Voters of Ozaukee and Washington Counties. They are making public libraries their focus for this year. They discussed ways to celebrate USA's 250th birthday, including a civics trivia night and showing the movie 1776 at the Rivoli.

The Joint County Library Service Plan was approved unanimously which increases the county library tax by a small amount. This extra funding will be used to reduce the waitlist for digital books and e-books for library card owners who use the Libby app. Some of the CPL's funds will be put into the pool as well which will allow books purchased by CPL to go to CPL patrons first. Patrons will be notified of this opportunity. An idea from the board is to add some digital items to the Fill the Shelves campaign.

So far, the merch sale has profited \$500. Friends of the Library are hosting an Eagles tribute band event on March 7 at the Cultural Center.

Goals for 2026 include getting solar panel quotes and re-establishing connections with the CFOL Fund committee for future projects. One project includes adding two extra bins for the automatic sorter which will cost about \$22k. Further repairs and updates to the building will be planned.

Linda is attending Library Legislative Day on 2/10/26 in Madison.

The weekend cleaning company is not currently meeting expectations and so quotes for new services were pursued. A new company, Environmental Control has been hired for weekends, minimum 3 days/week. Unfortunately, they will not cut back to 2 days/week when the library is closed on Sunday in the summer. They will do extra work such as shampooing carpets and cleaning furniture and windows which will be nice.

There have been some technology issues in the Community Room with patrons unable to connect their devices to the projector and other options are being explored.

The Youth Services has been hosting quite a few events such as a Countdown to Noon for NYE and a Wicked Night. Homestead HS drama group is doing Frozen this spring and they're coming to the CPL to do an event this weekend. A group from First Stage is coming at the end of January to do an event about one of Barbara Joose's books, Lovabye Dragon.

The Jack Henke show is continuing to go well. The Coffee, Cookies, and Classics book club has also been popular. The Digital Confidence program is popular and patrons are being encouraged to make appointments for best service.

The library is getting used more than ever. There were 234,284 overdrive and physical material circulated in 2025 which is likely more than ever. The 2024 total was 224,059.

The library is hosting winter reading programs for both children and adults.

School Report

The fiscal cycle 2026-27 budget is due 2/1/2026.

NEW BUSINESS

Discussion and possible action on 2026 Library Board meeting dates

The 2026 calendar with meeting dates is in the library packet. The board will continue to meet the second Tuesday of the month.

Motion made by Jeridon Clark, seconded by Meghan O'Driscoll, to approve the board meeting dates. Motion carried without a negative vote.

ADJORNMENT

Motion made by Jeridon Clark, seconded by Meghan O'Driscoll, to adjourn the meeting at 7:55 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary

DRAFT

NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
		2025 AMENDED BUDGET	MONTH 12/31/2025			
Fund 260 - LIBRARY FUND						
Revenues						
Dept 000000						
50-000000-411111	REAL ESTATE TAXES	794,550.00	0.00	794,550.00	0.00	100.00
50-000000-435432	LIBRARY GRANTS	10,000.00	0.00	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
Expenditures						
Dept 555110 - LIBRARY						
50-555110-500111	SALARIES	471,949.00	36,477.62	454,365.83	17,583.17	96.27
50-555110-500124	BONUSES	350.00	0.00	169.50	180.50	48.43
50-555110-500125	PART TIME SALARIES/SEASONAL	152,173.00	11,845.26	139,463.00	12,710.00	91.65
50-555110-500128	MAINT/PW SALARIES	22,000.00	1,713.27	19,684.36	2,315.64	89.47
50-555110-500135	SICK PAY OUT	1,373.00	0.00	1,271.16	101.84	92.58
50-555110-500151	FICA	49,562.00	3,958.98	48,319.96	1,242.04	97.49
50-555110-500152	RETIREMENT	34,975.00	2,702.44	33,348.95	1,626.05	95.35
50-555110-500154	HEALTH INSURANCE	104,205.00	5,350.28	77,460.88	26,744.12	74.34
50-555110-500155	LIFE INSURANCE	148.00	12.31	142.80	5.20	96.49
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	1,012.96	12,803.81	(3,803.81)	142.26
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	78.25	11,642.35	7,357.65	61.28
50-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	4,578.80	53,276.28	1,723.72	96.87
50-555110-500308	PROGRAM SUPPLIES	2,000.00	842.00	1,891.66	108.34	94.58
50-555110-500310	OFFICE SUPPLIES	8,000.00	656.33	8,768.88	(768.88)	109.61
50-555110-500312	COMPUTER/COPIER SUPPLIES	5,000.00	1,802.72	9,232.05	(4,232.05)	184.64
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	8,136.11	94,940.43	(4,940.43)	105.49
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	5,343.04	23,805.64	(8,805.64)	158.70
50-555110-500330	TRAVEL & TRAINING	6,000.00	1,882.43	4,676.53	1,323.47	77.94
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	540.78	7,698.33	(2,698.33)	153.97
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	1,266.27	6,928.64	71.36	98.98
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	89,961.88	1,089,156.72	80,378.28	93.13

ser: LIB
 3: Cedarburg

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

ACCOUNT NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
		2025 AMENDED BUDGET	MONTH 12/31/2025			
Fund 260 - LIBRARY FUND						
Expenditures						
TOTAL EXPENDITURES		1,169,535.00	89,961.88	1,089,156.72	80,378.28	93.13
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	89,961.88	1,089,156.72	80,378.28	93.13
NET OF REVENUES & EXPENDITURES		(36,428.00)	(87,632.94)	69,257.53	(105,685.53)	190.12
BEGINNING FUND BALANCE		161,446.17		161,446.17		
ENDING FUND BALANCE		125,018.17		230,703.70		

ACCOUNT NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	AVAILABLE	% BDGT
		2026 AMENDED BUDGET	MONTH 01/31/2026			
Fund 260 - LIBRARY FUND						
Revenues						
Dept 000000						
50-000000-411111	REAL ESTATE TAXES	794,550.00	794,550.00	794,550.00	0.00	100.00
50-000000-435432	LIBRARY GRANTS	2,000.00	0.00	0.00	2,000.00	0.00
50-000000-467100	LIBRARY FEES AND FINES	12,000.00	776.70	776.70	11,223.30	6.47
50-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	301,247.00	0.00	0.00	301,247.00	0.00
50-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500.00	159.23	159.23	1,340.77	10.62
50-000000-473200	LIBRARY DONATIONS	20,000.00	675.00	675.00	19,325.00	3.38
50-000000-481100	INVESTMENT INCOME	10,000.00	381.12	381.12	9,618.88	3.81
50-000000-482215	RENT - CITY PROPERTY	500.00	60.00	60.00	440.00	12.00
Total Dept 000000		1,141,797.00	796,602.05	796,602.05	345,194.95	69.77
TOTAL REVENUES		1,141,797.00	796,602.05	796,602.05	345,194.95	69.77
Expenditures						
Dept 555110 - LIBRARY						
50-555110-500111	SALARIES	490,997.00	37,061.78	37,061.78	453,935.22	7.55
50-555110-500124	BONUSES	950.00	0.00	0.00	950.00	0.00
50-555110-500125	PART TIME SALARIES/SEASONAL	141,000.00	10,933.13	10,933.13	130,066.87	7.75
50-555110-500128	MAINT/PW SALARIES	22,313.00	1,720.03	1,720.03	20,592.97	7.71
50-555110-500135	SICK PAY OUT	1,785.00	1,785.24	1,785.24	(0.24)	100.01
50-555110-500151	FICA	50,191.00	4,058.43	4,058.43	46,132.57	8.09
50-555110-500152	RETIREMENT	37,944.00	2,859.44	2,859.44	35,084.56	7.54
50-555110-500154	HEALTH INSURANCE	65,628.00	1,600.00	1,600.00	64,028.00	2.44
50-555110-500155	LIFE INSURANCE	147.00	12.31	12.31	134.69	8.37
50-555110-500165	WORKERS COMP INS	1,572.00	0.00	0.00	1,572.00	0.00
50-555110-500212	ATTORNEY/CONSULTANT	2,000.00	0.00	0.00	2,000.00	0.00
50-555110-500222	ELECTRIC	25,000.00	1,442.80	1,442.80	23,557.20	5.77
50-555110-500223	MARKETING	7,500.00	0.00	0.00	7,500.00	0.00
50-555110-500224	NATURAL GAS	8,500.00	2,103.21	2,103.21	6,396.79	24.74
50-555110-500225	TELEPHONE/COMMUNICATIONS	10,000.00	627.42	627.42	9,372.58	6.27
50-555110-500226	WATER SERVICE	3,000.00	212.76	212.76	2,787.24	7.09
50-555110-500240	REPAIR AND MAINTENANCE	15,000.00	0.00	0.00	15,000.00	0.00
50-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	9,615.89	9,615.89	45,384.11	17.48
50-555110-500308	PROGRAM SUPPLIES	2,000.00	526.38	526.38	1,473.62	26.32
50-555110-500310	OFFICE SUPPLIES	8,000.00	154.25	154.25	7,845.75	1.93
50-555110-500312	COMPUTER/COPIER SUPPLIES	6,000.00	0.00	0.00	6,000.00	0.00
50-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
50-555110-500315	POSTAGE	450.00	0.00	0.00	450.00	0.00
50-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	125,000.00	4,654.44	4,654.44	120,345.56	3.72
50-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	0.00	0.00	1,800.00	0.00
50-555110-500322	DONATION EXPENDITURES	20,000.00	(22.49)	(22.49)	20,022.49	(0.11)
50-555110-500330	TRAVEL & TRAINING	6,000.00	0.00	0.00	6,000.00	0.00
50-555110-500331	GRANT EXPENDITURES	2,000.00	0.00	0.00	2,000.00	0.00
50-555110-500350	OPERATING SUPPLIES	6,000.00	310.69	310.69	5,689.31	5.18
50-555110-500380	EQUIPMENT OUTLAY	7,000.00	0.00	0.00	7,000.00	0.00
50-555110-500381	SHARED SYSTEM SERVICES	28,500.00	0.00	0.00	28,500.00	0.00
50-555110-500382	TECHNOLOGY	7,000.00	78.59	78.59	6,921.41	1.12
50-555110-500395	EMPLOYMENT EXPENSES	250.00	0.00	0.00	250.00	0.00
50-555110-500405	HR TRANSFER	11,110.00	0.00	0.00	11,110.00	0.00
50-555110-500510	PROPERTY INSURANCE	6,600.00	0.00	0.00	6,600.00	0.00
Total Dept 555110 - LIBRARY		1,176,737.00	79,734.30	79,734.30	1,097,002.70	6.78

ser: LIB
 3: Cedarburg

PERIOD ENDING 01/31/2026
 % Fiscal Year Completed: 8.49

ACCOUNT NUMBER	DESCRIPTION	2026 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/2026	YTD BALANCE 01/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 260 - LIBRARY FUND						
Expenditures						
TOTAL EXPENDITURES		1,176,737.00	79,734.30	79,734.30	1,097,002.70	6.78
Fund 260 - LIBRARY FUND:						
TOTAL REVENUES		1,141,797.00	796,602.05	796,602.05	345,194.95	69.77
TOTAL EXPENDITURES		1,176,737.00	79,734.30	79,734.30	1,097,002.70	6.78
NET OF REVENUES & EXPENDITURES		(34,940.00)	716,867.75	716,867.75	(751,807.75)	2,051.71
BEGINNING FUND BALANCE		161,446.17		161,446.17		
NET OF REVENUES/EXPENDITURES - 2025				69,257.53	69,257.53	
ENDING FUND BALANCE		126,506.17		947,571.45		

01/16/2026 09:11 AM
 User: mrusso
 DB: Cedarburg

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
 EXP CHECK RUN DATES 01/16/2026 - 01/16/2026

JOURNALIZED

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	CULLIGAN OF WEST BEND	40 LB SOLOR SALT DELIVERED	78.25	52366
260-555110-500290	MAINT/CONTRACTED SERVICES	ENVISIONWARE INC	7/1/2025 - 6/30/2026 SUBSCRIPTIONS	1,166.88	52372
260-555110-500290	MAINT/CONTRACTED SERVICES	LAWNSCAPERS, INC	SIDEWALK SERVICE NOV & DEC 2025	2,328.75	52394
260-555110-500308	PROGRAM SUPPLIES	AKALAI HANUI	ON SITE YOGA CLASSES	225.00	52349
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	JACKETS & VISTAFOIL LAMINATE	89.27	52368
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	KANOPY, INC.	DECEMBER 2025 TICKETS	430.10	52392
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	KANOPY, INC.	330 PLAY CREDITS	280.50	52392
		Total For Dept 555110 LIBRARY		4,598.75	
		Total For Fund 260 LIBRARY FUND		4,598.75	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 01/16/2026 - 01/16/2026

JOURNALIZED

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	4,598.75
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Total For All Funds:	<u>4,598.75</u>
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01/23/2026 11:43 AM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
EXP CHECK RUN DATES 01/23/2026 - 01/23/2026

JOURNALIZED

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	JANI-KING OF MILWAUKEE	NOVEMBER 2025	1,020.17	52450
		Total For Dept 555110 LIBRARY		<u>1,020.17</u>	
		Total For Fund 260 LIBRARY FUND		<u>1,020.17</u>	

01/23/2026 11:43 AM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
EXP CHECK RUN DATES 01/23/2026 - 01/23/2026
JOURNALIZED
PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 260 LIBRARY FUND	1,020.17	
			Total For All Funds:	<u>1,020.17</u>	

CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
JANUARY 2026 ACTIVITY

Personnel

One full-time Adult Services Librarian began FMLA on Feb. 2, I do not have an end date. Work anniversaries in January: Tess (Page/Shelver) 2 years, Karen (Circ Aide) 2 years, Jaida (Youth Services Associate) 2 years.

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 Endowment Fund committee for future projects and growth of the fund.
 - **Completed on Feb. 2, 2026.** Committee consists of: Jean Heberer (Chair), Heidi May (Secretary), Maria Jarvi (Treasurer), Mike Maher (Library Board President), Phil Paige (Friends President). Members at Large: Amy Cordio and Mike O'Keefe. The Fund approved the purchase of two additional bins for the automated sorter, not to exceed \$23,000. The Fund started the year with \$187,000+. The Fund is overseen by the Cedarburg Friends of the Library and is administered by The Greater Milwaukee Foundation.
- Continue to make repairs and updates to the physical building. See the Assistant Director report.
- Advocacy
 - I met with 2 members of the Ozaukee/Washington County League of Women Voters. They are making the support of public libraries their focus for the upcoming year. They would like to do some activities with the library during the 250th anniversary of the U.S. in July. **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.**
 - **I am attending Library Legislation Day in Madison on Feb. 10, 2026**

Monarch Library System

- My 2025 Annual Report has been submitted to the System for approval and then it will be submitted to the state.

Friends of the Library

- We were asked by the 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. **Year-to-date profit is over \$1,000.**
- Cribbage tournament at the Legion in April. Fundraiser.
- **Friends approved my annual budget request in the amount of \$14,950.**

Building and Technology Updates

Assistant Director Report

February 4, 2026

Building:

LED Lights - Schaeffer has completed the conversion to LEDs on the 1st floor, including the areas above the hold shelves, the Community Room, the Maker/Library of Things Space, and the Children's area. They started on the 2nd floor over the public computing section and main stack area. Once complete, we will look at updating the Lutron System, although the new LED lights will not have the capacity to dim; they will be on/off only.

1st Floor Washroom – We are having some problems with one of the faucets in the 1st floor women's bathroom. We tried replacing the batteries, but given that the new faucets have custom batteries, we are waiting to hear back from Gall Plumbing.

New Janitorial Contract – Jani-King has provided us with a new cleaning company for the weekends as we've been having issues with our current service provider not having completed basic tasks or frequently arriving at the last minute before opening. Anthony and Joan will work together to ensure that the new cleaners are properly onboarded. We plan to give them a 60-day trial and will move forward with the quote from Environmental Control if the issues persist.

Automatic Front Doors – We've recently had the issues with interior automatic door in the front office "ghosting" again i.e. repeatedly opening and closing on its own. A tech from the company came to conduct an annual inspection but needed to cut into the floor to get to the control unit. He managed to correct the issue and made a few adjustments to ensure that service technicians can access the unit more easily next time there's an issue. No other issues were found with the automatic doors.

Technology:

New Multifunction Printers - James Imaging finished installing and setting up the new Multifunction Printers for the staff areas. We went with slight "slower" models, reduced the number of drawers on the Admin printer from 4 to 2, and took out the saddle-stick finisher from the Admin printer, which helped lower our monthly costs. We will look at further ways to reduce printing costs next fiscal calendar year.

New Sorter Bins - The Friends of the library have approved funding for the new sorter bins. The 2 Bins will handle sorting for children's materials, including books and av. We hope the

addition of the two bins will help streamline the check in and reshelving process for circulation staff.

Credit Card Terminals (on self-check) – We are in the process of working with Envisionware (or main library technology vendor) to install new credit card terminals to the self-checkout machines. They are sending instruction and the new equipment of Assistant Director, Anthony Sigismondi, to install once they arrive.

Phone System – We have been experiencing some issues with our VoicelP phone system going down periodically. One issue was that the IP address of the modem the phone system was connected to periodically changing. Anthony worked with the vendor to ensure that the IP address is static, but more recently we've had the phones go down because of outages with Spectrum. Assistant Director, Anthony Sigismondi, is meeting with representatives from Synergy Technology Advisors, who recently worked with City of Cedarburg on back-up solutions for their network, to discuss options for backing up the Internet Service for the phone system.

Monthly Report for January 2026

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

Frozen Storytime

The cold didn't bother us at the library! Kim collaborated with the Homestead Theater teacher to bring the cast of this year's school musical "Frozen" to the library. 104 excited patrons enjoyed a magical program filled with stories, sing-alongs, and warm hugs!

First Stage Lovabye Dragon

Forty-six patrons enjoyed a fun afternoon with First Stage performers as they shared Barbara Joose's books, *Lovabye Dragon* and *Evermore Dragon*. Audience members were encouraged to help performers act out parts of the stories. At the end of the performance, patrons were treated to a visit by Barbara Joose herself. This magical afternoon was made possible by the Cedarburg Toy Company.

Events and Collaborations

Procreate Programs

Kim collaborated with local patrons to put together two programs to teach kids/teens/adults some tips and tricks on how to use procreate. Patrons were pleased the library was offering this type of program.

Riveredge

On a cold day off from school, 24 patrons attended the Life in Winter program put on by Riveredge. Kids went on an indoor scavenger hunt to learn about how native animals survive the cold during Wisconsin winters.

Collection Management

We continue to use professional publications to help inform book purchases: Kirkus, School Library Journal, etc.

Jaida continues to work on weeding the YA collection.

First Libraria orders placed along with a large non-fiction order from Abdo

Reading trends: non-fiction animal books, dragons, dinosaurs, fishing, intermediate fiction series, children's literature award winners

Goals & Areas of Focus: Heidi

Collection Management: Ordered non-fiction books from Abdo, placed first order with Libraria, ordered new Yoto audio cards. Cataloged new books

Programming: Began Program Planning for Spring, Prepared and performed storytimes, collaborated with Toy Company to host Barbara Joose/First Stage.

Department: Created new organization for Yoto Cards, added award seals to 2026 Children's Youth Media winners, Spring Planning meeting

Goals & Areas of Focus: Kim

Collection Management: Continued catalog training with Heidi. Selected new release titles for Juvenile Fiction and Young Adult collections.

Programming: Completed spring programming. Collaborated with Homestead High School Drama Department to host Frozen Storytime. Collaborated with local patron to put on two educational programs for drawing with Procreate.

Department: Spring program planning. Created a new winter themed scavenger hunt with Kelly Ann.

Meetings, Connections, Webinars, Professional Development

1/13 - Meeting with League of Women Voters (HG, KH)

1/14 - Community Connections Webinar (HG)

1/20 - Department Spring Planning Meeting (HG, KH, JM, KD)

1/21 - Wild Wisconsin Winter Web Conference (HG, KH)

1/22 - Wild Wisconsin Winter Web Conference (HG, KH)

1/23 - School Library Journal Mock Newbery Webinar (HG, KH)

Program Numbers 2026		
Date	Activity	Attendance
January		
1/5/2026	Mr. Dan	19
1/6/2026	YFAC	14
1/7/2026	Cribbage Club	14
1/12/2026	Mr. Dan	19
1/12/2026	YA Drop-In Crafts	0
1/12/2026	Family Bingo	29
1/13/2026	Toddler Time: Bedtime	25
1/13/2026	Youth Fiber Arts Club	20
1/14/2026	Cribbage Club	14
1/14/2026	Open Study	2
1/15/2026	Preschool Storytime: Bedtime	35
1/15/2026	Learn to Draw with Procreate-Kids	14
1/16/2026	Open Study	2
1/17/2026	Frozen Storytime	104
1/20/2026	Toddler Time: Snow	36
1/20/2026	Youth Fiber Arts Club	15
1/21/2026	Cribbage Club	17
1/22/2026	Preschool Storytime: Snow	22
1/22/2026	How To Draw With Procreate	6
1/24/2026	Loveabye Dragon Party	46
1/26/2026	Riveredge	24
1/26/2026	Family Bingo - Winter Theme	38
1/27/2026	Toddler Time: Construction	34
1/27/2026	Youth Fiber Arts Club	19
1/28/2026	Cribbage Club	15
1/29/2026	Preschool Storytime: Construction	24
All Month	1000 Books Before Kindergarten	26
All Month	Literacy Alcove	231
All Month	Tinker Lab	340
All Month	Kid Librarian	4
All Month	Scavenger Hunt	295
All Month	Genre Challenge	2

Adult Services Report – January 2026

The Jack Henke Show continues to serve as a visible and effective platform for community engagement and local storytelling. During the most recent reporting period, the show produced 19 live broadcasts, airing weekdays from 8:00–8:30 a.m. Guests included local leaders such as Lisa Curtis, Managing Editor of the News Graphic, further strengthening the program’s connection to civic life in Cedarburg and Ozaukee County.

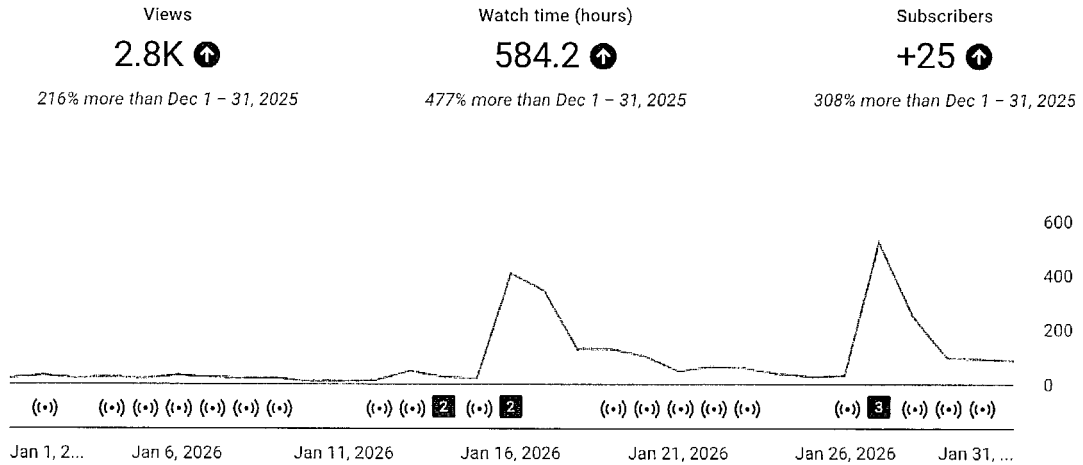
The show is supported through \$50 underwriting donations to the Friends of the Library. Current underwriters include:

- Newman Chevrolet
- VIP Photography
- Hometown Heating and Air
- Gallun Fine Jewelry
- Cedarburg Chamber of Commerce
- Olson's Piggly Wiggly
- Collins & Company Realty
- Java House

To date, the program has generated nearly \$400 in contributions for the Friends of the Library, with additional underwriting expected in the coming months. In order to further expand the show’s reach and digital visibility, library staff are also pursuing a meeting with Cedarburg High School regarding the addition of a student web content intern. This role would focus on social media and online promotion, helping to amplify the show’s audience and community impact.

YOUTUBE

In January, people watched your videos 2,815 times



PODCASTS

CPL Radio

Overview Performance Listeners Podcast players Location

Last month

All episodes

Last month

682

Last 7 days

19 -88%

Last 30 days

464 -33%

All-time

24,550

New Book Tuesday, the library’s in-house podcast, has also returned! Meeting twice a month, Gemma, Heidi, Marci, Kim, and Jeff gather to discuss notable new releases in a relaxed, chatty, and highly conversational half-hour format. The podcast serves as an accessible way to showcase collection development, promote new materials, and connect with listeners who are looking for approachable, librarian-led recommendations.

Monthly Activity Report January 2026

Department Circ

Date 2/2/2026

Monthly Stats: January

66 new library cards were issued

Cumulative: 66

Visits in the Library: January

14,572 Cumulative: 14,572

Self-Check: January 2026

Items Issued:

Lobby near Makerlab: **4,805**

Lobby near Elevator: **Out of Order**

Second Floor: **1,072**

Children's: **3,826**

Items Renewed:

Lobby near Makerlab: **81**

Lobby near Elevator: **Out of Order**

Second Floor: **22**

Children's: **106**

Total:

Lobby near Makerlab: **4,886**

Lobby near Elevator: **Out of Order**

Second Floor: **1,094**

Children's: **3,932**

Automated Outdoor Book Drop: January

4,133 items returned cumulative: **4,133**

1,651 sessions started cumulative: **1,651**

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

Sum of Physical Circulation	Library CEDARBURG									
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Month										
January	16,898	15,056	15,571	14,877	14,067	14,537	14,542	13,876	15,045	15,993
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	12,826	
Grand Total	197,786	185,776	186,675	140,002	167,948	172,868	174,982	179,417	187,762	15,993

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

Sum of OverDrive Checkouts	Library CEDARBURG									
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Month										
January	1,648	2,022	2,312	2,477	2,937	2,817	3,205	4,381	4,060	4,324
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	3,922	
Grand Total	21,456	25,658	27,654	31,983	32,533	34,839	42,936	44,642	46,522	4,324

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

Sum of Circulation	Library CEDARBURG									
Month	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	18,546	17,078	17,883	17,354	17,004	17,354	17,747	18,257	19,105	20,317
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	
Grand Total	219,242	211,434	214,329	171,985	200,481	207,707	217,918	224,059	234,284	20,317

Overdrive circulation Breakdown: January 2026

Ebooks: Monarch Library System - Cedarburg Public Library – **1,600**

E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,746**

Magazines: Monarch Library System - Cedarburg Public Library – **978**

Circulation Break Down by location: January

Total circulation	15993
City of Cedarburg circulation	9211
Ozaukee county libraried circ minus local municipality	1907

Circulation to libraried and non-libraried patrons by Monarch county

Dodge county libraried circ	9
Dodge county non-libraried circ	2
Washington county libraried circ	135
Washington county non-libraried circ	560
Ozaukee county libraried circ	11118
Ozaukee county non-libraried circ	4098
Sheboygan county libraried circ	11

Sheboygan county non-librariied circ	4
Total:	15937

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

In-System librariied circ	155
In-System non-librariied circ	566
Total:	721

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

Adjacent county librariied circ	32
Adjacent county non-librariied circ	11
Total:	43

Other Wisconsin county circulations (includes all counties not listed above)	13
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Non-Wisconsin circulations	0
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Non-Librariied cross-county circulations

Sheboygan	4
Washington	560
Waukesha	11

Milwaukee	0	All Milw is currently librariied, so expect 0 count here
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Meetings & Events:

- January 13, 2026- League of Women Voters (Lauren & Sarah) – Community Room
- January 16, 2026- CPL Staff Meeting (Lauren & Sarah) - Fireplace Lounge
- January 22, 2026- MLS Circulation Committee (Lauren) – Virtual
- January 30, 2026- Betty Brinn Experience Pass Renewal (Lauren) – Phone call meeting

Lauren's Goals:

Collection Development – Adult DVD Collection --

The adult DVD collection did not get much attention in January, aside from general self-weeding when titles were too scratched to play.

The major update in collection development during the month of January is the addition of OverDrive Advantage for Cedarburg. I am now purchasing extra copies of popular titles in both e-book and e-audiobook for Overdrive (the Libby app) that will go to Cedarburg patrons first. This has been delineated by the Cedarburg prefix (3750) in Cedarburg barcodes to make sure their holds are met. I placed my first small batch order on the 30th.

ADA Compliance investigating and executing --

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

Professional Development --

I read the leadership book, "The Compassionate Achiever: How Helping Others Fuels Success" by Christopher L Kukk. This book focuses on the tenant that you will get more out people and life if you ask the right questions and show compassion instead of being closed off and impersonal. It gives practical advice as to how to open up conversation with team members and get to the bottom of issues in the work space.

Sarah F's New Goals:

Overhaul LP Collection, continued:

This goal is complete.

Improve the Juvenile Movie Collection, continued:

4 new titles cataloged.

Professional Development, continued:

This goal was not the focus this month.

Miscellaneous-

- I disencumbered funds in Polaris—some that had been stuck in encumbrance since before my time as the Circulation Services Associate—by going through past purchase orders and manually deleting line items that our former vendor, Baker & Taylor, had failed to fulfill.
 - Additionally, I located and manually deleted item records that had been in the "on-order" or "in-process" status since before 2020.
- 1/13 - I attended a meeting with the League of Women Voters, as they were interested in discussing how they could better support the library.



INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

I. GENERAL INFORMATION

1. Name of Library Cedarburg Public Library		2. Public Library System Monarch Library System			
3b. Head Librarian First Name Linda	3c. Head Librarian Last Name Eastwood	4a. Certification Grade Grade I	4b. Certification Type Regular	5. Certification Expiration Date 04/30/2028	
6a. Street Address W63N589 Hanover Ave.	6b. Mailing Address or PO Box W63N589 Hanover Ave.	7. City / Village / Town Cedarburg	8a. ZIP 53012	8b. ZIP4 1969	9. County Ozaukee
10. Library Phone Number 2623757640	11. Fax Number (262)375-7618	12. Library E-mail Address of Director leastwood@cedarburglibrary.org			
13. Library Website URL www.cedarburglibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,500	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	60	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	56	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,064	0	0

II. LIBRARY COLLECTIONS			
		a. Number Owned / Leased	b. Number Added
1. Books in Print	60,923	63,056	4,007 3,347
2. Physical Subscriptions	81	77	
3. Physical Audio Materials	1,686	1,799	131 132
4. Physical Video Materials	5,443	5,268	285 257
5. Other Physical Materials	249	263	
6. Total Physical Items in Collection	68,301	70,386	

	Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books	Yes	Yes	No
8. E-serials	No	Yes	No
9. E-audio	Yes	Yes	No
10. E-video	Yes	No	No
11. Research Databases	Yes	No	Yes
12. Online Learning Platforms	Yes	Yes	Yes

III. LIBRARY SERVICES

1. Physical Circulation Transactions			2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned Provided to	b. Items Received Received from
187,762	93,477	2,694	30,093 36,081	40,832 44,838
179,417	84,240	2,637	Method for Counting ILL Transactions Categorized ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries Provided to	Items Borrowed from Other Libraries Received from
Integrated Library Systems (ILS)			29,695 35,687	40,635 44,661
WISCAT			398 394	197 177
Other (includes OCLC, manual tracking or other methods)			0	0

3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
20,022 19,016	7,756 10,142	23,017 23,770	5,554 5,391	3,782 4,191	58,319 58,349

4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	Yes	a. Method	b. Annual Count	a. Method	b. Annual Count
8,860 8,342	3,787 3,595	12,647 11,937	Yes	Actual Count	4,497	Actual Count	149,388 122,663

8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
21 21	16 16	Actual Count	5,143 5,504		0

Data not collected missing 3 months.

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	60 74	54 70	8 11	204 239	18 24
Total Attendance	1,758 2,085	566 786	14 77	3,168 3,284	589 607

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded
Number of Programs	315 403	29 15	0	0
Total Attendance	5,906 6,674	239 165	0	
Total Program Views				0

Describe the library's in-person programs:

Traditional programs like storytimes for children and book clubs for adults. Innovative programming like fiber arts clubs. Genealogy club, presenters on different topics. Cedarburg Reads community programs. Other special events.

Which platforms does the library use to host the library's live, virtual programs:

Facebook, YouTube, Acast.

Describe the library's live, virtual programs:

Jack Henke show discusses local community events, items of interest, guest speakers..

Which platforms does the library use to host the library's pre-recorded programs:

YouTube

Describe the library's pre-recorded programs:

Videos of the FB show that includes local community information and interviews and promotions of our library programs like summer reading program.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
PRESIDENT			
1. Michael	Maher	Cedarburg	mahermichaelpatrick@gmail.com
2. Joycelyn	Russo	Cedarburg	tgtruong@sbcglobal.net
3. Kassandra	Bartelme	Cedarburg	kmbartelme@gmail.com
4. Melissa	Bitters	Cedarburg	mbitters@cityofcedarburg.wi.gov
5. Meghan	O'Driscoll	Cedarburg	corkco@gmail.com
6. DeWayna	Cherrington	Cedarburg	dcherrington@yahoo.com
7. Jeridon	Clark	Cedarburg	jclark@cedarburg.k12.wi.us
8. Kassandra	Bartelme	Cedarburg	kmbartelme@gmail.com>
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members Include vacancies in this count 7

X. STAFF (cont'd.)

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Year
Library Associate - Adult	Marketing Specialist	Other no-MLS	\$31,278	1,560.00
Library Associate - Youth	Library Assistant - Public Services	Other no-MLS	\$17,299	988.00
Library Associate - Youth	Library Assistant - Public Services	Other no-MLS	\$18,360	1,020.00
Circulation Aide	Library Assistant - Public Services	Other no-MLS	\$11,248	780.00
Circulation Aide	Library Assistant - Public Services	Other no-MLS	\$15,840	1,020.00
Circulation Aide	Library Assistant - Public Services	Other no-MLS	\$7,410	520.00
Circulation Aide	Library Assistant - Public Services	Other no-MLS	\$6,460	416.00
Circulation Aide	Library Assistant - Public Services	Other no-MLS	\$7,924	548.00
Circulation Aide	Library Assistant - Public Services	Other no-MLS	\$13,151	912.00
Circulation Aide	Library Assistant - Technical Services	Other no-MLS	\$4,052	281.00
Circulation Aide	Library Assistant - Technical Services	Other no-MLS	\$6,749	468.00
Page/Shelver	Page/Shelver	Other no-MLS	\$2,179	214.00
Page/Shelver	Page/Shelver	Other no-MLS	\$5,294	520.00
Page/Shelver	Page/Shelver	Other no-MLS	\$5,294	520.00
Custodian	Janitorial Cleaner	Other no-MLS	\$21,663	1,040.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security			
3.00 4	4.00 2	7.00	7.13	6.21	13.13	13.21

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			79,156	75,268
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	26,008	22,151	38,813	64,821 68,198
3. Circulation to Nonresidents Living in Another County in the Library System	1,529	1,785	8,256	9,785 10,103
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	134	364	59	193 461
5. Circulation to All Other Wisconsin Residents	394	469		
6. Circulation to Persons from Out of the State		0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Sheboygan	96 293	f.	
b. Washington	8,133 8,012	g.	
c. Waukesha	59 97	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>						
	a. Children (0-5)		b. Children (6-11)		c. Young Adult (12-18)	
Number of Self-Directed Activities	24	20	27	20	5	3
Total Self-Directed Activity Participation	2,924	2,092	4,827	3,396	176	149
	d. Adult (19+)		e. General Interest (all ages)		f. Total	
Number of Self-Directed Activities	1	0	14	14	71	57
Total Self-Directed Activity Participation	137	0	2,788	3,220	10,852	8,857
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.						
a. First Name		b. Last Name		c. Email Address		
Heidi		Griffin		hgriffin@cedarburglibrary.org		
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.						
a. First Name		b. Last Name		c. Email Address		
Jeff		Messerman		jmesserman@cedarburglibrary.org		



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Michael Maher	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Linda Eastwood	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County
Ozaukee

The Cedarburg Public Library Board of Trustees hereby states that in 2025 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
 - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Michael Maher	

COMMENTS

SECTION_II

12a. Did the library provide access to online learning platforms purchased solely by the library?
 AWE learning stations in youth department--2026-01-30

SECTION_III

3a., E-book Circulation

Hoopla 1,492 e-books plus 182 comic books. Added to pre-filled number.--2026-02-02

3c., E-audio Circulation

Hoopla 4,720 e-audiobooks added to pre-filled number.--2026-02-02

3d., E-video Circulation

Hoopla 350 movies, 238 tv shows. Kanopy 4,891 video plays.--2026-02-02

3e., Circulation of Children's Electronic Materials

Hoopla 837 items. Kanopy 75 items.--2026-02-02

9a., Method for Counting Wireless Internet Uses

Due to vendor issues during summer, data was not available for some months--2026-02-04

9b., Wireless Internet Uses

Three months of data usage were not collected.--2026-02-02

SECTION_VI

Subtotal 3: Total Collection Expenditures

Included donation money in addition to money budgeted from municipal budget.--2026-01-30

Description

OverDrive, OCLC, ILS, Universal Class, Reconciliation, Monarch2Go app, IT, EnvisionWare, Faronics, Microsoft, Maintenance.--2026-01-30

SECTION_XII

5. Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy?

The Library Board does have an internet use policy for patrons to agree to before using our public computers. The use policy does not allow for obscene content to be viewed and can lead to library privileges being revoked.--2026-01-27