



**CITY OF CEDARBURG
A MEETING OF THE LIBRARY BOARD
TUESDAY, MAY 12, 2026 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, May 12, 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 Kristian Lindo, Board President Michael Maher, Joycelyn Russo, Cassandra Bartelme, Meghan O'Driscoll, Dewayna Cherrington, 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.

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

**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 HVA 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's 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. ADJOURNMENT

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As of 04/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdg't 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	23,000.00	0.00	(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	2,679.48	406.47	9,320.52	22.33
260-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	301,247.00	36,116.46	0.00	265,130.54	11.99
260-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500.00	472.20	58.01	1,027.80	31.48
260-000000-473200	LIBRARY DONATIONS	20,000.00	47,350.14	558.55	(27,350.14)	236.75
260-000000-481100	INVESTMENT INCOME	10,000.00	1,694.53	0.00	8,305.47	16.95
260-000000-482215	RENT - CITY PROPERTY	500.00	360.00	265.00	140.00	72.00
260-000000-491400	TRANSFER FROM CAPITAL IMPROVE	0.00	0.00	0.00	0.00	0.00
Total Dept 000000		1,141,797.00	906,222.81	1,288.03	235,574.19	79.37
Revenues		1,141,797.00	906,222.81	1,288.03	235,574.19	79.37
Account Category: Expenditures						
Department: 555110 LIBRARY						
260-555110-500111	SALARIES	490,997.00	134,792.63	38,267.44	356,204.37	27.45
260-555110-500124	BONUSES	950.00	25.00	0.00	925.00	2.63
260-555110-500125	PART TIME SALARIES/SEASONAL	141,000.00	42,798.17	11,538.04	98,201.83	30.35
260-555110-500128	MAINT/PW SALARIES	22,313.00	5,662.82	1,362.08	16,650.18	25.38
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	14,339.06	3,939.67	35,851.94	28.57
260-555110-500152	RETIREMENT	37,944.00	10,471.37	2,888.96	27,472.63	27.60
260-555110-500154	HEALTH INSURANCE	65,628.00	27,696.42	12,178.97	37,931.58	42.20
260-555110-500155	LIFE INSURANCE	147.00	49.24	12.31	97.76	33.50
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	0.00	(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	25,000.00	6,491.88	(96.08)	18,508.12	25.97
260-555110-500223	MARKETING	7,500.00	694.99	119.99	6,805.01	9.27
260-555110-500224	NATURAL GAS	8,500.00	6,128.74	754.22	2,371.26	72.10
260-555110-500225	TELEPHONE/COMMUNICATIONS	10,000.00	3,621.40	888.58	6,378.60	36.21
260-555110-500226	WATER SERVICE	3,000.00	980.26	10.32	2,019.74	32.68
260-555110-500240	REPAIR AND MAINTENANCE	15,000.00	1,528.71	0.00	13,471.29	10.19
260-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	23,706.75	1,825.57	31,293.25	43.10
260-555110-500308	PROGRAM SUPPLIES	2,000.00	996.11	215.86	1,003.89	49.81
260-555110-500310	OFFICE SUPPLIES	8,000.00	2,781.52	403.25	5,218.48	34.77
260-555110-500312	COMPUTER/COPIER SUPPLIES	6,000.00	4,427.53	1,559.98	1,572.47	73.79
260-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
260-555110-500315	POSTAGE	450.00	3.59	3.59	446.41	0.80
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	125,000.00	26,569.32	5,111.84	98,430.68	21.26
260-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	475.50	175.50	1,324.50	26.42
260-555110-500322	DONATION EXPENDITURES	20,000.00	7,285.19	2,111.70	12,714.81	36.43
260-555110-500330	TRAVEL & TRAINING	6,000.00	1,391.09	898.20	4,608.91	23.18
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	2,380.22	456.61	3,619.78	39.67
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 04/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 260 LIBRARY FUND						
Account Category: Expenditures						
Department: 555110 LIBRARY						
260-555110-500382	TECHNOLOGY	7,000.00	1,261.85	942.57	5,738.15	18.03
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	0.00	471.33	92.86
Total Dept 555110 - LIBRARY		1,176,737.00	334,382.03	85,569.17	842,354.97	28.42
Expenditures		1,176,737.00	334,382.03	85,569.17	842,354.97	28.42
Fund 260 - LIBRARY FUND:						
TOTAL REVENUES		1,141,797.00	906,222.81	1,288.03	235,574.19	79.37
TOTAL EXPENDITURES		1,176,737.00	334,382.03	85,569.17	842,354.97	28.42
NET OF REVENUES & EXPENDITURES:		(34,940.00)	571,840.78	(84,281.14)	(606,780.78)	
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	778,786.63			

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As Of 03/31/2026

IL Number	Description	2026 Amended Budget	YTD Balance 03/31/2026	Activity For 03/31/2026	Available Balance 03/31/2026	% Bdgt Used
und: 260 LIBRARY FUND						
Account Category: Expenditures						
Department: 555110 LIBRARY						
60-555110-500382	TECHNOLOGY	7,000.00	319.28	126.14	6,680.72	4.56
60-555110-500395	EMPLOYMENT EXPENSES	250.00	0.00	0.00	250.00	0.00
60-555110-500405	HR TRANSFER	11,110.00	0.00	0.00	11,110.00	0.00
60-555110-500510	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
und 260 - LIBRARY FUND:						
TOTAL REVENUES		1,141,797.00	904,977.68	84,910.55	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)	
EG. 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	910,942.46			

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
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
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				<u>3,796.75</u>	
Total Fund 260 LIBRARY FUND				<u>3,796.75</u>	

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
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
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				2,901.01	
Total Fund 260 LIBRARY FUND				2,901.01	

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
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
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	

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
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
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	

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 04/17/2026 - 04/17/2026

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
260-555110-500223	MARKETING	VISUAL IMAGE PHOTOGRAPHY,	MARCH-MAY LIBRARY LINKS	575.00	53226
260-555110-500290	MAINT/CONTRACTED SERVICES	JANI-KING OF MILWAUKEE	APRIL 2026 SERVICE	1,701.57	53201
260-555110-500312	COMPUTER/COPIER SUPPLIES	EXECUTIVE OFFICE SUPPLY	TOSHIBA TONER	1,559.98	53189
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	56.28	53199
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	26.93	53199
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	174.62	53199
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	19.17	53199
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	CHILDREN'S PLUS	BOOKS & DVD'S	574.68	53183
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	OVERDRIVE, INC	CONTENT PURCHASES	3,000.00	53212
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	238.00	53199
260-555110-500322	DONATION EXPENDITURES	AKALAI HANUI	YOGA CLASSES	225.00	53171
Total Department 555110 LIBRARY				8,151.23	
Total Fund 260 LIBRARY FUND				8,151.23	

CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
MARCH /APRIL 2026 ACTIVITY

Personnel

We are fully staffed. March and April work anniversaries: Circulation Assistant Mary 1 year and Circulation Assistant Keith 2 years. Our high school shelvers are both seniors, so we may need to look at replacement sometime soon.

2026 Goals – updates in bold

- Acquire quotes for solar panels for the roof and other cost saving measures for utilities. **RFP has been submitted.**
- 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. This is ongoing.**
- 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. **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. **This has been postponed another year.**

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. Have not heard profit yet.
- 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.
- **The screening of the documentary The Librarians on Thursday, April 23rd at Inventors Brewpub in Port Washington was a great success with 138 people in attendance.**

I am sad to report that Cathy Holnagel's husband Bill passed away recently. Cathy was a library staff member for over 30 years and lives in Cedarburg.

Monthly Report for April 2026

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

Milwaukee Ballet: Alice in Wonderland

The library hosted a charming *Alice in Wonderland* ballet storytime that delighted an audience of 76 patrons. The program featured a unique blend of storytelling and dance, with the story read aloud by Alice and the Mad Hatter.

Boba Tea for Teens

Jaida held a Boba Tea event for teens to come in and taste different Boba drinks while hanging out and doing crafts, socializing, and listening to music. 30 teens dropped in to sample her tasty concoctions. Many asked if she could do a program like this again!

Events and Collaborations

Parkview Opportunity Day

Parkview 4K teacher Mrs. Springhetti reached out to Heidi about participating in a schoolwide Opportunity Day. Heidi did 3 sessions of a bug themed storytime and craft for the morning and afternoon 4K students.

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: Captain Underpants, Star Wars, Biographies, Warrior series, I

Survived Graphic Novels, The Last Firehawk

Goals & Areas of Focus: Heidi

2026 Goals:

- **Expand World Language collection by adding titles in languages to support community ELL's**
- **Continue learning and developing cataloging skills**
- **Schedule time to work one on one with Kim and Jaida to continue training on cataloging and collection management.**

Collection Management: ordered for Young Adult, cataloged new Yoto cards, Kid Library of Things Kits, AP study guides. Moved AP study guides to YA section. Created spine labels for German and French books in World Language collection

Programming: planned and performed eight storytimes, Parkview Opportunity Day,

Department: summer reading preparations, worked with Jaida on cataloging new Library of Things items.

Goals & Areas of Focus: Kim

2026 Goals:

-I will learn how to use Polaris for cataloging and collection management.

-I will stay current with juvenile fiction and non-fiction trends.

-I will improve the quality and organization of the Juvenile Fiction collection.

Collection Management: Ordered new books for Juvenile Fiction, Intermediate, Graphic Novel, and Young Adult collections. Filled in gaps of missing or unpurchased copies for book series in Intermediate and Graphic Novels. Weeded in Intermediate collection.

Programming: Met with owners of Happy Place Cooking Space and A Geek Boutique to plan summer programming. Planned and hosted 4 Youth Fiber Arts Club sessions with Jaida and 5 Cribbage Club sessions, and a Digital Art Lab with patron, Chris Carroll, in the month of April. Met with America 250 planning committee.

Department: Summer Reading Program preparations, researched new games and activities to be added to the Tinker Lab, changed Tinker Lab theme, and new department Scavenger Hunt

Meetings, Connections, Webinars, Professional Development

4/7 - Summer Reading Marketing Meeting with Gemma – HG, KH

4/8 - Meeting with Happy Place Cooking Space – KH

4/10 - Meeting with A Geek Boutique – KH

4/16 - Penguin Random House Spring Book Festival – KH

4/22 - Wisconsin Libraries Book Bike Virtual Meeting – KH

4/23 - SEWI Adult and Youth Programming Meet-Up – HG, KH, KD

4/24 - Parkview Elementary School Opportunity Day - HG

4/30 - Meeting with District Librarian Michelle Roe – HG

4/30 - Meeting with America 250 Gameshow Program Planning Committee – KH, HG

April

4/1/2026	Cribbage Club	14
4/2/2026	Milwaukee Ballet	76
4/6/2026	Mr. Dan	16
4/6/2026	Family Bingo - Book Cover Bingo	38
4/7/2026	Toddler Time: Friends	31
4/7/2026	Youth Fiber Arts Club	17
4/8/2026	Cribbage Club	15
4/9/2026	Preschool Storytime	36
4/13/2026	YA Drop-In Crafts	6
4/14/2026	Toddler Time: Bugs	14
4/14/2026	Youth Fiber Arts Club	10
4/15/2026	Cribbage Club	19
4/16/2026	Preschool Storytime	25
4/18/2026	All About Mason Bees	19
4/20/2026	Mr. Dan	9
4/20/2026	Family Bingo - Book Cover Bingo	37
4/21/2026	Toddler Time: Spring	20
4/22/2026	Youth Fiber Arts Club	14
4/23/2026	Cribbage Club	15
4/23/2026	Preschool Storytime	30
4/27/2026	Mr. Dan	23
4/28/2026	Toddler Time	29
4/28/2026	Youth Fiber Arts Club	11
4/28/2026	Digital Art Lab	1
4/29/2026	Cribbage Club	20
4/30/2026	Preschool Storytime	39
4/30/2026	Boba Tea for Teens	30
All Month	1000 Books Before Kindergarten	27
All Month	Literacy Alcove	228
All Month	Tinker Lab	202
All Month	Kid Librarian	2
All Month	Scavenger Hunt	275
All Month	Genre Challenge	4
All Month	Reading Dragons	21

Gemma		Patron Point Email Newsletters		April - May 2026			
Name	Subject	Sent count	Read ratio	Clicks ratio	Unsubscrib	Bounced ratio	
2024 Welcome 1	{contactfield=firstname}, Welcome to th	48	60.40%	10.40%	0.00%	2.08%	
Anniversary Campaign Email_20	Happy Anniversary from Your Local Libra	44	45.50%	2.30%	0.00%	0.00%	
Inactive Patrons Email_2022	Hey We Miss You!	66	37.90%	0.00%	0.00%	4.55%	
May 2026 newsletter	May at Cedarburg Library: Grow Your Sur	10165	32.80%	0.70%	0.14%	0.03%	<i>Just sent on</i>
Recommendations_Monthly	Monthly Book Lists from your Library	13222	33.30%	0.20%	0.12%	0.08%	
The Librarians Film	Don't Miss: Special Screening of 'The Lib	10247	38.90%	0.20%	0.14%	0.39%	

Total since launch: Merch Store Profit as of 05/04/2026

Total earned	1,252.07	Product sales	861.26
Total sold	126	Donations*	390.81

* Donations will have a 3.5% processing fee

NOTE: these merch numbers do NOT make sense although it is as Bonfire reported them.

I think because I deleted two old campaigns they aren't reporting number for those campaigns.

I'm investigating with Bonfire for accurate numbers. This may take some time. See last month's numbers for comparison.

Total since launch: Merch Store Profit as of 04/07/2026

Total earned	1,233.54	Product sales	\$900.62
Total sold	134	Donations*	\$332.92

* Donations will have a 3.5% processing fee

Sarah Kelly

Adult Services and Community Outreach Librarian

April 2026

Programs, Projects, & Community Connections

- **Wisconsin Public Library Association Conference:** Attended the Wisconsin Public Library Association Conference and participated in several professional development sessions focused on organization, community engagement, and emerging technology in libraries.

Sessions included:

- Organize & Prioritize – Explored practical and personalized strategies for time management, organization, and prioritization. The session emphasized that there is no one-size-fits-all approach and highlighted ways individuals can tailor systems to their own strengths, motivation styles, and workflows in order to improve productivity and focus on high-priority work.
- Kindle Kindness, Community in Action – Learned about a rural library initiative designed to intentionally foster kindness and strengthen community connections through outreach and engagement activities. The presentation highlighted successful programs, including literacy and library advocacy efforts at the Grant County Jail, demonstrating how libraries can support lifelong learning and inclusivity within the broader community.
- Using Generative AI for Project Management – Attended a session on incorporating generative AI into library project management and programming workflows. Using a “test kitchen” approach, the presenters demonstrated how AI tools can assist with planning, organization, communication, and evaluation while reducing administrative workload and allowing staff to focus more on creativity and community impact.

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.

April Adult Program Stats:

Date	Time	Duration	Local Event Name	Target Audience: (Young Child (0-5), Child (6-11), Young Adult (12-18), Adult (19+), General Interest, extended, or (all ages))	Group Attending: Pre-registered (No live attendees), or Self-directed Activity	Primary Format: In-person on-site; in-person off-site; Live, virtual (no in-person); or hybrid	Was this program recorded?	Number of in-person attendees	Number of virtual attendees	Number of views within 30 days of post	Number of self-directed participants	Method of Counting (not required)
70	4/1/2026	1:00 PM	120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	29				
51	4/1/2026	6:30 PM	90 Auction Circle	Adult (19+)	Group attending	In-person onsite	No	9				
52	4/8/2026	10:00 AM	120 Crochage Club	General Interest (all ages)	Group attending	In-person onsite	No	15				
53	4/8/2026	1:00 PM	120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	25				
54	4/9/2026	1:00 PM	120 Genealogy Club	Adult (19+)	Group attending	In-person onsite	No	10				
55	4/11/2026	1:00 PM	120 Poetry Event	Adult (19+)	Group attending	In-person onsite	No	3				
56	4/11/2026	1:00 PM	90 Knitting Club	Adult (19+)	Group attending	In-person onsite	No	13				
57	4/15/2026	1:00 PM	120 Crochage Club	General Interest (all ages)	Group attending	In-person onsite	No	19				
58	4/15/2026	3:30 PM	120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	25				
59	4/18/2026	10:00 AM	The Hidden Messages Behind Our Body's Pain Points	Adult (19+)	Group attending	In-person onsite	No	18				
70	4/20/2026	1:00 PM	60 with Akala Humel	Adult (19+)	Group attending	In-person onsite	No	10				
71	4/21/2026	1:00 PM	60 Memory Cafe	Adult (19+)	Group attending	In-person onsite	No	10				
72	4/22/2026	1:00 PM	60 Afternoon Tea Book Club	Adult (19+)	Group attending	In-person onsite	No	20				
73	4/22/2026	1:00 PM	120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	24				
74	4/23/2026	10:00 AM	60 Yoga with Akala	Adult (19+)	Group attending	In-person onsite	No	15				
75	4/29/2026	1:00 PM	120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	27				
76	4/30/2026	11:00 AM	60 Hamilton House	Adult (19+)	Group attending	In-person offsite	No	6				

Monthly Activity Report April 2026

Department Circ

Date 5/4/2026

Monthly Stats: April

51 new library cards were issued

Cumulative: 234

Visits in the Library: April (The Counter Malfunctioned in April inaccurate data)

Cumulative: As of April 2nd)

Self-Check: April 2026

Items Issued:

Lobby near Makerlab: **4,959**

Lobby near Elevator: **Out of Order**

Second Floor: **916**

Children's: **3,428**

Items Renewed:

Lobby near Makerlab: **127**

Lobby near Elevator: **Out of Order**

Second Floor: **15**

Children's: **49**

Total:

Lobby near Makerlab: **5,086**

Lobby near Elevator: **Out of Order**

Second Floor: **1,038**

Children's: **3,477**

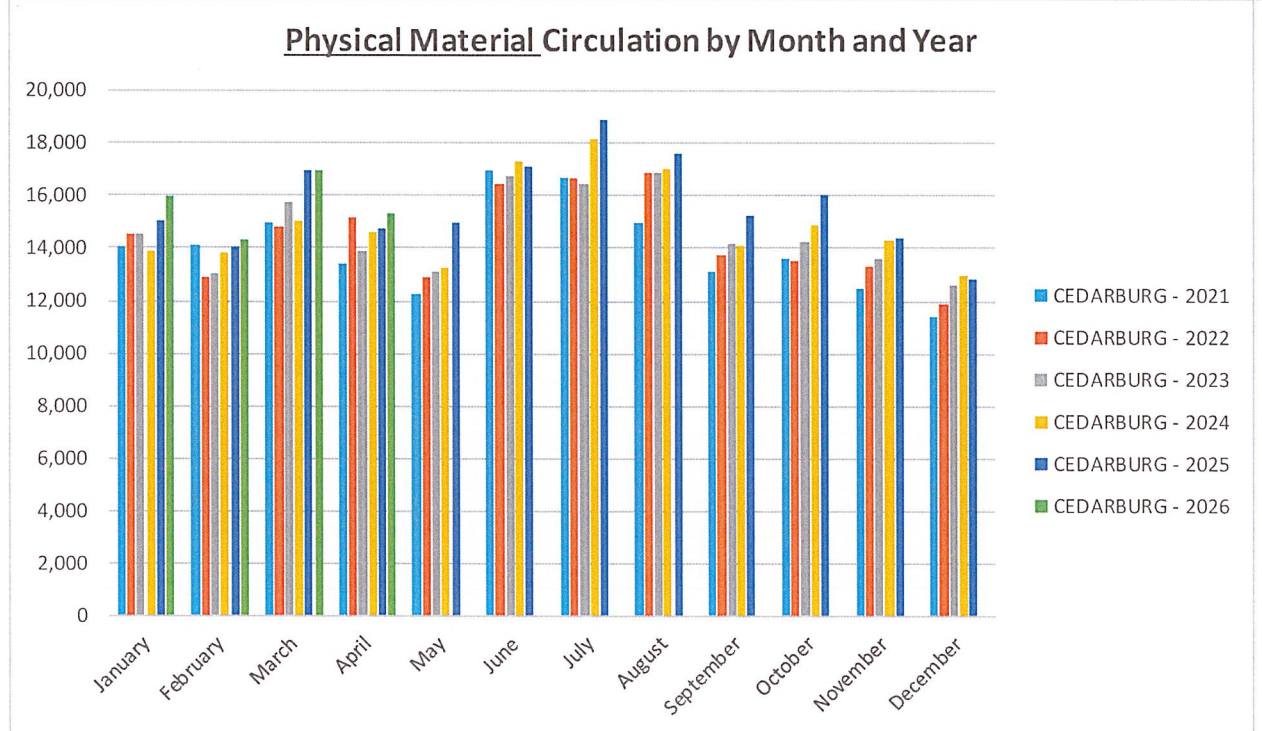
Automated Outdoor Book Drop: April

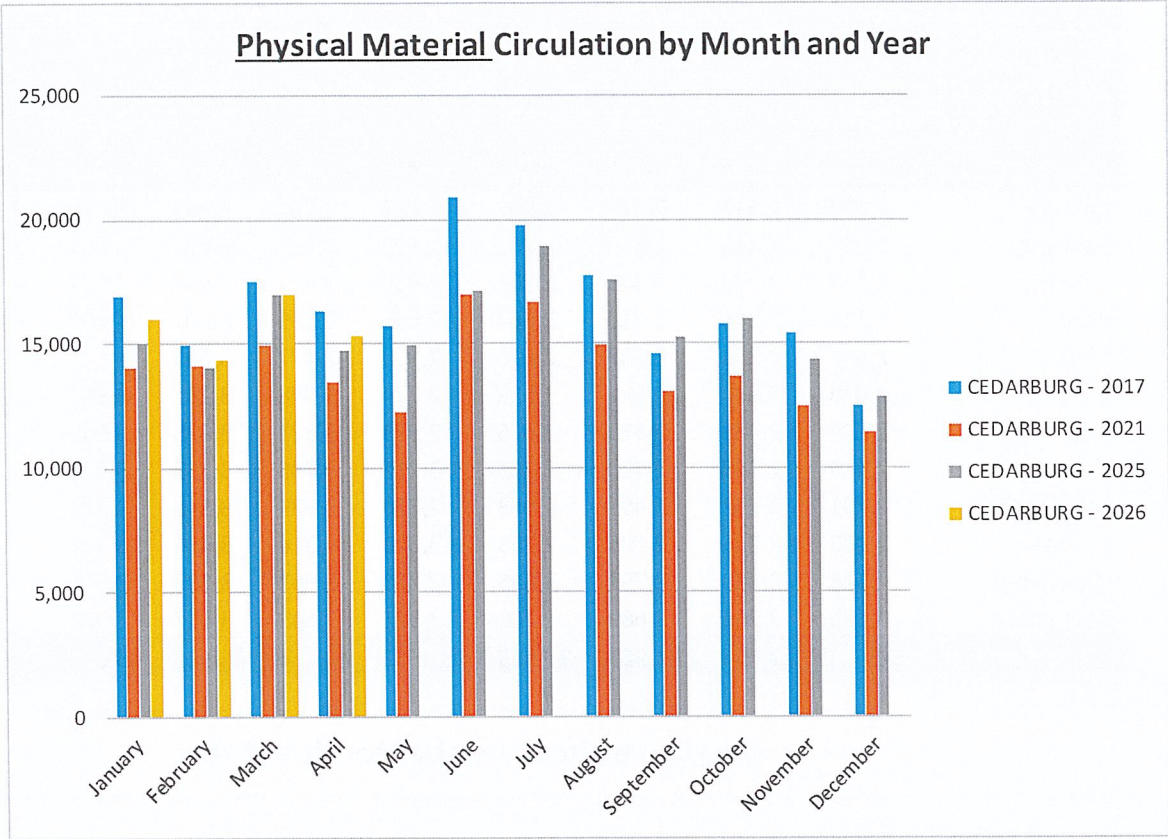
4,945 items returned cumulative: **17,386**

1,823 sessions started cumulative: **6,767**

Physical Material circulation by month and year **April**
(2018-2026)

Sum of Physical Circulation	Library CEDARBURG									
	Month	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	15,056	15,571	14,877	14,067	14,537	14,542	13,876	15,045	15,993	
February	13,590	14,025	14,792	14,086	12,903	13,070	13,855	14,042	14,307	
March	16,403	15,522	11,688	14,955	14,839	15,722	15,058	16,986	16,962	
April	15,557	15,326	860	13,413	15,173	13,891	14,597	14,743	15,314	
May	13,470	13,954	3,220	12,251	12,916	13,110	13,264	14,928		
June	17,761	18,482	12,863	16,959	16,481	16,724	17,298	17,097		
July	18,820	20,045	14,674	16,675	16,651	16,441	18,161	18,911		
August	17,100	17,228	13,315	14,929	16,879	16,883	17,059	17,563		
September	14,011	14,872	12,718	13,093	13,720	14,156	14,095	15,240		
October	15,202	15,266	14,130	13,630	13,545	14,224	14,875	16,013		
November	15,393	13,812	13,444	12,460	13,353	13,613	14,297	14,368		
December	13,413	12,572	13,421	11,430	11,871	12,606	12,982	12,826		
Grand Total	185,776	186,675	140,002	167,948	172,868	174,982	179,417	187,762	62,576	

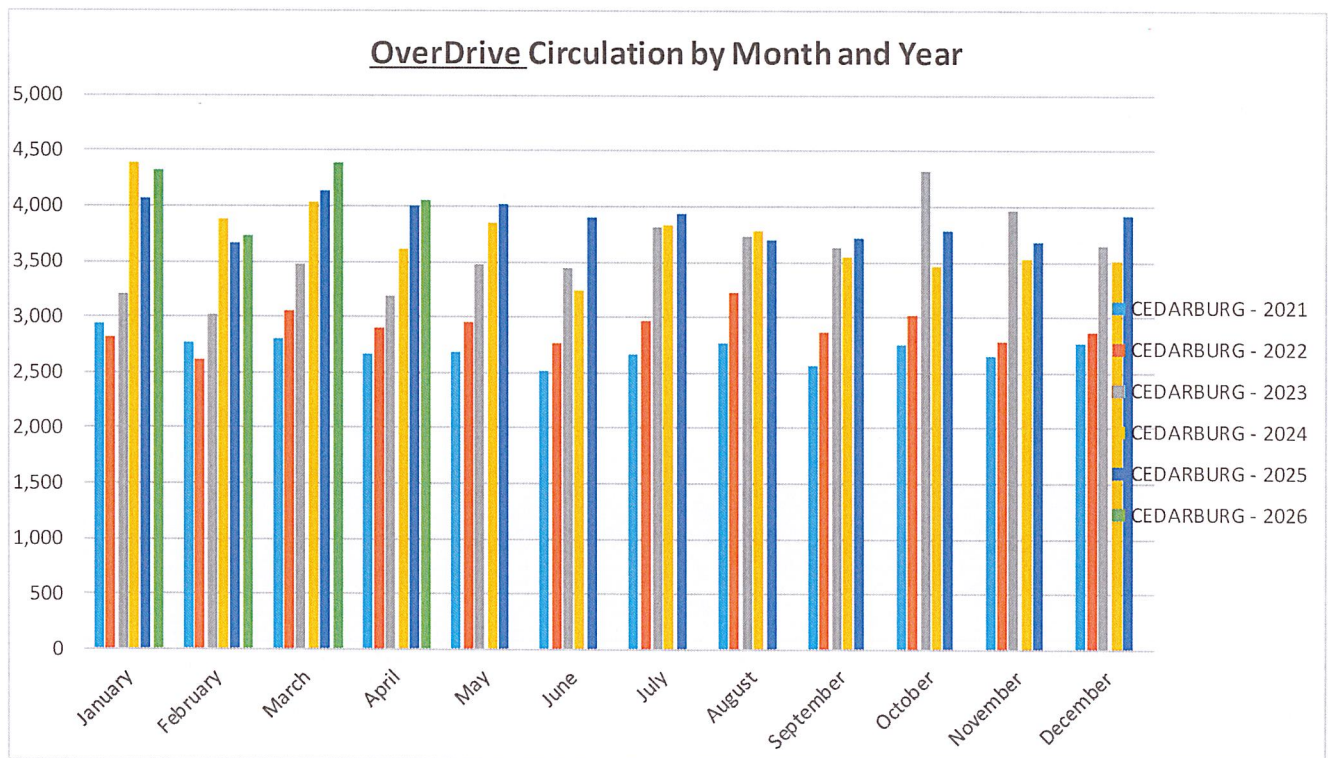


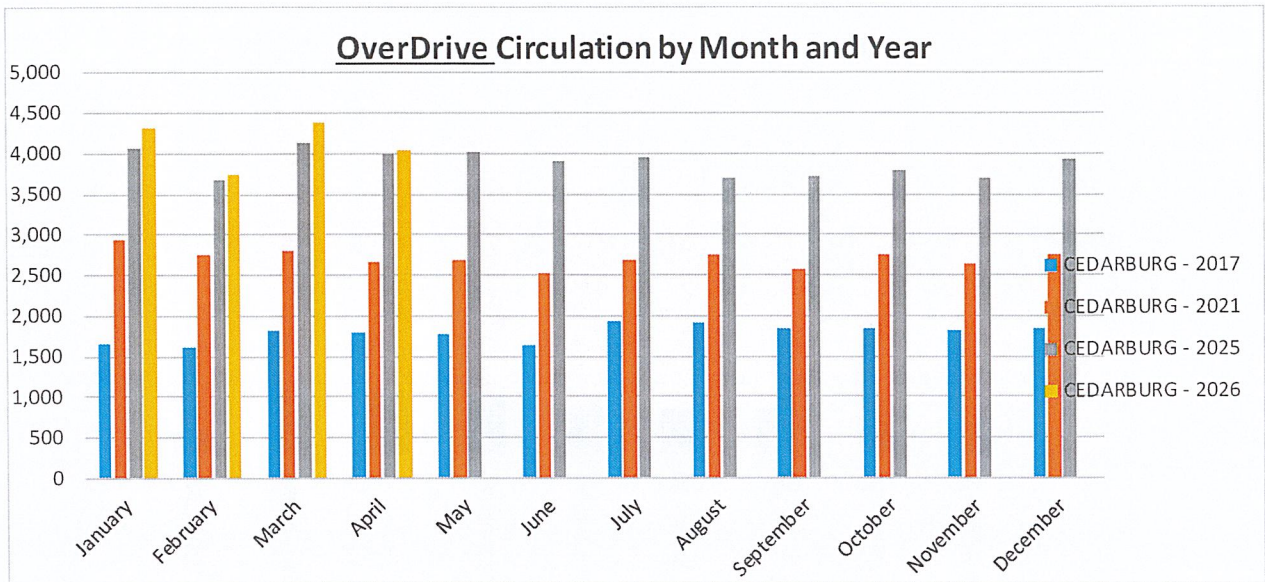


These years were chosen to illustrate the circulation compared pre and post shutdown. 2017 was the largest year before shutdown– 2021 was the year after shutdown, and then the previous year and this year.

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

Sum of OverDrive Checkouts	Library CEDARBURG									
	2018	2019	2020	2021	2022	2023	2024	2025	2026	
January	2,022	2,312	2,477	2,937	2,817	3,205	4,381	4,060	4,324	
February	1,824	2,123	2,610	2,762	2,622	3,027	3,887	3,664	3,736	
March	2,119	2,412	2,601	2,806	3,050	3,477	4,037	4,131	4,394	
April	2,114	2,345	2,960	2,667	2,895	3,195	3,607	4,003	4,046	
May	2,081	2,343	2,807	2,676	2,950	3,477	3,841	4,015		
June	2,038	2,334	2,527	2,518	2,774	3,448	3,237	3,902		
July	2,249	2,485	2,675	2,675	2,973	3,821	3,825	3,941		
August	2,419	2,379	2,728	2,765	3,217	3,735	3,783	3,692		
September	2,291	2,233	2,461	2,563	2,870	3,629	3,548	3,722		
October	2,180	2,246	2,695	2,753	3,022	4,314	3,456	3,782		
November	2,126	2,180	2,753	2,645	2,778	3,963	3,523	3,688		
December	2,195	2,262	2,689	2,766	2,871	3,645	3,517	3,922		
Grand Total	25,658	27,654	31,983	32,533	34,839	42,936	44,642	46,522	16,500	

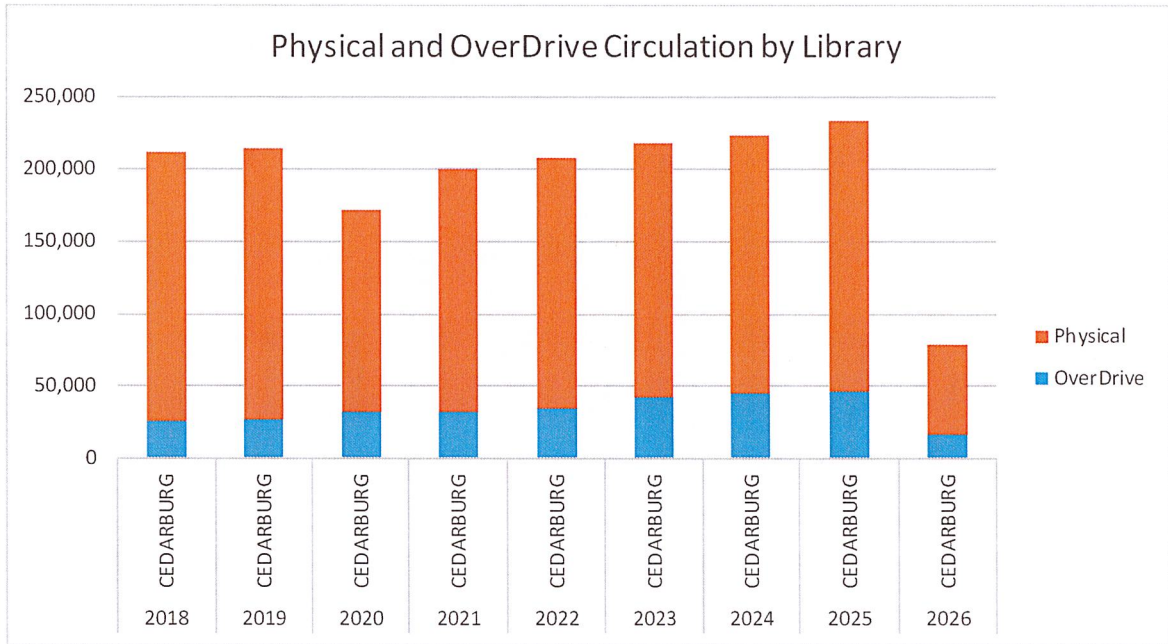




These years were chosen to mirror the physical circulation graph and to illustrate how the circulation of digital media has continued to boom every year progressively getting higher.

Sum of Overdrive & Physical Material circulation by month and year April

Year	Sum of Circulation		Grand Total
	OverDrive	Physical	
2018	25,658	185,776	211,434
2019	27,654	186,675	214,329
2020	31,983	140,002	171,985
2021	32,533	167,948	200,481
2022	34,839	172,868	207,707
2023	42,936	174,982	217,918
2024	44,642	179,417	224,059
2025	46,522	187,762	234,284
2026	16,500	62,576	79,076



Overdrive circulation Breakdown: April 2026

Ebooks: Monarch Library System - Cedarburg Public Library – **1,399**

E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,572**

Magazines: Monarch Library System - Cedarburg Public Library – **1,075**

Grand Total: 4,046

Overdrive Advantage Checkouts: April 2026

17

Circulation Break Down by location: April

Total circulation	15314
City of Cedarburg circulation	8817
Ozaukee county libraried circ minus local municipality	1813

Circulation to libraried and non-libraried patrons by Monarch county

Dodge county libraried circ	0
Dodge county non-libraried circ	0
Washington county libraried circ	119
Washington county non-libraried circ	703
Ozaukee county libraried circ	10630
Ozaukee county non-libraried circ	3806
Sheboygan county libraried circ	7

Sheboygan county non-librariated circ	15
Total:	15280

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

In-System librariated circ	126
In-System non-librariated circ	718
Total:	844

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

Adjacent county librariated circ	17
Adjacent county non-librariated circ	3
Total:	20

Other Wisconsin county circulations (includes all counties not listed above)	14
-----------------------------------------------------------------------------------------	----

Non-Wisconsin circulations	0
-----------------------------------	---

Non-Librariated cross-county circulations

Sheboygan	15
Washington	703
Waukesha	3

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

Meetings & Events:

- April 7, 2026 – Performance Review – Linda’s Office
- April 28, 2026 – WAPL Conference (Wisconsin Association Public Librarians)--Elkhart Lake
- April 30, 2026 – America 250 Planning session – Community Room

Lauren's Goals:

Collection Development – Adult DVD Collection --

In April I continued 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. Several were weeded.

Department Goal: Patron Purge document --

Every 5 years a list of patrons to be purged from the system is run. The parameters to be purged consist of a card not having been used in 5 years and having less than \$50.00 on the account. I spoke with Anthony about running the report through Simply Reports and the first 20 pages of the document have been worked through. Three members of the staff have been trained on this

Personal Goal: Professional Development --

I attended the WAPL conference on Tuesday April 28th in Elkhart Lake. The first session I attended was Organize and Prioritize – this was on the Administration, Management & Leadership, and Profession Track. This matched personality types with the best organizational system for their “clutter” type. The lunch and keynote speaker was a Wisconsin author who spoke about motherhood after writing a book slightly inspired by the Slender Man stabbings. The first afternoon session Managing Change: Transform at the Right Speed was more geared toward small libraries but did apply in regard to customer service and circulation desk etiquette. FLW library discussed their solar panels in the facilities portion of the session. In the third session “Using Generative AI for Project Management” we walked through the different steps of planning and executing a project – with the example of a Thanksgiving dinner – through chatgpt. The final piece of the evening was Monarch dinner to connect with other library directors, staff, and board members from our system.

Access Librarian Goal: Using our monarch resource Transparent Language I completed all but one section in the first lesson of Spanish for Libraries. This walked us through the vocabulary for creating a library card for a native Spanish speaker, context for the conversation, and a verbal element as well so you know the correct pronunciation of the words.

Sarah F's New Goals:

1. Continue to Develop Professionally

- This year, I plan to join the Wisconsin Library Association and its Technical Services Section. I would also like to tune in to Alison's Monthly Cataloging Meetups when I am available, as well as attend a conference in person for the first time.

2. Review Circulation Policies for Potential Revision

- The first one on my docket is our interlibrary loan policy.

3. SFF Collection Maintenance

- I plan to inventory, weed, and replace faded labels, as well as notify Jeff of any gaps in the collection.

*. **Continue to Improve the Juvenile Movie Collection**

- While not a main goal this year, I will continue to add donated titles to the collection when time allows (4 were added in April). I would also like to work with Heidi to fill the gaps I noted while completing maintenance on the collection last year.

Additionally, I will be contacting Alison this month to change our large print collection code in Polaris from Adult Fiction Large Type (AD F LT) to Adult Fiction Large Print (AD F LP)—the finishing touch on the large print collection maintenance goal I began in 2024 and completed in 2025.

Adult Services Report - April 2026

April 1 – Cedarburg Authors' Circle

The group met to focus on plot construction for the collaborative novel project. Discussion centered on structure, pacing, and integrating multiple contributors into a cohesive narrative. The group plans to begin drafting in May. The working concept remains a cozy, library-set murder mystery.

April 6 – Live Podcast Event

Hosted and recorded a 30-minute live podcast featuring Graham Killeen (Director of *Our Town*) and Jessica Pawlak (Lead Actor). The conversation explored the rehearsal process, interpretive choices, and the historical significance of the play. The event provided patrons with direct insight into local theater production.

April 15 – Cedarburg Authors' Circle

Held a group workshop session featuring two members' work, with peer feedback and revision discussion. The group also finalized next steps for Volume 2 of the anthology, including layout preparation and production timeline. The project remains on track for an early June release.

Quick Clicks Initiative

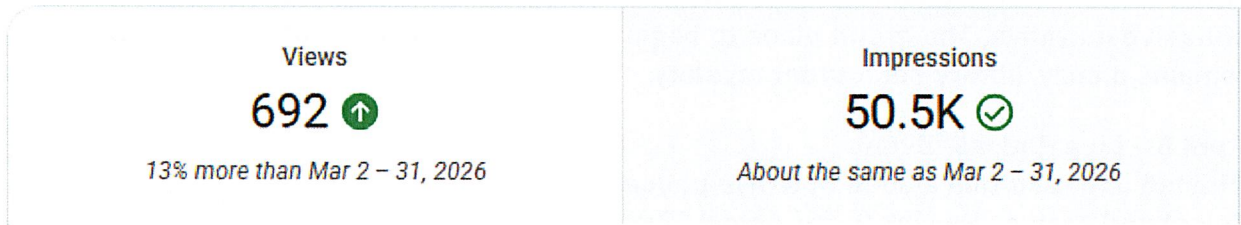
Conducted four individualized technology assistance appointments addressing a range of patron needs:

- Diagnosed and resolved connectivity issues with a new internet radio, including network setup and troubleshooting
- Assisted with organizing and transferring a large volume of photos from multiple SD cards to a single flash drive, ensuring proper file management
- Provided support for multiple cell phone issues, including settings, usability, and general troubleshooting
- Helped a patron prepare and execute a live video stream to deliver a remote classroom presentation in Minnesota, including platform setup and testing

The Jack Henke Show – March 2026 Audience Update

UNDERWRITERS FOR MARCH: PJS Investment Management

GUESTS: Teresa Sigler of PJS, Bob Burmeister of Mr. Bob's Under the Bridge



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

Bill To

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

TOTAL

\$21,921.80

Quote Expires: 7/6/2026

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Terranova, Chris
Quotation Title	Memo		
SSC-X11 EOL UpgradeIX25I Remote Installation			

Qty	Item / Description	Ship To	Unit Price	Amount
4	SSC-X25-CP-BK <i>X25 Countertop - Portrait Display Black Unit</i> <i>--Display: 21.5-inch capacitive touch screen</i> <i>--Operating System: Windows 10 IoT Enterprise LTSC 2021 (version 21H2)</i> <i>--Processor: Intel N5095 Quad-core, 8G DDR3L RAM</i> <i>--Drive: 128G mSATA Solid State Drive</i> <i>--Barcode Scanner: 1D/2D Platform Barcode Scanner with Smartphone Detection</i> <i>--RFID Pad: ProLine™ RFID Reader and Antenna</i> <i>--Spool of Receipt Paper: 80mm Industrial Std Spool Receipt Printer</i> <i>--Ethernet/Wi-Fi: RJ-45 Ethernet & WiFi</i> <i>--Includes credit card terminal mount</i>	Main	\$4,995.00	\$19,980.00
	SUBTOTAL Hardware			\$19,980.00
	<i>SUBTOTAL for Hardware</i>			
	Discount: *EnvisionWare Hardware		-9%	\$-1,798.20
	<i>DISCOUNT for EnvisionWare Hardware</i>			
	SUBTOTAL Hardware			\$18,181.80
	<i>SUBTOTAL for Hardware</i>			



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	PS-FR-U Flat Rate Project 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

Freight charges are estimated; actual charges will be billed.

Discount

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

Send your purchase order or email confirmation to:

EMAIL : orders@envisionware.com | FAX : +1 678.382.6501

Freight \$1,940.00

Tax \$0.00

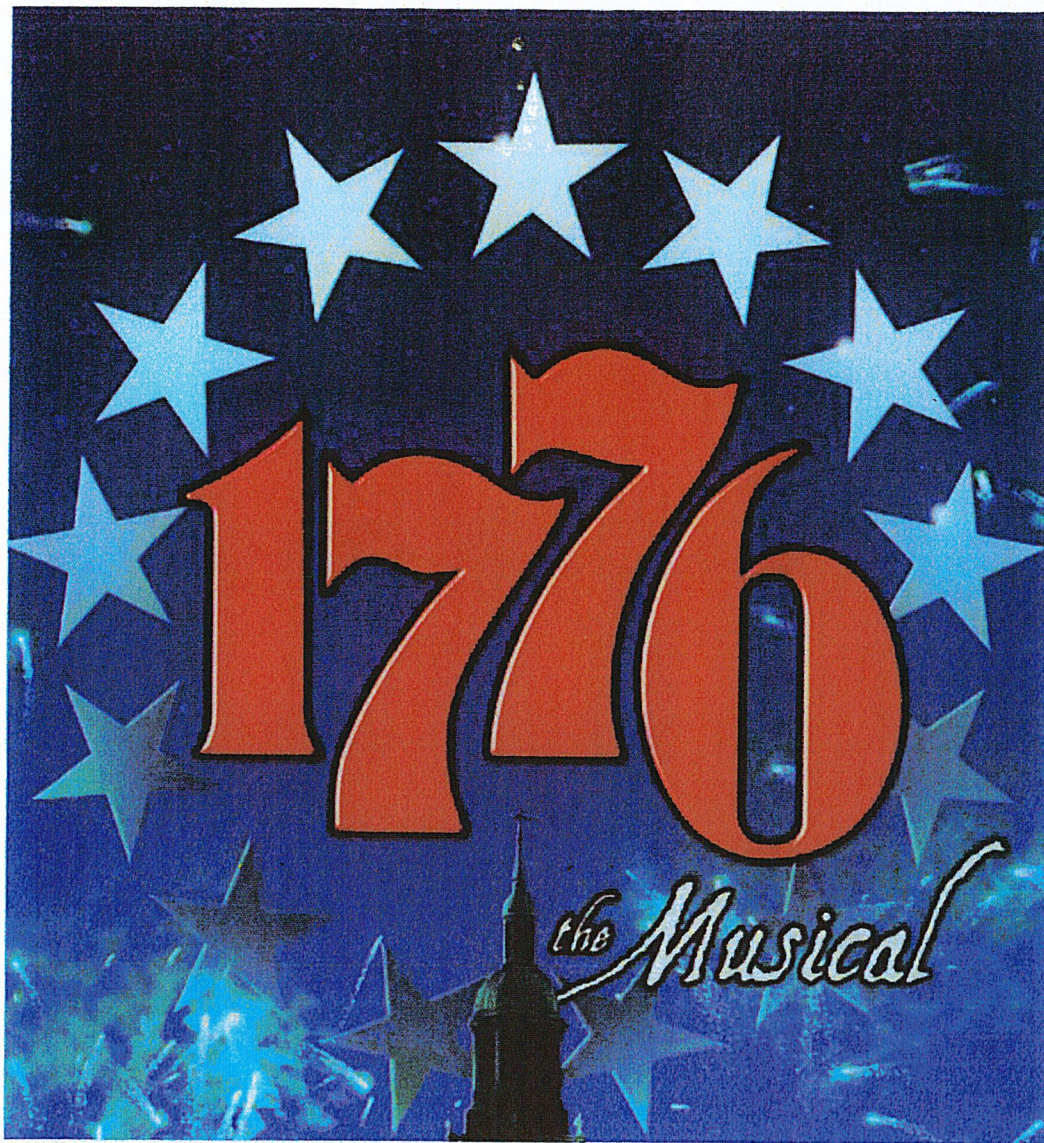
PST-CA

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





Fundraiser for the Cedarburg Library

Saturday, May 16,
2026
11am-2pm

The Rivoli Theater
W62 N567
Washington Ave.
Cedarburg, WI.
53012

Let the Celebration of "250" begin!
The League of Women Voters of Ozaukee and Washington Counties is hosting a fundraising event at The Rivoli Theater to recognize the 250th anniversary of the signing of the Declaration of Independence showing the movie, **1776: The Musical!** Admission is pay what you can; donations are appreciated. All proceeds will bring us closer to raising \$2400 for the Cedarburg Public Library, the cornerstone of our community.

Bring your family and friends of all ages to experience a fun way to learn how our country declared Independency.

Tickets are required.
Use this QR code or go to www.lwvozaukee.org to get "pay what you can" tickets.



LWV LEAGUE OF WOMEN VOTERS
OF OZAUKEE & WASHINGTON COUNTIES



THE BRICO FUND