



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

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, March 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, Kassandra 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 February 10, 2026 minutes.
6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS
7. REPORTS
 - A. Director's Report
 - B. School Report
8. 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
February 10, 2026
Minutes**

1. CALL TO ORDER

The meeting was called to order by President Michael Maher at 7:04 p.m.

2. ROLL CALL

Council Member Melissa Bitter, Board President Michael Maher, Joycelyn Russo, Cassandra Bartelme, DeWayna Cherrington, Meghan O'Driscoll, Superintendent Jeridon Clark

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 January 13, 2026, minutes.

Motion made by Jeridon Clark, seconded by DeWayna Cherrington, to approve the January 13, 2026, Library Board minutes. Motion carried without a negative vote.

6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS

An updated version of the period ending 12/31/2025 was handed out to the board. Total revenue was \$1,158,414.25 due to fees/fines and investment income. Fund balance ended at \$207,143.25 at the end of the year. Not too many expenses paid out for 2026 yet. The 2026 budget allows for use of \$34,940 of the fund balance. A staff member decided to opt for family health insurance after initially opting out. This will be an unexpected/unbudgeted

expense of \$20,000. A suggestion was made to budget for all staff taking health insurance or at least add to it to buffer for changes like this in the future. The discussion ensued that the city would not provide the library with more funding to cover those expenses and whether increasing the budget for that would be useful.

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll to approve the January 2026 Bills and Financials. Motion carried without a negative vote.

7. REPORTS

A. *Director's Report*

- One full-time adult services staff unexpectedly is taking 6 weeks FMLA. There were a few staff work anniversaries.
- A goal for 2026 is to get a quote for solar panels for the roof. It may be necessary to get requests for proposals (RFPs). Mequon-Thiensville library anticipates theirs being paid for in a year.
- A connection was re-established with the CFOL Endowment Fund committee. The Fund has approved the purchase of two new sorter bins not to exceed \$23,000.
- Linda attended library legislative day today in Madison and met with Senator Habush-Sinykin and Representative Melotik.
- LLW would like to do a civics trivia event as part of the summer library program and for the 250th anniversary of the U.S.
- The 2025 Annual Report was submitted and approved by the Monarch Library System.
- Friends of the Library: there will be a fundraising event at the Cultural Center on March 7 with a concert, a 50/50 raffle, and an auction. They are also doing another cribbage fundraiser at the Legion. The Friends approved the annual budget of \$14,950 requested by the library director.
- The replacement with LED lights will hopefully be done by the end of April. There is some plumbing work being done in the bathrooms. The contract with Jani-King for janitorial work has to continue until the contract is up.
- Credit card terminals will be updated.
- There have been phone issues due to Spectrum updates in the area.
- The Jack Henke Show has received some underwriting donations to the FOTL.
- Use of Overdrive and Physical material circulations are up. 2025 saw 234,284 which is the most of any year since 2017.

B. *School Report*

March is Read Across America month! They are also updating AALS standards.

8. NEW BUSINESS

A. *Discussion and possible action on approval of Annual Report.*

Library collections saw higher numbers compared to 2024 as did library services (circulation of materials, interlibrary loans, etc.). There was a significant increase in use of e-series (e-magazines). The number of registered users is up by about 500. The total number of resident cards is 8,860 which is really good considering the population is 12,121. The number of people coming into the library is up significantly (122,663 to 149,388) compared to 2024.

Motion made by DeWayna Cherrington, seconded by Meghan O'Driscoll to approve the 2025 Annual Report. Motion carried without a negative vote.

9. ADJOURNMENT

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to adjourn the meeting at 8:06 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary

DRAFT

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As of 02/28/2026

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026	Activity For 02/28/2026	Available Balance 02/28/2026	% Bdgt Used
Fund: 260 LIBRARY FUND						
Account Category: Revenues						
Department: 000000						
260-000000-411111	REAL ESTATE TAXES	794,550.00	794,550.00	0.00	0.00	100.00
260-000000-435432	LIBRARY GRANTS	2,000.00	0.00	0.00	2,000.00	0.00
260-000000-467100	LIBRARY FEES AND FINES	12,000.00	1,798.84	1,022.14	10,201.16	14.99
260-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	301,247.00	0.00	0.00	301,247.00	0.00
260-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500.00	260.65	101.42	1,239.35	17.38
260-000000-473200	LIBRARY DONATIONS	20,000.00	22,681.50	22,006.50	(2,681.50)	113.41
260-000000-481100	INVESTMENT INCOME	10,000.00	585.97	204.85	9,414.03	5.86
260-000000-482215	RENT - CITY PROPERTY	500.00	95.00	35.00	405.00	19.00
Total Dept 000000		1,141,797.00	819,971.96	23,369.91	321,825.04	71.81
Revenues		1,141,797.00	819,971.96	23,369.91	321,825.04	71.81
Account Category: Expenditures						
Department: 555110 LIBRARY						
260-555110-500111	SALARIES	490,997.00	59,783.83	37,193.10	431,213.17	12.18
260-555110-500124	BONUSES	950.00	25.00	25.00	925.00	2.63
260-555110-500125	PART TIME SALARIES/SEASONAL	141,000.00	19,038.25	12,035.22	121,961.75	13.50
260-555110-500128	MAINT/PW SALARIES	22,313.00	2,788.51	1,833.98	19,524.49	12.50
260-555110-500135	SICK PAY OUT	1,785.00	0.00	0.00	1,785.00	0.00
260-555110-500151	FICA	50,191.00	6,449.95	3,994.34	43,741.05	12.85
260-555110-500152	RETIREMENT	37,944.00	4,737.64	2,883.94	33,206.36	12.49
260-555110-500154	HEALTH INSURANCE	65,628.00	2,800.00	1,200.00	62,828.00	4.27
260-555110-500155	LIFE INSURANCE	147.00	24.62	12.31	122.38	16.75
260-555110-500165	WORKERS COMP INS	1,572.00	0.00	0.00	1,572.00	0.00
260-555110-500212	ATTORNEY/CONSULTANT	2,000.00	0.00	0.00	2,000.00	0.00
260-555110-500222	ELECTRIC	25,000.00	3,013.44	1,570.64	21,986.56	12.05
260-555110-500223	MARKETING	7,500.00	0.00	0.00	7,500.00	0.00
260-555110-500224	NATURAL GAS	8,500.00	2,687.42	584.21	5,812.58	31.62
260-555110-500225	TELEPHONE/COMMUNICATIONS	10,000.00	1,665.21	1,037.79	8,334.79	16.65
260-555110-500226	WATER SERVICE	3,000.00	461.50	248.74	2,538.50	15.38
260-555110-500240	REPAIR AND MAINTENANCE	15,000.00	430.00	430.00	14,570.00	2.87
260-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	14,248.33	3,306.03	40,751.67	25.91
260-555110-500308	PROGRAM SUPPLIES	2,000.00	676.94	150.56	1,323.06	33.85
260-555110-500310	OFFICE SUPPLIES	8,000.00	1,900.84	1,746.59	6,099.16	23.76
260-555110-500312	COMPUTER/COPIER SUPPLIES	6,000.00	1,315.79	627.57	4,684.21	21.93
260-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
260-555110-500315	POSTAGE	450.00	0.00	0.00	450.00	0.00
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	125,000.00	13,620.37	3,692.38	111,379.63	10.90
260-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	300.00	300.00	1,500.00	16.67
260-555110-500322	DONATION EXPENDITURES	20,000.00	1,104.46	924.02	18,895.54	5.52
260-555110-500330	TRAVEL & TRAINING	6,000.00	178.80	178.80	5,821.20	2.98
260-555110-500331	GRANT EXPENDITURES	2,000.00	0.00	0.00	2,000.00	0.00
260-555110-500350	OPERATING SUPPLIES	6,000.00	1,051.30	740.61	4,948.70	17.52
260-555110-500380	EQUIPMENT OUTLAY	7,000.00	0.00	0.00	7,000.00	0.00
260-555110-500381	SHARED SYSTEM SERVICES	28,500.00	0.00	0.00	28,500.00	0.00
260-555110-500382	TECHNOLOGY	7,000.00	193.14	114.55	6,806.86	2.76
260-555110-500395	EMPLOYMENT EXPENSES	250.00	0.00	0.00	250.00	0.00
260-555110-500405	HR TRANSFER	11,110.00	0.00	0.00	11,110.00	0.00
260-555110-500510	PROPERTY INSURANCE	6,600.00	0.00	0.00	6,600.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As Of 02/28/2026

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026	Activity For 02/28/2026	Available Balance 02/28/2026	% Bdgt Used
Fund: 260 LIBRARY FUND						
Account Category: Expenditures						
Department: 555110 LIBRARY						
	Total Dept 555110 - LIBRARY	1,176,737.00	138,495.34	74,830.38	1,038,241.66	11.77
	Expenditures	1,176,737.00	138,495.34	74,830.38	1,038,241.66	11.77
Fund 260 - LIBRARY FUND:						
	TOTAL REVENUES	1,141,797.00	819,971.96	23,369.91	321,825.04	71.81
	TOTAL EXPENDITURES	1,176,737.00	138,495.34	74,830.38	1,038,241.66	11.77
	NET OF REVENUES & EXPENDITURES:	(34,940.00)	681,476.62	(51,460.47)	(716,416.62)	

02/06/2026 09:19 AM
 User: mrusso
 DB: Cedarburg

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
 EXP CHECK RUN DATES 02/06/2026 - 02/06/2026
 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	MILWAUKEE PLATE GLASS CO	INSTALL ASTRIGAL & TWO DOOR SWEEPS	430.00	52595
260-555110-500290	MAINT/CONTRACTED SERVICES	CINTAS CORPORATION	MATS, TOWELS & SCRAPER	306.24	52566
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	1/1/2026 - 2/14/2026 PERIOD COVERED	228.13	52591
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	1/15/2026 - 2/14/2026 PERIOD COVERED	460.09	52591
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	ABDO PUBLISHING	BOOKS & DVD'S	5,017.25	52556
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	233.00	52589
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	23.30	52589
260-555110-500322	DONATION EXPENDITURES	CENGAGE GROUP	BOOKS & DVD'S	57.39	52564
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	145.54	52589
Total For Dept 555110 LIBRARY				6,900.94	
Total For Fund 260 LIBRARY FUND				6,900.94	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
EXP CHECK RUN DATES 02/06/2026 - 02/06/2026
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 260 LIBRARY FUND	6,900.94	
			Total For All Funds:	<u>6,900.94</u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
 EXP CHECK RUN DATES 02/13/2026 - 02/13/2026
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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	LAWNSCAPERS, INC	JANUARY 2026 SIDEWALK SERVICE	1,491.25	52643
260-555110-500308	PROGRAM SUPPLIES	OLSEN'S PIGGLY WIGGLY	COOKIES & CAKES	26.68	52648
260-555110-500310	OFFICE SUPPLIES	EXECUTIVE OFFICE SUPPLY	TONER TOSHIBA	1,384.56	52630
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	77.34	52638
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	MIDWEST TAPE, LLC	JANUARY 2026 DIGITAL	1,690.47	52645
Total For Dept 555110 LIBRARY				<u>4,670.30</u>	
Total For Fund 260 LIBRARY FUND				<u>4,670.30</u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
EXP CHECK RUN DATES 02/13/2026 - 02/13/2026
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 260 LIBRARY FUND	4,670.30	
			Total For All Funds:	<u>4,670.30</u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
 EXP CHECK RUN DATES 02/18/2026 - 02/18/2026
 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	FEBRUARY 2026 SERVICES	1,020.17	52697
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	LABEL PROTECTORS & BOOKMARK SET	156.43	52683
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	CHILDREN'S PLUS	BOOKS & DVD'S	150.64	52678
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	225.12	52695
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	77.00	52695
260-555110-500350	OPERATING SUPPLIES	NASSCO, INC.	PAPER TOWEL & BATH TISSUE	538.46	52701
Total For Dept 555110 LIBRARY				2,167.82	
Total For Fund 260 LIBRARY FUND				2,167.82	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF CEDARBURG
EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

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		2,167.82	
		Total For All Funds:		<u>2,167.82</u>	

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 02/27/2026 - 02/27/2026

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
260-555110-500290	MAINT/CONTRACTED SERVICES	CINTAS CORPORATION	TRAFFIC MATS & TERRY TOWELS	306.24	52736
260-555110-500290	MAINT/CONTRACTED SERVICES	JOHNSON CONTROLS SECURITY	3/1/2026 - 2/28/2027 SERVICE	1,508.54	52762
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	CRAFT SUPPLIES	82.95	52723
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	CANDY	27.23	52723
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	CANDY & SIGN HOLDER	69.55	52723
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	DISHWASHER DETERGENT	24.98	52723
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	DESK LAMP & BOOKS	72.53	52723
260-555110-500312	COMPUTER/COPIER SUPPLIES	DPI SUPPLY,INC	HIGH YIELD TONER	318.50	52745
260-555110-500312	COMPUTER/COPIER SUPPLIES	AMAZON CAPITOL SERVICES	PHOTO PAPER & MATTE PAPER	309.07	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	292.03	52759
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	85.56	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD'S & BLU-RAY	118.72	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	283.12	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	144.62	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD & BLU RAY MOVIES	44.90	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BLU-RAY MOVIE	16.96	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	35.72	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD & BLU RAY	83.21	52723
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BLU-RAY & DIGITAL	49.94	52723
260-555110-500322	DONATION EXPENDITURES	CHILDREN'S PLUS	BOOKS & DVD'S	196.73	52735
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	112.66	52723
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD	18.48	52723
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	57.95	52723
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	DVD & CD	62.95	52723
260-555110-500350	OPERATING SUPPLIES	AMAZON CAPITOL SERVICES	CLEANING SUPPLIES	202.15	52723
Total Department 555110 LIBRARY				4,525.29	
Total Fund 260 LIBRARY FUND				4,525.29	

**CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
FEBRUARY 2026 ACTIVITY**

Personnel

One full-time staff member out on FMLA through March 14. Work anniversaries in Feb.: Circulation Aide, Claire has been here 4 years.

2026 Goals

- Acquiring quotes for solar panels for the roof and other cost saving measures for utilities. **Working on putting together an RFP.**
- 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.
 - **Attended Library Legislation Day in Madison on Feb. 10, 2026**

Monarch Library System

- The 2025 Annual Report has been approved and submitted to the DPI Bureau of Libraries in Madison.

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.**
- Friends agreed to a library merch online store. \$1,132 in sales. 121 items sold YTD
- Cribbage tournament at the Legion on April 26. Fundraiser.
- Friends approved my annual budget request in the amount of \$14,950.
- February Friends book sale made over \$2,800.

Monthly Report for February 2026

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

Family Bingo

Bingo! Kelly Ann's Monday night family program continues to be a growing success. Families love the opportunity to engage in a fun game with everyone in their family. From regulars to new attendees, there is a lot of fun happening in the community room every other Monday!

Quackverse: Rubber Ducky Cosplay

Jaida held a creative program where kids/teens 12 and up could come and turn a rubber duck into their favorite characters from books, tv, movies, etc. The creativity that showed up was amazing. After the program, the ducks were on display for the community to vote for a favorite. The winner received a \$25 gift card from BoxLunch.

Events and Collaborations

Fairytales on Trial

Volunteers from the CHS Drama class helped Kim bring the courtroom to the library as favorite fairy tale characters stood trial! With audience participation, fractured fairy tale picture books, a judge's wig, and a gavel in hand, these well-known characters pleaded their cases before the final verdict.

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.

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

Goals & Areas of Focus: Heidi

Collection Management: Weeded E Readers, Continued cataloging large Abdo Non-fiction order. Catalogued new Yoto cards, games for Kid Library of Things. Ordered new AP study guides for YA.

Programming: Performed six storytimes, swapped out literacy alcove activities and pretend play offerings, began Summer Reading planning, and began collaborating with Junior Womens Club to host PJs and Popcorn in March.

Department: Ordered book easels for added book display, moved New Children's Media to front of the department with other New materials, Summer Planning meeting

Goals & Areas of Focus: Kim

Collection Management: Selected new release titles for Juvenile Fiction and Juvenile Graphic Novels from our new vendor, Ingram. Moved two Juvenile Biography series into the collection for

easier patron access. Began the weeding process in our Intermediate collection with Patrick, who is working towards his 150 hours of fieldwork experience for his UWM MLIS program.

Programming: Collaborated with Cedarburg High School Drama Department to host “Fairy Tales on Trial” program. Along with Youth Fiber Arts Club and Cribbage Club, put on a one-time program called “Learn to Play Cribbage Like a Pirate.”

Department: Summer Reading Program planning. Switched over to a new scavenger hunt and Tinker Lab theme (“Books Spark Bright Ideas” - Electricity)

Meetings, Connections, Webinars, Professional Development

2/5- “If You Bought It, Flaunt It: Promote Your Collection to Increase Usage” webinar – KH

2/18- Summer Reading Brainstorm Meeting with Gemma – HG, KH

February		
2/2/2026	Mr. Dan	17
2/3/2026	Toddler Time: Love	30
2/3/2026	Youth Fiber Arts Club	11
2/4/2026	Cribbage Club	16
2/4/2026	Fairy Tales on Trial	9
2/5/2026	Preschool Storytime	16
2/5/2026	Rubber Ducky Contest	21
2/7/2026	Craft a Card	12
2/9/2026	Mr. Dan	18
2/9/2026	Family Bingo - Valentine's Theme	42
2/10/2026	Youth Fiber Arts Club	13
2/11/2026	Cribbage Club	13
2/13/2026	Make with Me	26
2/16/2026	Mr. Dan	25
2/17/2026	Toddler Time: Elephants	24
2/17/2026	Youth Fiber Arts Club	13
2/19/2026	Preschool Storytime: Elephants	23
2/23/2026	Mr. Dan	25
2/23/2026	Family Bingo - Valentine's Theme	37
2/24/2026	Toddler Time	36
2/24/2026	Youth Fiber Arts Club	22
2/25/2026	Cribbage Club	20
2/26/2026	Preschool Storytime	34
2/26/2026	Play Cribbage Like a Pirate	10
All Month	Winter Reading Pre Reader	17
All Month	Winter Reading School Age	25
All Month	Winter Reading Young Adult	22
All Month	1000 Books Before Kindergarten	23
All Month	Literacy Alcove	202
All Month	Tinker Lab	184
All Month	Kid Librarian	1
All Month	Scavenger Hunt	270
All Month	Genre Challenge	1

Monthly Activity Report February 2026
Department Circ
Date 3/2/2026

Monthly Stats: February

61 new library cards were issued
Cumulative: 127

Visits in the Library: February (This number reflective through March 2nd at 8 am)
25,028 Cumulative: 39,600

Self-Check: February 2026

Items Issued:

Lobby near Makerlab: **3,732**
Lobby near Elevator: **Out of Order**
Second Floor: **833**
Children's: **3,161**

Items Renewed:

Lobby near Makerlab: **53**
Lobby near Elevator: **Out of Order**
Second Floor: **12**
Children's: **119**

Total:

Lobby near Makerlab: **3,785**
Lobby near Elevator: **Out of Order**
Second Floor: **845**
Children's: **3,280**

Automated Outdoor Book Drop: February

3,707 items returned cumulative: **7,840**
1,495 sessions started cumulative: **3,146**

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

Sum of Physical Circulation	Library CEDARBURG									
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
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	14,307
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	30,300

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

Sum of OverDrive Checkouts	Library CEDARBURG									
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
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	3,736
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	8,060

Lauren's Goals:

Collection Development – Adult DVD Collection --

In February I worked through the damaged DVDs, BluRays, and audiobooks that have accrued in the last quarter. I cleaned up the ones that could be saved and re-circulated them and I weeded those that were scratched beyond cleaning.

ADA Compliance investigating and executing --

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

Professional Development --

I attended two webinars in the month of February:

- February 12: Booklist Amazing Audiobooks – As Audiobooks and E-audiobooks are under my collection development purview this webinar gave me some insights into what is coming out in the next quarter as well as some resources for librarians – Penguin Random House – has an audiobook app for early release that only librarians and those in publishing can access.
- February 25: Transparent Language held a webinar on ESL tutoring in libraries. As this is an app that we have access to through the consortium I thought it might be beneficial to attend as we have in the past year had patrons ask for resources for ESL. This webinar unfortunately didn't expand on the app all that much but was very informative in regards to starting tutoring in the library.

Sarah F's New Goals:

Overhaul LP Collection, continued:

This goal is complete.

Improve the Juvenile Movie Collection, continued:

- 5 new, donated titles were cataloged.
- Heidi and I discussed how difficult it is to come by films for children that are truly nonfiction, as most children's titles are fictitious with educational elements, and she noted that the *Eyewitness* series, despite its age, is still popular with our patrons. So, I looked into the availability and cost of every *Eyewitness* title missing from our collection, and Lauren ordered those that were obtainable and reasonably priced: *Butterfly & Moth*, *Insect*, *Ocean*, *Pond & River*, *Rock & Mineral*, and *Tree*— bringing the total of *Eyewitness* DVDs in our juvenile movie collection up to twenty-three!

Professional Development, continued:

This goal was not the focus this month.

The Jack Henke Show – February Audience Update

YouTube statistics for February show steady engagement and continued audience growth for *The Jack Henke Show* daily podcast.

During this time, the show reached **382 new viewers**, meaning nearly 400 people watched the program for the first time. This represents **38.9% of the total audience** during the reporting period and indicates that the show continues to reach new listeners.

The majority of the audience—**601 viewers, or 61.1%**—were **returning viewers**. These are people who have watched the show before and came back to watch again. Having a strong returning audience suggests that the program is building a regular and reliable listener base.

Viewership also **increased toward the end of February**, with a noticeable jump on **February 24 and 25**. On February 25 alone, the show reached **57 new viewers**, suggesting that the content released around that time attracted a larger-than-usual number of first-time viewers.

In addition to audience growth, the program welcomed **three new underwriting sponsors** in February: **Collins & Company Realty, Gallun Fine Jewelry, and The Java House**. All underwriting dollars go directly to the Friends.

The show also featured several notable guests during the month, including **Jesse Weinberg of First Stage Milwaukee, Dr. Ben Quist of Form & Fitness in Grafton, and Dale Waldo**, who discussed **Advent Lutheran Church’s Haiti outreach program**.

Overall, the numbers show that *The Jack Henke Show* continues to maintain a loyal core audience while gradually reaching new viewers, while also strengthening community partnerships through local underwriters and guest appearances.



The **Cedarburg Authors' Circle** met twice in February and continued making steady progress on several collaborative and individual projects. During both sessions, members workshopped new stories and essays slated for inclusion in the group's forthcoming second anthology. The feedback process allowed writers to refine their drafts while also prompting discussions about craft and storytelling.

In addition to manuscript critiques, the group spent time exploring elements of character development in narrative fiction—particularly how motivations, backstory, and small behavioral details can help bring fictional people more vividly to life on the page. Members also discussed practical approaches to editing, focusing on common issues that emerge during revision such as continuity errors, passive voice, weak word choices, spelling and grammar, and the importance of careful final passes before a piece is considered complete.

The group's most ambitious project, its first collaborative novel, also moved forward in February. The developing story is a cozy mystery set—perhaps inevitably for library writers' group—in a library. Members continued shaping the plot, refining characters, and coordinating contributions as the project gradually takes form.

With strong participation and productive conversations, February's meetings helped the Cedarburg Authors' Circle maintain momentum on both its anthology and its collaborative novel while deepening members' shared understanding of the writing craft.

Our attendance for each session continues steadily between 8 and 10 writers.

Gemma Lavender Patron Point Emails		26-Feb Numbers taken from 3 3/2/2026				
Name	Subject	Sent count	Read ratio	Clicks ratio	Unsubscrib	Bounced ratio
2024 Welcome 1	{contactfield=firstname}, Welcome to	64	40.60%	75.00%	1.56%	0.00%
2026 Cribbage Tourname	Cribbage Lovers: Secure Your Spot in	10720	34.30%	0.80%	0.20%	0.01%
Anniversary Campaign Em	Happy Anniversary from Your Local Li	37	37.80%	13.50%	0.00%	0.00%
Feb Used Book Sale & Din	Books, Bargains & Brunch to support	10627	34.30%	0.10%	0.21%	0.01%
February 2026 newsletter	February at the library: Yoga, cosplay	10707	35.80%	54.90%	2.86%	2.86%
Inactive Patrons Email_20	Hey We Miss You!	82	48.80%	8.50%	1.22%	0.00%
March 2026 newsletter	March at the library: Art, crafts, book	10489	32.70%	1.70%	0.04%	0.02%
One of these nights Eagles	Eagles Tribute Band, Silent Auction &	10575	33.40%	0.70%	0.19%	0.00%
Recommendations_Montl	Monthly Book Lists from your Library	13357	29.40%	0.20%	0.13%	0.00%

*SENT on 2 occasions. Because I reused original email I only have numbers from the second blast

Total since launch: Merch Store Profit as of 03/03/26

Total earned	Product sales	\$836.75
1,169,67		
Total sold	Donations*	\$332.92
	125	
	* Donations will have a 3.5% processing fee	