



**CITY OF CEDARBURG  
A MEETING OF THE LIBRARY BOARD  
TUESDAY, APRIL 14, 2026 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, April 14, 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 March 10, 2026 Library Board 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 EnvisionWare quote for four new self-checkout stations.
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.

CANCELED  
NO QUORUM

**CITY OF CEDARBURG  
LIBRARY BOARD  
MARCH 10, 2026**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, March 10, 2026, 7:00 p.m. at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

**1. CALL TO ORDER**

The meeting was called to order by President Michael Maher at 7:05 p.m.

**2. ROLL CALL**

Present: Michael Maher, Meghan O’Driscoll, DeWayna Cherrington, Kassandra Bartelme, Joycelyn Russo, Superintendent Jeridon Clark

Excused – 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 & SUGGESTIONS FROM CITIZENS**

None

**5. APPROVAL OF MINUTES**

*A. Approval of February 10, 2026 minutes*

Motion made by Jeridon Clark, seconded by Joycelyn Russo, to approve the February 10, 2026 Library Board minutes. Motion carried without a negative vote with Melissa Bitter excused.

**6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS**

The library has already brought in \$22k in donations this year. There are no unusual expenses or revenues.

Motion made by Joycelyn Russo, seconded by Meghan O’Driscoll to approve the February 2026 Bills and Financials. Motion carried without a negative vote with Melissa Bitter excused.

**7. REPORTS**

*A. Director’s Report*

Sue Karlman, long-time member of the CPL Board of Trustees of 21 years, passed away on Sunday evening. The services will be on Friday, March 13.

The FOTL had their fundraising event on Saturday night with the Eagles . It brought in \$9000 after expenses! There were 243 tickets sold. The silent auction brought in over \$2000. The 50/50 raffle brought in \$875 for the FOTL. The FOTL also got 20% of drink sales. One patron donated \$5000.

The library is listed as a beneficiary in the estate of Carlyle and Marjorie Fay and will receive \$22,500. They were also donors for the new library building. This funding may be used to replace the self-check machines because they will not be supported as of this year. The screens tend to break on them and they lock up. Replacing 4 of them will cost a little over \$23k.

There is a staff member who is still on FMLA and is expected to return next week. Linda is working on getting an RFP for the solar panels.

National Library Week is in April and the youth services staff is planning some fun events. Their Family Bingo night has been popular as was the Rubber Ducky Cosplay.

The Cedarburg Author's Circle published their second book.

The front doors are getting caught on the new carpet squares in the lobby. The new weekend cleaner is working out well so far. Most of the lights have been converted to LED lights. It has been recommended to get a new controller for the HVAC system. The new controller is cloud-based and accessible off-site. This can be covered by the equipment budget. An upgrade to the phones is being considered. This would be an upgrade to IP phones. The library files are being migrated to and SharePoint site.

#### *B. School Report*

Read Across America was a couple of weeks ago and it was entertaining to watch the teachers dress up and read books. Stuff the Bus brought in 9000 pounds of food donations. Westlawn won the competition. A culinary arts center or kitchen is being developed. A new Director of Student Services has been recommended to the board for hire.

#### **8. ADJORNMENT**

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to adjourn the meeting at 7:39 p.m. Motion carried without a negative vote with Melissa Bitter excused.

Kassandra Bartelme  
Secretary

## Financial Report Update

- The City is reorganizing the Finance office since the Finance Director is nearly retired and there is training happening. Therefore, we are missing about 4 months of payroll and health insurance withdrawals from our budget; these should appear in next month's financial report.

## REVENUE

- The \$23,000 in Grants is from the Friends Fund granting us money to purchase the 2 additional bins for the automated sorter.
- We have \$46,791 in donations. Some of which is from Friends and earmarked for book purchases, programs, reading program, etc. We received the donation from the Fay estate for \$22,500 in March.

## EXPENSES

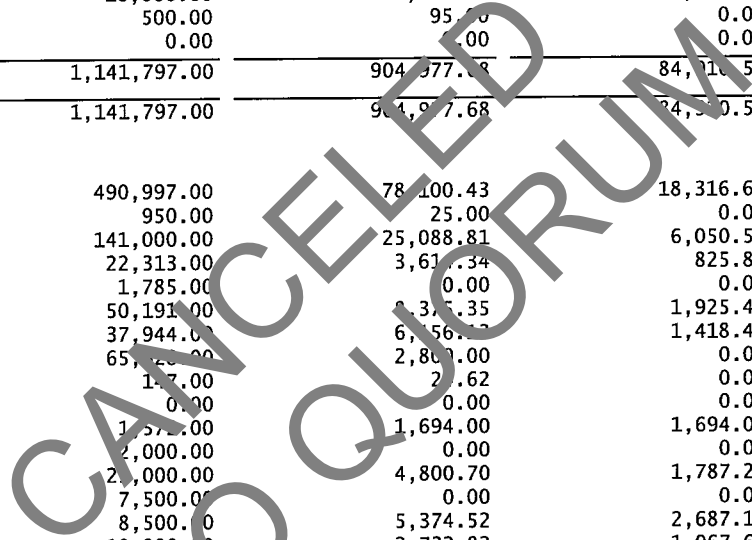
- Nothing out of the ordinary for expenses.
- The City charged an additional \$122 to pay for Workers Comp Insurance. We have had only 2 minor claims in over 12 years.

CANCELLED  
NO QUORUM

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As of 03/31/2026

GL Number	Description	2026 Amended Budget	YTD Balance 03/31/2026	Activity For 03/31/2026	Available Balance 03/31/2026	% Bdgt Used
<b>Fund: 260 LIBRARY FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000000</b>						
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	23,000.00	23,000.00	(21,000.00)	1,150.00
260-000000-435435	GRANT - ARP ACT-COVID	0.00	0.00	0.00	0.00	0.00
260-000000-467100	LIBRARY FEES AND FINES	12,000.00	2,273.01	405.54	9,726.99	18.94
260-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	301,247.00	36,116.46	36,116.46	265,130.54	11.99
260-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500.00	414.19	127.00	1,085.81	27.61
260-000000-473200	LIBRARY DONATIONS	20,000.00	46,791.59	24,110.09	(26,791.59)	233.96
260-000000-481100	INVESTMENT INCOME	10,000.00	1,737.43	1,151.46	8,262.57	17.37
260-000000-482215	RENT - CITY PROPERTY	500.00	95.00	0.00	405.00	19.00
260-000000-491400	TRANSFER FROM CAPITAL IMPROVE	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 000000</b>		<b>1,141,797.00</b>	<b>904,977.88</b>	<b>84,110.55</b>	<b>236,819.32</b>	<b>79.26</b>
<b>Revenues</b>		<b>1,141,797.00</b>	<b>904,977.88</b>	<b>84,110.55</b>	<b>236,819.32</b>	<b>79.26</b>
<b>Account Category: Expenditures</b>						
<b>Department: 555110 LIBRARY</b>						
260-555110-500111	SALARIES	490,997.00	78,100.43	18,316.60	412,896.57	15.91
260-555110-500124	BONUSES	950.00	25.00	0.00	925.00	2.63
260-555110-500125	PART TIME SALARIES/SEASONAL	141,000.00	25,088.81	6,050.56	115,911.19	17.79
260-555110-500128	MAINT/PW SALARIES	22,313.00	3,611.34	825.83	18,698.66	16.20
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	8,315.35	1,925.40	41,815.65	16.69
260-555110-500152	RETIREMENT	37,944.00	6,156.00	1,418.49	31,787.87	16.22
260-555110-500154	HEALTH INSURANCE	65,120.00	2,800.00	0.00	62,828.00	4.27
260-555110-500155	LIFE INSURANCE	147.00	2.62	0.00	122.38	16.75
260-555110-500161	EAP/125 ADMIN	0.00	0.00	0.00	0.00	0.00
260-555110-500165	WORKERS COMP INS	1,572.00	1,694.00	1,694.00	(122.00)	107.76
260-555110-500212	ATTORNEY/CONSULTANT	2,000.00	0.00	0.00	2,000.00	0.00
260-555110-500222	ELECTRIC	2,000.00	4,800.70	1,787.26	20,199.30	19.20
260-555110-500223	MARKETING	7,500.00	0.00	0.00	7,500.00	0.00
260-555110-500224	NATURAL GAS	8,500.00	5,374.52	2,687.10	3,125.48	63.23
260-555110-500225	TELEPHONE/COMMUNICATIONS	10,000.00	2,732.82	1,067.61	7,267.18	27.33
260-555110-500226	WATER SERVICE	3,000.00	715.72	254.22	2,284.28	23.86
260-555110-500240	REPAIR AND MAINTENANCE	1,000.00	573.75	143.75	14,426.25	3.83
260-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	20,179.61	5,012.25	34,820.39	36.69
260-555110-500308	PROGRAM SUPPLIES	2,000.00	780.25	103.31	1,219.75	39.01
260-555110-500310	OFFICE SUPPLIES	8,000.00	2,378.27	344.27	5,621.73	29.73
260-555110-500312	COMPUTER/COPIER SUPPLIES	6,000.00	2,867.55	1,332.58	3,132.45	47.79
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	20,807.26	6,747.76	104,192.74	16.65
260-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	300.00	0.00	1,500.00	16.67
260-555110-500322	DONATION EXPENDITURES	20,000.00	4,785.49	2,226.85	15,214.51	23.93
260-555110-500330	TRAVEL & TRAINING	6,000.00	434.89	256.09	5,565.11	7.25
260-555110-500331	GRANT EXPENDITURES	2,000.00	0.00	0.00	2,000.00	0.00
260-555110-500336	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
260-555110-500350	OPERATING SUPPLIES	6,000.00	1,923.61	557.06	4,076.39	32.06
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



REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As Of 03/31/2026

GL Number	Description	2026 Amended Budget	YTD Balance 03/31/2026	Activity For 03/31/2026	Available Balance 03/31/2026	% Bdgt Used
<b>Fund: 260 LIBRARY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 555110 LIBRARY</b>						
260-555110-500382	TECHNOLOGY	7,000.00	319.28	126.14	6,680.72	4.56
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	6,128.67	6,128.67	471.33	92.86
Total Dept 555110 - LIBRARY		1,176,737.00	200,981.07	59,005.80	975,755.93	17.08
Expenditures		1,176,737.00	200,981.07	59,005.80	975,755.93	17.08
<b>Fund 260 - LIBRARY FUND:</b>						
TOTAL REVENUES		1,141,797.00	904,977.38	84,010.55	236,819.32	79.26
TOTAL EXPENDITURES		1,176,737.00	200,981.07	59,005.80	975,755.93	17.08
NET OF REVENUES & EXPENDITURES:		(34,940.00)	703,996.61	25,904.75	(738,936.61)	
BEG. FUND BALANCE - ALL FUNDS		161,446.17	161,446.17			
NET OF REVENUES/EXPENDITURES - 2025		45,499.68	45,499.68			
END FUND BALANCE - ALL FUNDS		172,005.85	910,941.46			

CANCELLED  
NO QUORUM

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 03/13/2026 - 03/13/2026

POSTED AND UNPOSTED  
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 260 LIBRARY FUND</b>					
<b>Department: 555110 LIBRARY</b>					
260-555110-500290	MAINT/CONTRACTED SERVICES	MONARCH LIBRARY SYSTEM	ENVISIONWARE RENEWAL	603.75	52897
260-555110-500290	MAINT/CONTRACTED SERVICES	LAWNSCAPERS, INC	LIBRARY SALT	695.00	52892
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	PLAYAWAY PRODUCTS LLC	AUDIO BOOKS	199.77	52902
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	MIDWEST TAPE, LLC	DIGITAL	1,388.38	52896
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	42.66	52889
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	163.46	52889
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	KANOPY, INC.	PLAY CREDITS FEBRUARY 2926	391.00	52891
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	312.73	52889
Total Department 555110 LIBRARY				3,796.75	
Total Fund 260 LIBRARY FUND				3,796.75	

CANCELED  
NO QUORUM

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 03/20/2026 - 03/20/2026  
 POSTED AND UNPOSTED  
 OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 260 LIBRARY FUND</b>					
<b>Department: 555110 LIBRARY</b>					
260-555110-500290	MAINT/CONTRACTED SERVICES	HVA PRODUCTS, INC	SERVICE CONTRACT 4/1/26 - 3/31/27	1,445.00	52951
260-555110-500290	MAINT/CONTRACTED SERVICES	JANI-KING OF MILWAUKEE	FEBRUARY 2026 SERVICE	661.00	52955
260-555110-500290	MAINT/CONTRACTED SERVICES	AUTOMATIC ENTRANCES OF WI.	4/30/26 - 4/29/227 AGREEMENT	460.00	52922
260-555110-500310	OFFICE SUPPLIES	KENT ADHESIVE PRODUCTS CO.	LABEL PROTECTORS	238.15	52957
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	23.97	52952
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	PLAYAWAY PRODUCTS LLC	BOOKS & DVD'S	72.89	None
Total Department 555110 LIBRARY				<u>2,901.01</u>	
Total Fund 260 LIBRARY FUND				<u>2,901.01</u>	

CANCELED  
 NO QUORUM

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 03/27/2026 - 03/27/2026

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 260 LIBRARY FUND</b>					
<b>Department: 555110 LIBRARY</b>					
260-555110-500290	MAINT/CONTRACTED SERVICES	ORKIN COMMERCIAL SERVICES	STANDARD SERVICE	127.33	53032
260-555110-500308	PROGRAM SUPPLIES	OLSEN'S PIGGLY WIGGLY	SNACKS	9.33	53030
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	BATTERIES	22.46	52988
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	TONER	32.99	52988
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS	JANUARY 2026 COPIES	92.68	53017
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS	JANUARY 2026 COPIES	238.80	53017
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	PLAYAWAY PRODUCTS LLC	BOOKS & DVD'S	198.22	53033
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	PLAYAWAY PRODUCTS LLC	BOOKS & DVD'S	260.96	53033
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	CHILDREN'S PLUS	BOOKS & DVD'S	49.20	53004
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	167.80	53015
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	24.13	53015
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKISH DVD	24.49	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	47.09	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	NUREMBERG DVD	30.30	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOK	36.00	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD & Blu Ray	27.06	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	59.93	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD BLU RAY	40.90	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	51.39	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	16.66	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD & BLURAY	47.95	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	252.13	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	332.74	52988
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	160.42	52988
260-555110-500322	DONATION EXPENDITURES	CENGAGE GROUP	BOOKS & DVD'S	51.33	53002
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOK	40.00	52988
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOK	74.97	52988
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	48.94	52988
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	STICKERS & CARDS	54.68	52988
260-555110-500350	OPERATING SUPPLIES	AMAZON CAPITOL SERVICES	HAND SOAP & VACUUM CORE	213.35	52988
260-555110-500382	TECHNOLOGY	AMAZON CAPITOL SERVICES	CHARGER	29.99	52988
Total Department 555110 LIBRARY				2,864.22	
Total Fund 260 LIBRARY FUND				2,864.22	

CANCELLED  
NO QUORUM

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 04/03/2026 - 04/03/2026

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 260 LIBRARY FUND</b>					
<b>Department: 555110 LIBRARY</b>					
260-555110-500308	PROGRAM SUPPLIES	OLSEN'S PIGGLY WIGGLY	SUPPLIES	19.73	53086
260-555110-500308	PROGRAM SUPPLIES	OLSEN'S PIGGLY WIGGLY	COFFEE & COOKIES	24.25	53086
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	3/15 - 4/14 26 COVERED PERIOD	219.18	53073
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	3/15/26 - 4/14/26 PERIOD	508.31	53073
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD	18.89	53049
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	74.54	53071
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD	153.15	53071
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	313.92	53071
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	239.00	53071
260-555110-500350	OPERATING SUPPLIES	CINTAS CORPORATION	TOWELS & MATS	343.71	53056
Total Department 555110 LIBRARY				1,914.68	
Total Fund 260 LIBRARY FUND				1,914.68	

CANCELED  
NO QUORUM

CEDARBURG PUBLIC LIBRARY  
DIRECTOR REPORT  
MARCH /APRIL 2026 ACTIVITY

**Personnel**

Our full-time staff member has returned from FMLA, we are fully staffed. March and April work anniversaries: Circulation Assistant Mary 1 year and Circulation Assistant Keith 2 years.

**2026 Goals – updates in bold**

- Acquire quotes for solar panels for the roof and other cost saving measures for utilities. **Working on putting together an RFP – I have the sample from Weyenberg library, and it is just a matter of carving out time to create it and send it out.**
- Update Library Policies and Procedures. Review all policies and make updates/revisions as needed. **I have asked full-time staff to consider any policies they would like to see revised.**
- 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 Paigo (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 250<sup>th</sup> anniversary of the U.S. in July. **Please see their handout for an event in May in the packet.**
  - 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. **Books have been purchased with donation money and the project is underway.**
  - Attended Library Legislation Day in Madison on Feb. 10, 2026. **Attended Public Library Association Conference in Minneapolis April 22-24. Excellent speakers, the two sessions I attended were Digital Literacy for older people that included an explanation of AI resources and introducing them to older (55+) library patrons. These classes were created by a librarian from Cape Cod Library; she said they were very popular, and she explained the pros and cons of each resource and had the attendees try using them during the class. I have handouts for this and would like to try something similar here. The other session was for managers; the speakers shared how they handled difficult employee situations and best practices. I also spent quite a bit of time in the vendor exhibit hall meeting with vendor reps and getting some questions answered. I went to a luncheon featuring Ann Patchett and Kate DiCamillo. That was wonderful and they shared how they became best friends and talked about their writing lives. We were all given a copy of their recent books that they autographed. It was a worthwhile conference.**

### Monarch Library System

- There is a new Network Administrator at MLS as Carl has retired. Matt Miller was introduced at the Directors Council meeting.
- We were reminded about the Access ability requirements coming up for websites and all our resources to be easily read by people with vision disabilities. We have to comply with this by next year. The System will be providing resources to help with this.

### 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. **The profit was over \$8,000.**
- Friends agreed to a library merch online store. **Profits are over \$1,200.**
- **Cribbage tournament at the Legion on Sunday, April 26.** Fundraiser. Registration is filled.
- Friends approved my annual budget request in the amount of \$14,950.
- February Friends book sale made over \$2,800.
- Friends are doing fun things for the staff during National Library Week, April 19-25.
- **Please try to attend the screening of the documentary The Librarians on Thursday, April 23<sup>rd</sup> at Inventors Brewpub in Port Washington. Free. Doors open at 6pm and the film starts at 5:30pm. Handout in packet. This is a county wide effort from all 5 public library directors to share this award-winning film about the effects of book banning at school and public libraries in certain areas of the country.**

I am on vacation for a bike trip to Mallorca. April 12-24.

CANCELLED  
NO QUORUM

Hi Linda,

We've set the date for our **1776 The Musical** fundraiser for the Cedarburg Library--Saturday, May 16 from 11-2 PM at the Rivoli. We are getting our promotional information out and will send that to you for your distribution with the public, your Friends of the Library group, board and any other groups or organizations you would like to notify. Below is the graphic we are using.



Here is the Zeffy link we are using for online ticket purchases to keep track of attendance:  
<https://www.zeffy.com/en-US/ticketing/1776-the-musical-lwvozwa-fundraiser>.

Here is the QR code for online ticket purchases:



There is no fee to attend, but we are asking for donations, all of which will go to the library. We are suggesting \$20/ticket, but hope there are businesses that might be willing to match some of the donations. Our goal is to raise \$2400.00. We are holding a similar event for the West Bend Library at The Bend Theater on Sunday, May 3 from 2-5 PM.

We're excited to offer this event as part of the community plans for celebrating the 250th anniversary of the Declaration of Independence and to support the Cedarburg Library, the cornerstone of Cedarburg. We hope you, your staff, and many members of the community will fill the theater for this event.

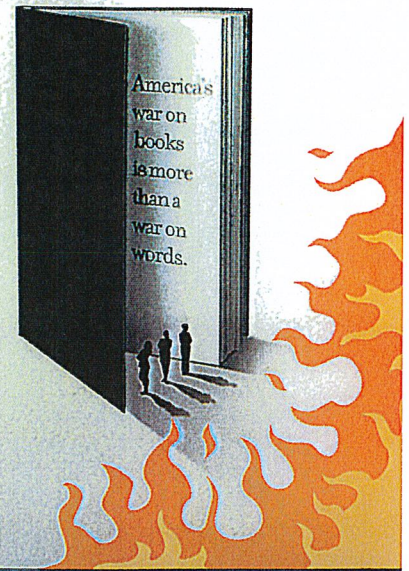
Please contact Patty and me with any questions you may have. While a few details need to be worked out, we are pleased with the plans to date and thrilled that we can kick off the celebration here in Cedarburg with this patriotic fundraiser for the library..

Kind regards,  
Christy Schwan and Patty Keuck  
Co-presidents

League of Women Voters of Ozaukee and Washington Counties

# THE LIBRARIANS

DIRECTED BY KIM A. SNYDER



FREE FILM SCREENING  
& DISCUSSION PANEL

DOORS OPEN  
6:00 PM

Thursday  
April 23

FILM BEGINS  
6:30 PM

INVENTORS BREWPUB

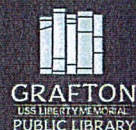
305 E Washington St, Port Washington

Join your Ozaukee County Libraries for a free screening of the PBS documentary *The Librarians* followed by a discussion panel featuring your library directors:

- Rachel Muchin-Young (Mequon)
- Linda Eastwood (Cedarburg)
- Amanda Kloppmann (Grafton)
- Emily Laws (Saukville)
- Tom Carson (Port Washington)



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## Monthly Report for March 2026

### Youth Services

*Prepared by Heidi Griffin and Kim Hoppe*

#### Department Highlights

##### **World Language Collection Grant**

The YS department was awarded a \$700 grant from Delta Kappa Gamma Chi Chapter to add books to a World Language Collection. Money will be spent on expanding the offering of materials in French, German, Spanish, and Ukrainian.

##### **Mad Hatters Party**

Kim hosted a fun Mad Hatters party to kick off spring break at the library. Kids could bring in their own hats or use provided paper crowns and hats to decorate. Students from the Homestead theater department added some more fun to the party by showing up in character!

##### **Events and Collaborations**

###### **PJ's and Popcorn**

Heidi collaborated again this year with the Junior Women's Club to host PJ's and Popcorn. Guests were treated to a fun/interactive storytime, bookmark craft, and tasty popcorn from the Rivoli.

##### **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.

Patrick and Kim have been working on weeding and relabeling Inter as part of Patrick's service project for school.

Reading trends: Fantasy stories, animal stories, Who Would Win, dragons, audio books, Yoto

#### Goals & Areas of Focus: Heidi

**Collection Management:** Cataloged new state books, ordered new Kids Library of Things items, ordered materials to fulfill grant donation for World Language collection.

**Programming:** Performed six storytimes, performed storytime for Junior Women's Club PJ's and Popcorn event, connected with Abbey from the Mama Gathering in Grafton to host Danielle Wade, local author, for a Saturday storytime event.

**Department:** The book easels arrived from DEMCO. Every bay in the collection now has easels to display titles. Began SRP 2026 planning.

#### Goals & Areas of Focus: Kim

**Collection Management:** Continued to assist Patrick with weeding and relabeling in our Intermediate collection. Ordered new books for our juvenile fiction, intermediate, and graphic novel collections.

**Programming:** Collaborated with Homestead High School’s Drama Department to host a “Madhatter’s Party” and CPS patron Chris Carroll, to host our first “Digital Art Lab.” We had 5 Youth Fiber Arts Club sessions and 4 Cribbage Club sessions in the month of March.

**Department:** Summer Reading Program planning is in full swing. I have begun planning with Sarah Kelly for ways to use the Book Bike in our community, to reach our younger patrons, over the summer.

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

3/16 - Middle Grade Magic webinar – KH

3/19 - Neuroinclusive Libraries webinar – KH

3/20 - Meeting with Michelle Roe (CHS District Librarian) - HG

3/24 - Summer Reading planning meeting – HG, KH, JM, KD, GL, SK

March		
3/3/2026	Toddler Time: Weather	36
3/3/2026	Youth Fiber Arts Club	13
3/4/2026	Cribbage Club	16
3/5/2026	Preschool Storytime	26
3/9/2026	Mr. Dan (pop up program)	4
3/9/2025	Family Bingo - Spring Theme	35
3/9/2025	YA Drop-In Crafts	14
3/10/2026	Toddler Time: Jungle	8
3/10/2026	Youth Fiber Arts Club	14
3/11/2026	Cribbage Club	13
3/11/2026	PJ's and Popcorn	27
3/12/2026	Preschool Storytime	43
3/13/2026	Lego Club	32
3/13/2026	Make With Me	19
3/17/2026	Toddler Time: Music	26
3/17/2026	Youth Fiber Arts Club	13
3/18/2026	Cribbage Club	14
3/19/2026	Preschool Storytime	44
3/21/2026	Mama Gathering Storytime	37
3/23/2026	Mr. Dan	20
3/23/2026	Family Bingo - Spring Theme	48
3/24/2026	Youth Fiber Arts Club	14
3/24/2026	Digital Art Lab	2
3/25/2026	Cribbage Club	14
3/30/2026	Mad Hatter's Party	28
3/31/2026	Nintendo Mario Kart Drop -IN	7
3/31/2026	Youth Fiber Arts Club	7
All Month	1000 Books Before Kindergarten	18
All Month	Literacy Alcove	66
All Month	Tinker Lab	84
All Month	Kid Librarian	2
All Month	Scavenger Hunt	114
All Month	Genre Challenge	1
All Month	Who Would Win Voting	172

**Monthly Activity Report March 2026**

**Department Circ**

**Date 4/6/2026**

**Monthly Stats: March**

**56** new library cards were issued

**Cumulative: 183**

**Visits in the Library: March** (This number reflective through April 2<sup>nd</sup> at 9:30 am)

**60,466** Cumulative: **100,066**

**Self-Check: March 2026**

**Items Issued:**

Lobby near Makerlab: **5,079**

Lobby near Elevator: **Out of Order**

Second Floor: **1,028**

Children's: **4,155**

**Items Renewed:**

Lobby near Makerlab: **135**

Lobby near Elevator: **Out of Order**

Second Floor: **10**

Children's: **105**

**Total:**

Lobby near Makerlab: **5,214**

Lobby near Elevator: **Out of Order**

Second Floor: **1,038**

Children's: **4,260**

**Automated Outdoor Book Drop: March**

**4,601** items returned cumulative: **12,441**

**1,798** sessions started cumulative: **4,944**

CANCELED  
NO QUORUM

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

Sum of Circulation	Year									
Month	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	16,962
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	
<b>Grand Total</b>	<b>197,786</b>	<b>185,776</b>	<b>186,675</b>	<b>140,007</b>	<b>167,943</b>	<b>172,858</b>	<b>174,982</b>	<b>179,417</b>	<b>187,762</b>	<b>47,262</b>

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

Sum of OverDrive Checkouts	Library CEDARBURG									
Month	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	
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	2,021	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	
<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 March**

Sum of Circulation Month	Year 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	18,043
March	19,317	18,522	17,934	14,289	17,761	17,889	19,199	19,095	21,117	21,356
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	16,382	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>171,085</b>	<b>200,481</b>	<b>201,707</b>	<b>217,918</b>	<b>224,059</b>	<b>234,284</b>	<b>59,716</b>

**Overdrive circulation Breakdown: March 2026**

Ebooks: Monarch Library System - Cedarburg Public Library - **1,527**  
 E-Audiobooks: Monarch Library System - Cedarburg Public Library - **1,706**  
 Magazines: Monarch Library System - Cedarburg Public Library - **1,161**  
**Grand Total: 4,394**

**Overdrive Advantage Checkouts: March 2026**

14

**Circulation Break Down by Location: March**

Total circulation 16962  
 City of Cedarburg circulation 9862  
 Ozaukee county libraried circ minus local municipality 1935

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

Dodge county libraried circ 14  
 Dodge county non-libraried circ 0  
 Washington county libraried circ 109  
 Washington county non-libraried circ 748  
 Ozaukee county libraried circ 11797

Ozaukee county non-librariated circ	4117
Sheboygan county librariated circ	15
Sheboygan county non-librariated circ	41
<b>Total:</b>	<b>16841</b>

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

In-System librariated circ	138
In-System non-librariated circ	789
<b>Total:</b>	<b>927</b>

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

Adjacent county librariated circ	67
Adjacent county non-librariated circ	22
<b>Total:</b>	<b>89</b>

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

Non-Wisconsin circulations 0

**Non-Librariated cross-county circulations**

Sheboygan	41
Washington	748
Waukesha	22

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

CANCELED  
NO QUORUM

**Meetings & Events:**

- March 3, 2026 – Training with Katie Strong about ordering with Overdrive Advantage account**
- March 26, 2026 – MLS Circulation Committee**

## Lauren's Goals:

### Collection Development – Adult DVD Collection --

In March I began to work my way through the list of DVDs that have circulated over 150 times to check whether they were ok to continue circulating or not.

### ADA Compliance investigating and executing --

In the past year since this goal was formed we have completed 0 incident reports related to patrons falling off the bench in the vestibule.

### Professional Development --

In March I completed training with our Overdrive Advantage representative to better understand tips and tricks of ordering and the benefits of the different ordering tiers. I also registered for the WAPL conference at the end of April.

## Sarah F's New Goals:

### Overhaul LP Collection, continued:

This goal is complete.

### Improve the Juvenile Movie Collection, continued:

\*This goal was not the focus this month.




### Professional Development, continued:

#### Professional Development

3/18 - Booklist's Readers Advisory: Ideas & Practice 2026 webinar

While the webinar itself was informative, focusing on the Four Cornerstones of Reader Interest—Mood, Availability, Appeal, and Zeitgeist—I actually found what the participants were discussing in the chat to be even more useful. For instance, one viewer shared a website they use to find read-alikes for patrons, WhichBook.net; it is curated by readers (not AI), includes lesser-known titles as well as bestsellers, and has a fascinating sliding filtration system:

**Quick Presets**

 Feelgood	 Edgy	 Make Me Think
 Emotional	 Cosy Escape	 Dark & Gritty

**Happy**  **Sad**

Funny	<input type="checkbox"/>	Serious
Safe	<input type="checkbox"/>	Disturbing
Expected	<input type="checkbox"/>	Unpredictable
Larger than life	<input type="checkbox"/>	Down to earth
Beautiful	<input type="checkbox"/>	Disgusting
Gentle	<input type="checkbox"/>	Violent
Easy	<input type="checkbox"/>	Demanding
No sexual content	<input type="checkbox"/>	Explicit sexual content
Conventional	<input type="checkbox"/>	Unusual
Optimistic	<input type="checkbox"/>	Bleak
Short	<input type="checkbox"/>	Long

Select up to 4 sliders

CANCELLED  
NO QUORUM

Sarah Kelly

Adult Services and Community Outreach Librarian

## March 2026

### Programs, Projects, & Community Connections

- **Adult Summer Reading Program:** Started planning the Adult Summer Reading Program, including booking programs and presentations that align with the “Plant a Seed” theme, as well as historical programs in celebration of America’s 250th birthday. Planned highlights include an Abigail Adams impersonator presenting readings from her love letters to John Adams, and Joel from the Cedarburg History Museum leading a presentation featuring photos and stories about Cedarburg’s early beginnings.

### 2026 Goals

1. **Update Nonfiction section** – Update books to new editions in each section. Continue weeding out of date books.
2. **Community Outreach** – Create more partnerships and develop more connections in the community by attending more events and promoting the library offsite.
3. **Continuing education** – Continue attending conferences and library meetups to gain fresh ideas for programs and support ongoing professional development. Additionally, seek out and participate in relevant webinars to further expand knowledge and skills.

March Adult Program Stats:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
	Date	Time	Duration	Local Event Name	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	Number of views within 30 days of post	Number of self-directed participants	Method of Counting (not required)	St re
38	3/4/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	10					
39	3/4/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	25					
40	3/4/2026	6:30 PM	90	Authors circle	Adult (19+)	Group attending	In-person onsite	No	7					
41	3/5/2026	6:30 PM	90	Great Decisions	Adult (19+)	Group attending	In-person onsite	No	30					
42	3/6/2026	12:00 PM	60	Cooking Club	Adult (19+)	Group attending	In-person onsite	No	8					
43	3/8/2026	1:00 PM	90	Juggling Club	Adult (19+)	Group attending	In-person onsite	No	14					
44	3/11/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	11					
45	3/12/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	21					
46	3/12/2026	6:30 PM	90	Great Decisions	Adult (19+)	Group attending	In-person onsite	No	33					
47	3/17/2026	1:00 PM	60	Afternoon Tea Book Club	Adult (19+)	Group attending	In-person onsite	No	10					
48	3/18/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	10					
49	3/18/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	18					
50	3/18/2026	6:30 PM	90	Authors Circle	Adult (19+)	Group attending	In-person onsite	No	7					
51	3/19/2026	6:30 PM	90	Great Decisions	Adult (19+)	Group attending	In-person onsite	No	28					
52	3/20/2026	11:00 AM	60	Classics Book Club	Adult (19+)	Group attending	In-person onsite	No	6					
53	3/25/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	14					
54	3/25/2026	1:00 PM	60	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	22					
55	3/25/2026	6:30 PM	90	Authors Circle	Adult (19+)	Group attending	In-person onsite	No	5					
56	3/26/2026	6:30 PM	90	Great Decisions	Adult (19+)	Group attending	In-person onsite	No	48					
57	3/28/2026	10:00 AM	60	Yoga with Akalai	Adult (19+)	Group attending	In-person onsite	No	18					
58	3/31/2026	1:00 PM	60	Tom Lake Book Discussion	Adult (19+)	Group attending	In-person onsite	No	10					

CANCELED  
NO QUORUM

## Adult Services Report - March 2026

### CPL Audio Productions - March 2026

CPL partnered with Victoria Benson-Hora of the League of Women Voters to produce a Women's History Month podcast highlighting the role of women during the American Revolution. The program was developed and presented by local high school students, who researched, scripted, and recorded the episode as part of a youth engagement initiative. The episode opens with a brief historical framing, including discussion of "Yankee Doodle," before transitioning into student-led segments.

The students focused on both well-known and lesser-known figures, including the composite figure of "Molly Pitcher" (with examples such as Mary Ludwig Hayes McCauley and Margaret Corbin), as well as Abigail Adams and her extensive correspondence during the Revolutionary period. Additional figures, such as Sybil Ludington and other contributors, were included to illustrate the range of roles women played, from battlefield support to political influence and intelligence gathering.

The program emphasizes the contributions of women across multiple areas of the war effort and demonstrates the students' ability to interpret and present historical material in an accessible format. This collaboration reflects CPL's continued efforts to support educational programming, youth participation, and community partnerships.

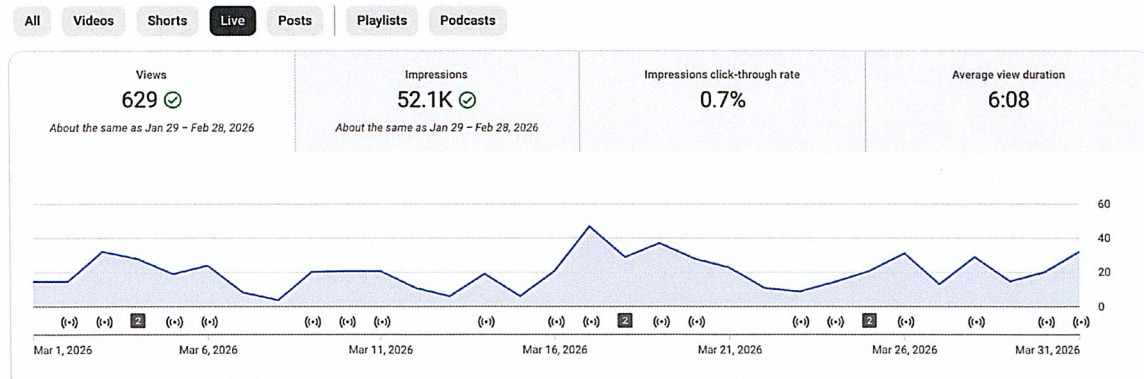
The episode can be found here:

<https://tinyurl.com/4j8cv7u>

### The Jack Henke Show – March 2026 Audience Update

UNDERWRITERS FOR MARCH: Harrigan Sanitation Solutions, PJS Investment Management

GUESTS: Dr. Samantha Bear (Blossom IDD,) Terry King (local musician)



The **Cedarburg Authors' Circle** held two meetings in March. During the first session, members gathered to critique a new batch of poems and short stories, offering thoughtful feedback and encouragement while also getting a sneak peek at the layout for Volume 2 of the Cedarburg Authors' Circle anthology, scheduled for release in early June. The second meeting shifted focus to a collaborative effort, as the group workshopped the narrative structure for its first-ever group novel, tentatively titled *Checked Out: A Wiinagamin Library Society Mystery*. Set in a library and firmly rooted in the cozy mystery tradition, the project is giving participants valuable, hands-on experience in shaping plot, character, and structure—offering a rare opportunity to learn the full process of crafting and refining a novel from the inside out.

CANCELED  
NO QUORUM

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 Toll Free 800.216.8370 International +1 678.382.6500

## Quotation

US-100914

4/7/2026

**Bill To**

Cedarburg Public Library  
 W63 N583 Hanover Ave.  
 Cedarburg WI 53012  
 United States

**TOTAL**

**\$21,921.80**

**Quote Expires: 7/6/2026**

<b>Federal EIN</b>	<b>Currency</b>	<b>Terms</b>	<b>Sales Rep</b>
58-2424595	US Dollar	Net 30 Days	Terranova, Chris

<b>Quotation Title</b>	<b>Memo</b>
SSC-X11 EOL Upgrade\X25I Remote Installation	

Qty	Item / Description	Ship To	Unit Price	Amount
4	<b>SSC-X25-CP-BK</b> X25 Countertop - Portrait Display Black Unit --Display: 21.5-inch capacitive touch screen --Operating System: Windows 10 IoT Enterprise LTSC 2021 (version 21H2) --Processor: Intel N5095 Quad-core, 8G DDR3, RAM --Drive: 128G mSATA Solid State Drive --Barcode Scanner: 1D/2D Platform Barcode Scanner with Smartphone Detection --RFID Pad: ProLine™ RFID Reader and Antenna --Spool of Receipt Paper: 80mm Industrial Std Spool Receipt Printer --Ethernet/Wi-Fi: RJ-45 Ethernet & WiFi --Includes credit card terminal mount	Main	\$4,995.00	\$19,980.00
	<b>SUBTOTAL Hardware</b>			\$19,980.00
	SUBTOTAL for Hardware			
	<b>Discount: *EnvisionWare Hardware</b>		-9%	\$-1,798.20
	DISCOUNT for EnvisionWare Hardware			
	<b>SUBTOTAL Hardware</b>			\$18,181.80
	SUBTOTAL for Hardware			



# ENVISIONWARE®

Enriching Public Library Service Inside and Out  
**EnvisionWare, Inc.**  
 3820 Mansell Road, Suite 350, Alpharetta, GA 30022  
 Toll Free 800.216.8370 International+1 678.382.6500

## Quotation

US-100914

4/7/2026

Qty	Item / Description	Ship To	Unit Price	Amount
1	<b>PS-FR-U Flat Rate Project</b> ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES		\$1,800.00	\$1,800.00

*EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.*

*\*\* This quote is based on a flat rate of \$1800 dollars inclusive of up to 8 hours of Professional Services. Any services requested beyond 8 hours will require a Change Order. \*\**

**Subtotal** \$19,981.80

**Discount**

Freight charges are estimated; actual charges will be billed.

This quotation excludes any tariffs and/or import duties unless otherwise specified.

**Freight** \$1,940.00

Send your purchase order or email confirmation to:

**EMAIL :** [orders@envisionware.com](mailto:orders@envisionware.com) | **FAX :** 1 678 382.6501

**Tax** \$0.00

**PST-CA**

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Total** \$21,921.80

