



**CITY OF CEDARBURG
A MEETING OF THE LIBRARY BOARD
TUESDAY, JUNE 9, 2026 – 7:00 PM**

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, June 9, 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, Kassandra Bartelme, Meghan O'Driscoll, Jean O'Keefe, Superintendent Jeridon Clark
 - B. Welcome and introduction of new members.
3. STATEMENT OF PUBLIC NOTICE
4. COMMENTS AND SUGGESTIONS FROM CITIZENS
5. ELECTIONS
 - A. Election of President, Vice-President, and Secretary.
6. APPROVAL OF MINUTES
 - A. Approval of May 12, 2026 minutes.
7. APPROVAL OF BILLS AND FINANCIAL STATEMENTS
8. REPORTS
 - A. Director's Report
 - B. School Report
9. UNFINISHED BUSINESS
 - A. Discussion and possible action on approval of EnvisionWare quote for four new self-checkout stations.
10. NEW BUSINESS
 - A. Discussion and possible action on annual certification of the Ethics Code.
11. 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
MAY 12, 2026**

**LIB20260512-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, May 12, 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 Vice-President Joycelyn Russo at 7:08 pm.

2. ROLL CALL

Board President Michael Maher, Joycelyn Russo, Meghan O’Driscoll, DeWayna Cherrington, Council Member Kristian Lindo

Attended via Zoom – Michael Maher

Excused – Cassandra Bartelme, Superintendent Jeridon Clark

Also Present - Library Director Linda Eastwood and Assistant Director Anthony Sigismondi

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 March 10, 2026 minutes

Clarification from March Minutes there was a profit of \$12,000 instead of the \$8,000 previously reported

Motion made by DeWayna Cherrington with the clarification, seconded by Michael Maher, to approve the March 10, 2026 Library Board minutes. Motion carried without a negative vote with Cassandra Bartelme and Jeridon Clark excused.

6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Usual expenses- landscapers, books and media, yearly maintenance for HVAC system for the year.

Motion made by DeWayna Cherrington , seconded by Joycelyn Russo to approve the March and April 2026 Bills and Financials. Motion carried without a negative vote with Cassandra Bartelme and Jeridon Clark excused.

7. REPORTS

A. Director's Report

High school shelvers are graduating-hiring a new shelver to replace shelvers after they leave in June.

Attended Public Library Association Conference in Minneapolis April 22-24 Excellent speakers, the two sessions attended were Digital Literacy for older people

2026 goal is to acquire quotes for solar panels for the library roof in order to ascertain what the cost would be and if the library would see any benefits to savings in the operation budget.

League of Women Voters selling tickets for Rivoli movie on Saturday for donations to the library

Friends had a Cribbage club tournament-it was very successful.

Milwaukee Ballet hosted an Alice in Wonderland ballet story time 76 patrons were delighted with the storytelling and dancing.

Boba Tea for Teens was very successful with 30 teens attending

Goal to expand world language collection by adding titles in languages to support the ELL community

B. School Report

None

8. NEW BUSINESS

Discussion and possible action on approval of EnvisionWare quote for four new self-checkout stations

The units are smaller, they are the most affordable, and they are the same operating units that current clientele

Need more information concerning why the Operating System is Windows 10

The Board decided to table this until further information can be determined about Operating System updates that are currently available. The vote has been postponed to the June 2026 meeting.

9. ADJORNMENT

Motion made by Mike Maher, seconded by Joycelyn Russo, to adjourn the meeting at 8:09 p.m. Motion carried without a negative vote with Kassandra Bartelme and Jeridon Clark excused.

Meghan O'Driscoll
Secretary

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As Of 05/31/2026

GL Number	Description	2026 Amended Budget	YTD Balance 05/31/2026	Activity For 05/31/2026	Available Balance 05/31/2026	% Bdgdt 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	6,142.12	2,964.36	5,857.88	51.18
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	713.31	241.11	786.69	47.55
260-000000-473200	LIBRARY DONATIONS	20,000.00	49,070.16	1,720.02	(29,070.16)	245.35
260-000000-481100	INVESTMENT INCOME	10,000.00	3,079.15	512.89	6,920.85	30.79
260-000000-482215	RENT - CITY PROPERTY	500.00	360.00	0.00	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	913,031.20	5,438.38	228,765.80	79.96
Revenues		1,141,797.00	913,031.20	5,438.38	228,765.80	79.96
Account Category: Expenditures						
Department: 555110 LIBRARY						
260-555110-500111	SALARIES	490,997.00	191,269.43	56,476.80	299,727.57	38.96
260-555110-500124	BONUSES	950.00	25.00	0.00	925.00	2.63
260-555110-500125	PART TIME SALARIES/SEASONAL	141,000.00	61,517.11	18,718.94	79,482.89	43.63
260-555110-500128	MAINT/PW SALARIES	22,313.00	7,722.02	2,059.20	14,590.98	34.61
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	20,335.26	5,996.20	29,855.74	40.52
260-555110-500152	RETIREMENT	37,944.00	14,828.48	4,357.11	23,115.52	39.08
260-555110-500154	HEALTH INSURANCE	65,628.00	37,851.47	10,155.05	27,776.53	57.68
260-555110-500155	LIFE INSURANCE	147.00	66.00	16.76	81.00	44.90
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	8,154.87	1,662.99	16,845.13	32.62
260-555110-500223	MARKETING	7,500.00	694.99	0.00	6,805.01	9.27
260-555110-500224	NATURAL GAS	8,500.00	6,583.43	454.69	1,916.57	77.45
260-555110-500225	TELEPHONE/COMMUNICATIONS	10,000.00	4,680.12	1,058.72	5,319.88	46.80
260-555110-500226	WATER SERVICE	3,000.00	1,241.36	261.10	1,758.64	41.38
260-555110-500240	REPAIR AND MAINTENANCE	15,000.00	1,910.96	382.25	13,089.04	12.74
260-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	25,825.32	1,793.57	29,174.68	46.96
260-555110-500308	PROGRAM SUPPLIES	2,000.00	1,062.91	66.80	937.09	53.15
260-555110-500310	OFFICE SUPPLIES	8,000.00	3,637.69	856.17	4,362.31	45.47
260-555110-500312	COMPUTER/COPIER SUPPLIES	6,000.00	5,112.49	0.00	887.51	85.21
260-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
260-555110-500315	POSTAGE	450.00	54.78	51.19	395.22	12.17
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	125,000.00	33,368.29	4,539.24	91,631.71	26.69
260-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	760.50	285.00	1,039.50	42.25
260-555110-500322	DONATION EXPENDITURES	20,000.00	11,593.42	3,361.61	8,406.58	57.97
260-555110-500330	TRAVEL & TRAINING	6,000.00	2,598.60	1,207.51	3,401.40	43.31
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	2,973.70	322.75	3,026.30	49.56
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	2,102.21	1,565.48	26,397.79	7.38

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As of 05/31/2026

GL Number	Description	2026 Amended Budget	YTD Balance 05/31/2026	Activity For 05/31/2026	Available Balance 05/31/2026	% Bdgt Used
Fund: 260 LIBRARY FUND						
Account Category: Expenditures						
Department: 555110 LIBRARY						
260-555110-500382	TECHNOLOGY	7,000.00	1,830.26	568.41	5,169.74	26.15
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	455,623.34	116,217.54	721,113.66	38.72
Expenditures		1,176,737.00	455,623.34	116,217.54	721,113.66	38.72
Fund 260 - LIBRARY FUND:						
TOTAL REVENUES		1,141,797.00	913,031.20	5,438.38	228,765.80	79.96
TOTAL EXPENDITURES		1,176,737.00	455,623.34	116,217.54	721,113.66	38.72
NET OF REVENUES & EXPENDITURES:		(34,940.00)	457,407.86	(110,779.16)	(492,347.86)	
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	664,353.71			

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 05/08/2026 - 05/08/2026

POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	4/15/26 - 5/14/26	461.50	53419
260-555110-500312	COMPUTER/COPIER SUPPLIES	JAMES IMAGING SYSTEMS, INC	4/15/2026 - 5/14/2026 PERIOD	223.46	53419
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	117.76	53416
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	122.13	53416
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	57.55	53416
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	550.96	53416
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMERICAN CITY BUSINESS JOU	BUSINESS JOURNAL RENEWAL	250.00	53394
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	427.55	53416
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	DVD & BLU RAY	119.49	53393
260-555110-500322	DONATION EXPENDITURES	SCHLITZ AUDUBON NATURE CEN	RENEWAL MEMBERSHIP	200.00	53443
260-555110-500322	DONATION EXPENDITURES	OLSEN'S PIGGLY WIGGLY	SNACKS	60.62	53433
260-555110-500322	DONATION EXPENDITURES	SCHOLASTIC LIBRARY PUBLISH	BOOKS	752.00	53444
260-555110-500381	SHARED SYSTEM SERVICES	MONARCH LIBRARY SYSTEM	CHARGES 2025 TELEPHONY	536.73	53430
Total Department 555110 LIBRARY				3,879.75	
Total Fund 260 LIBRARY FUND				3,879.75	

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG
 EXP CHECK RUN DATES 05/15/2026 - 05/15/2026
 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	E.L.S. LANDSCAPING & LAWN	SPRING FERTILIZER	92.00	53480
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	BOOK JACKETS	192.03	53478
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	174.55	53490
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	106.37	53490
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	CHILDREN'S PLUS	BOOKS & DVD'S	333.37	53473
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	CHILDREN'S PLUS	BOOKS & DVD'S	82.50	53473
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	261.94	53490
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	18.34	53490
260-555110-500322	DONATION EXPENDITURES	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	134.00	53490
260-555110-500322	DONATION EXPENDITURES	WISCONSIN MUSEUM OF QUILTS	WMQFA EXPERIENCE PASS	50.00	53521
Total Department 555110 LIBRARY				1,445.10	
Total Fund 260 LIBRARY FUND				1,445.10	

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG
 EXP CHECK RUN DATES 05/22/2026 - 05/22/2026
 POSTED AND UNPOSTED
 PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 LIBRARY FUND					
Department: 555110 LIBRARY					
260-555110-500240	REPAIR AND MAINTENANCE	EXTREME SKI & BIKE,INC	STEM BAG	48.00	53553
260-555110-500240	REPAIR AND MAINTENANCE	EXTREME SKI & BIKE,INC	BIKE TUNE UP	100.25	53553
260-555110-500240	REPAIR AND MAINTENANCE	ADVANCED WILDLIFE AND PEST	ANIMAL SERVICE CALL	234.00	53522
260-555110-500290	MAINT/CONTRACTED SERVICES	JANI-KING OF MILWAUKEE	MAY 2026 SERVICE	1,701.57	53564
260-555110-500308	PROGRAM SUPPLIES	AMAZON CAPITOL SERVICES	SNACKS	46.40	53526
260-555110-500310	OFFICE SUPPLIES	DEMCO SOFTWARE	LABELS & BOOK JACKETS	147.99	53547
260-555110-500310	OFFICE SUPPLIES	CHILDREN'S PLUS	BOOKS & KAPCO COVER	15.49	53541
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	CLOCK & RUBBER BANDS	87.70	53526
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	MARKERS & STICKY NOTES	17.98	53526
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	TISSUE & RUBBER BANDS	63.26	53526
260-555110-500310	OFFICE SUPPLIES	AMAZON CAPITOL SERVICES	COPY PAPER	119.74	53526
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	MIDWEST TAPE, LLC	APRIL DIGITAL	1,672.52	53568
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	BRIDGE TOWER OPCO,LLC	THE DAILY REPORTER	190.64	53534
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	75.96	53562
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	INGRAM LIBRARY SERVICES	BOOKS & DVD'S	379.26	53562
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	MOVIES ,DVD'S	88.17	53526
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS	54.00	53526
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOK	20.00	53526
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	AMAZON CAPITOL SERVICES	BOOKS & DVD'S	262.16	53526
260-555110-500322	DONATION EXPENDITURES	OLSEN'S PIGGLY WIGGLY	TEA & STRAWBERRIES	16.06	53574
260-555110-500322	DONATION EXPENDITURES	CENGAGE GROUP	BOOKS & DVD'S	436.92	53539
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	BOOKS	49.50	53526
260-555110-500322	DONATION EXPENDITURES	AMAZON CAPITOL SERVICES	SCANNER	255.98	53526
260-555110-500350	OPERATING SUPPLIES	NASSCO, INC.	GLOVES, BATH TISSUE & TOWELS	205.28	53571
260-555110-500350	OPERATING SUPPLIES	AMAZON CAPITOL SERVICES	VACUUM CORE & HAND SOAP	86.52	53526
260-555110-500381	SHARED SYSTEM SERVICES	MONARCH LIBRARY SYSTEM	RFID-GATE -PL & CABLE	1,565.48	53569
260-555110-500382	TECHNOLOGY	SIDECAR PUBLICATIONS, LLC	GIMLET SERVICE 1 YEAR	384.00	53582
Total Department 555110 LIBRARY				8,324.83	
Total Fund 260 LIBRARY FUND				8,324.83	

CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
MAY 2026 ACTIVITY

Personnel

We are hiring a new shelver to begin soon as we lost two shelvers to graduation. May work anniversary: Lauren, Head of Circulation Services, 12 years.

2026 Goals – updates in bold

- Acquire quotes for solar panels for the roof and other cost saving measures for utilities. **RFP has been submitted; deadline is the end of June.**
- 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. **Ongoing.**
 - 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.

Monarch Library System

- We received our check for reimbursement of service to non-librarians in Ozaukee and Sheboygan counties. The amount is \$265,153.54.
- We had a speaker from Dept. Of Workforce Development to talk about future ways libraries and DWD can work together to help people find jobs.

Friends of the Library

- Eagles tribute band concert as a Friends fundraiser on March 7 at Cultural Center. **The profit was over \$12,000.**
- Friends agreed to a library merch online store. **Profits are over \$1,200.**
- Cribbage tournament at the Legion on Sunday, April 26. Fundraiser. **Profit was over \$2,000.**
- Friends approved my annual budget request in the amount of \$14,950. This helps cover programs/materials/events/staff sunshine activities/extra copies of bestsellers and more.
- **Next Friends booksale is July 6-11.**

Sarah Kelly

Adult Services and Community Outreach Librarian

May 2026

Programs, Projects, & Community Connections

Organized the Adult Summer Reading Program:

I completed the planning, organization, and creation of the 2026 Adult Summer Reading Program, ensuring all materials, registration forms, prize incentives, and promotional content were ready for the June 1 launch.

This year's program, "Plant a Seed, Read," runs from June 1 through July 31 and features a bingo-style reading challenge designed to encourage patrons to explore new books. Participants can complete bingo squares by reading books and trying various activities, earning prize tickets for each bingo completed and additional entries for achieving a blackout. To encourage continued participation, two different bingo sheets are available for patrons who complete one challenge early.

The program also includes an early registration incentive, with participants who register during the first two weeks of June eligible to win tickets to the Cedarburg Woman's Club Garden Walk.

In addition to the reading challenge, the Adult Summer Reading Program features a variety of educational, historical, gardening, crafting, and community-focused programs, including a local history presentation, Book Bike outreach events at the beer garden, a historical portrayal of Abigail Adams, a dried flower bookmark workshop, a presentation on Bigfoot, and a gardening program focused on ferns for shade gardens.

I created Four grand prize baskets. Prizes include a Blind Horse Basket featuring a \$50 Blind Horse gift card, wine-themed books and accessories; a Shop Local Basket with \$50 in Chamber Bucks and a complimentary book from the Friends of the Library Used Bookstore; a Garden Basket featuring a \$50 Heyden's Gardens gift card and gardening books; and a Cooking Basket containing gift cards to Penzeys and Olive Sprig along with cookbooks. Each basket also includes a CPL book bag and coffee mug.

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.

May Adult Program Stats:

	A	B	C	D	E	F	G	H	I	J
1	Date	Time	Duration	Local Event Name	Target Audience: (6-11), Young Adult (12-18), Adult (19+), General Interest (all ages)	Group Attending, Pre-recorded (no live attendees), or Self-directed Activity (all ages)	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
74	4/29/2026	1:00 PM	1:00	120 Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	27	27
75	4/30/2026	11:00 AM	60	Hamilton House	Adult (19+)	Group attending	In-person offsite	No	6	6
76	5/6/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	14	14
77	5/6/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	26	26
78	5/6/2026	6:00 PM	60	Authors circle	Adult (19+)	Group attending	In-person onsite	No	10	10
79	5/7/2026	6:00 PM	60	Hot Spots	Adult (19+)	Group attending	In-person onsite	No	20	20
80	5/8/2026	12:00 PM	60	Cooking Club	Adult (19+)	Group attending	In-person onsite	No	10	10
81	5/11/2026	1:00 PM	60	Nonfiction book club	Adult (19+)	Group attending	In-person onsite	No	1	1
82	5/13/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	12	12
83	5/13/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	22	22
84	5/14/2026	1:00 PM	120	Genealogy Club	Adult (19+)	Group attending	In-person onsite	No	10	10
85	5/16/2026	10:00 AM	60	Body's Hidden Messages with Akala'	Adult (19+)	Group attending	In-person onsite	No	8	8
86	5/18/2026	6:00 PM	90	Community Conversations	Adult (19+)	Group attending	In-person onsite	No	25	25
87	5/19/2026	1:00 PM	60	Afternoon tea Book club	Adult (19+)	Group attending	In-person onsite	No	20	20
88	5/19/2026	6:00 PM	60	Genealogy Club	Adult (19+)	Group attending	In-person onsite	No	12	12
89	5/20/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	16	16
90	5/20/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	20	20
91	5/20/2026	6:00 PM	90	Authors Circle	Adult (19+)	Group attending	In-person onsite	No	7	7
92	5/27/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	14	14
93	5/27/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	25	25
94	5/30/2026	10:00 AM	60	Yoga with Akala'	Adult (19+)	Group attending	In-person onsite	No	18	18

May Adult Program Stats:

	A	B	C	D	E	F	G	H	I	J
1	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 (group/individual)	Primary Format: In-person on-site; in-person off-site; Live, virtual (no in-person) in-person onsite	Was this program recorded for later viewing	In-person attendees	Number of live, virtual attendees
74	4/29/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	27	
75	4/30/2026	11:00 AM	60	Hamilton House	Adult (19+)	Group attending	In-person offsite	No	6	
76	5/6/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	14	
77	5/6/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	26	
78	5/6/2026	6:00 PM	60	Authors circle	Adult (19+)	Group attending	In-person onsite	No	10	
79	5/7/2026	6:00 PM	60	Hot Spots	Adult (19+)	Group attending	In-person onsite	No	20	
80	5/8/2026	12:00 PM	60	Cooking Club	Adult (19+)	Group attending	In-person onsite	No	10	
81	5/11/2026	1:00 PM	60	Nonfiction book club	Adult (19+)	Group attending	In-person onsite	No	1	
82	5/13/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	12	
83	5/13/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	22	
84	5/14/2026	1:00 PM	120	Genealogy Club	Adult (19+)	Group attending	In-person onsite	No	10	
85	5/16/2026	10:00 AM	60	Body's Hidden Messages with Akalai	Adult (19+)	Group attending	In-person onsite	No	8	
86	5/18/2026	6:00 PM	90	Community Conversations	Adult (19+)	Group attending	In-person onsite	No	25	
87	5/19/2026	1:00 PM	60	Afternoon tea Book club	Adult (19+)	Group attending	In-person onsite	No	20	
88	5/19/2026	6:00 PM	60	Genealogy Club	Adult (19+)	Group attending	In-person onsite	No	12	
89	5/20/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	16	
90	5/20/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	20	
91	5/20/2026	6:00 PM	90	Authors Circle	Adult (19+)	Group attending	In-person onsite	No	7	
92	5/27/2026	10:00 AM	120	Cribbage Club	General Interest (all ages)	Group attending	In-person onsite	No	14	
93	5/27/2026	1:00 PM	120	Needle Arts Club	Adult (19+)	Group attending	In-person onsite	No	25	
94	5/30/2026	10:00 AM	60	Yoga with Akalai	Adult (19+)	Group attending	In-person onsite	No	18	
95										
96										
97										
98										
99										
100										
101										

Sarah Kelly

Adult Services and Community Outreach Librarian

May 2026

Programs, Projects, & Community Connections

Organized the Adult Summer Reading Program:

I completed the planning, organization, and creation of the 2026 Adult Summer Reading Program, ensuring all materials, registration forms, prize incentives, and promotional content were ready for the June 1 launch.

This year's program, "Plant a Seed, Read," runs from June 1 through July 31 and features a bingo-style reading challenge designed to encourage patrons to explore new books. Participants can complete bingo squares by reading books and trying various activities, earning prize tickets for each bingo completed and additional entries for achieving a blackout. To encourage continued participation, two different bingo sheets are available for patrons who complete one challenge early.

The program also includes an early registration incentive, with participants who register during the first two weeks of June eligible to win tickets to the Cedarburg Woman's Club Garden Walk.

In addition to the reading challenge, the Adult Summer Reading Program features a variety of educational, historical, gardening, crafting, and community-focused programs, including a local history presentation, Book Bike outreach events at the beer garden, a historical portrayal of Abigail Adams, a dried flower bookmark workshop, a presentation on Bigfoot, and a gardening program focused on ferns for shade gardens.

I created Four grand prize baskets. Prizes include a Blind Horse Basket featuring a \$50 Blind Horse gift card, wine-themed books and accessories; a Shop Local Basket with \$50 in Chamber Bucks and a complimentary book from the Friends of the Library Used Bookstore; a Garden Basket featuring a \$50 Heyden's Gardens gift card and gardening books; and a Cooking Basket containing gift cards to Penzeys and Olive Sprig along with cookbooks. Each basket also includes a CPL book bag and coffee mug.

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.

Monthly Activity Report May 2026
Department Circ
Date 6/2/2026

Monthly Stats: May

56 new library cards were issued

Cumulative: 290

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

16,972 **Cumulative: 117,038 (minus April)**

Self-Check: May 2026

Items Issued:

Lobby near Makerlab: **4,392**

Lobby near Elevator: **Out of Order Half of the Month 349**

Second Floor: **828**

Children's: **3,184**

Items Renewed:

Lobby near Makerlab: **74**

Lobby near Elevator: **Out of Order Half of the Month 1**

Second Floor: **11**

Children's: **110**

Total:

Lobby near Makerlab: **4,466**

Lobby near Elevator: **Out of Order Half of the Month 350**

Second Floor: **839**

Children's: **3,294**

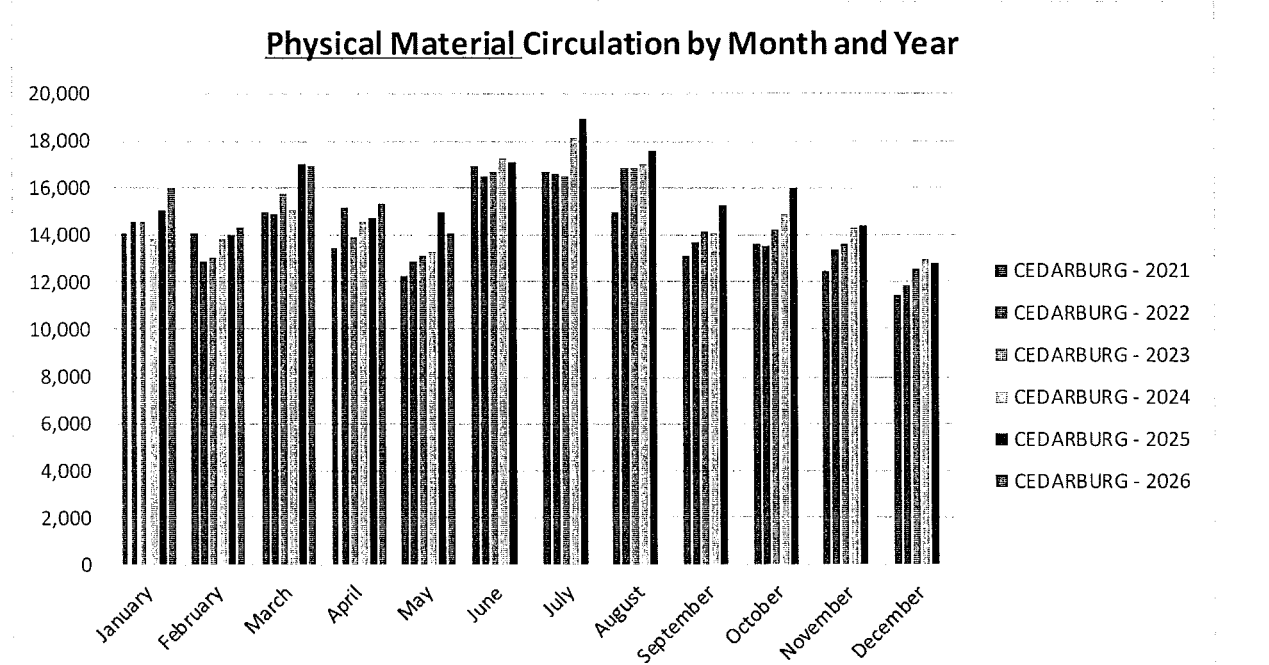
Automated Outdoor Book Drop: May

3,947 items returned cumulative: **21,333**

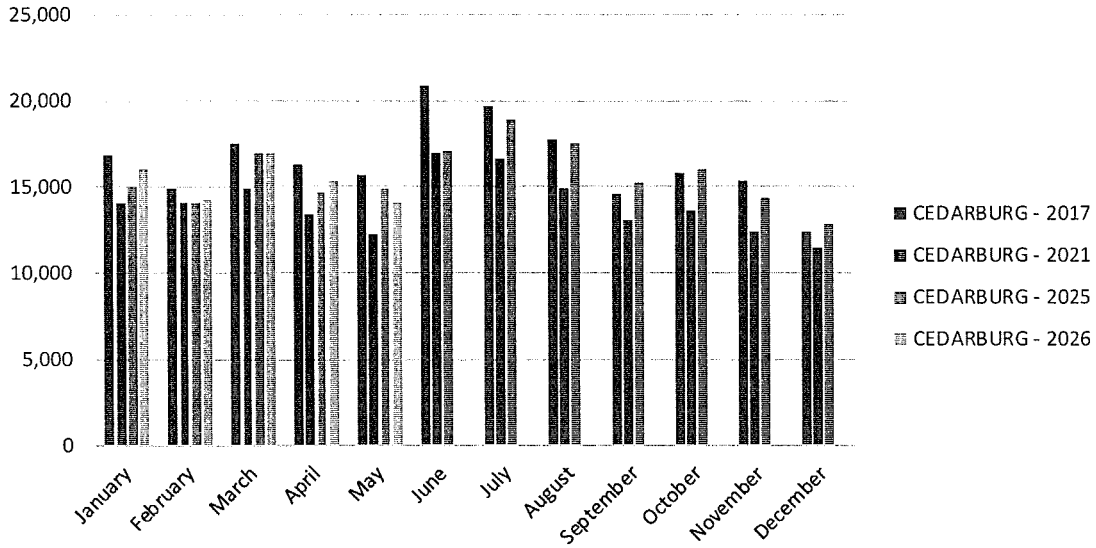
1,523 sessions started cumulative: **8,290**

Physical Material circulation by month and year **May**
(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	14,090	
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	76,666	



Physical Material Circulation by Month and Year

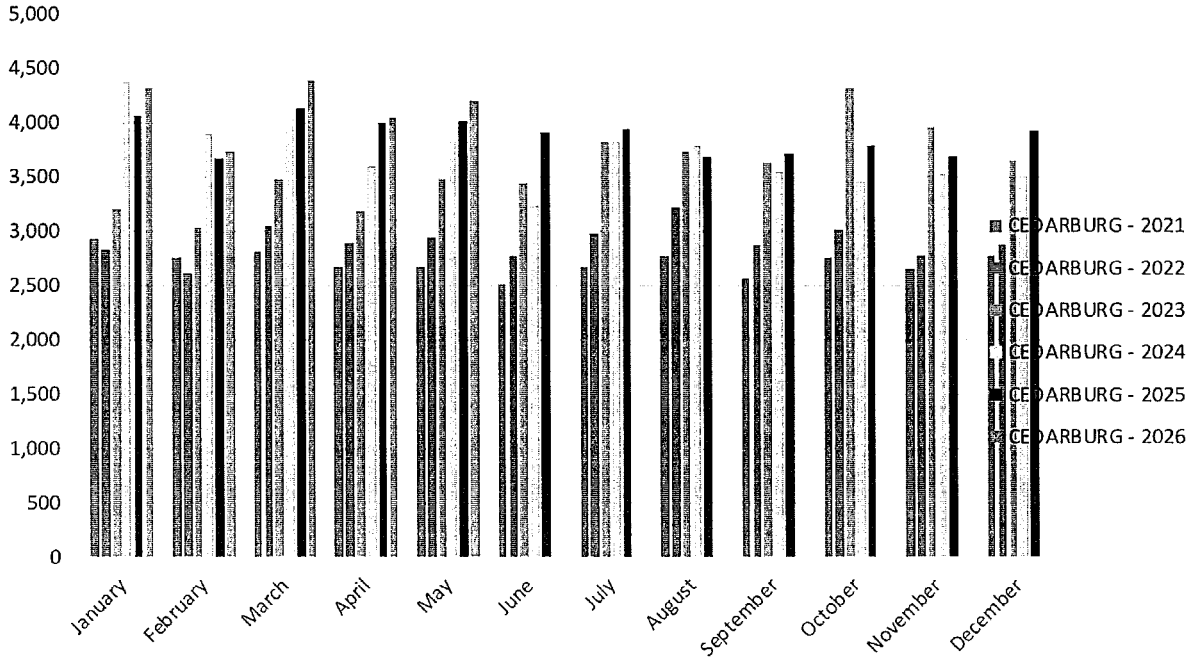


These years were chosen to illustrate the circulation compared pre and post shutdown. 2017 was the largest year before shutdown– 2021 was the year after shutdown, and then the previous year and this year.

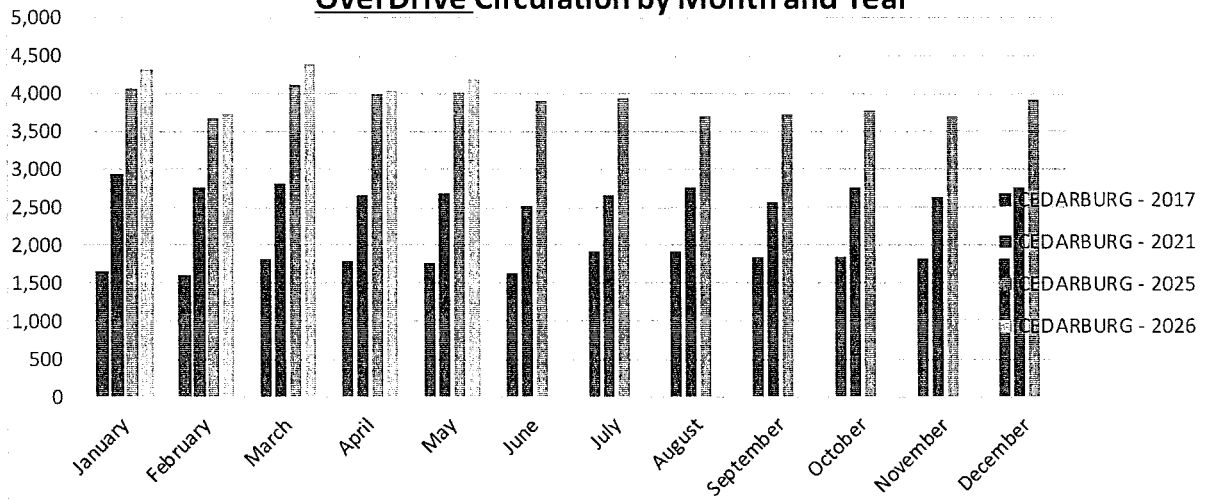
Overdrive Material circulation by month and year May

Month	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	4,199
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	20,699

OverDrive Circulation by Month and Year



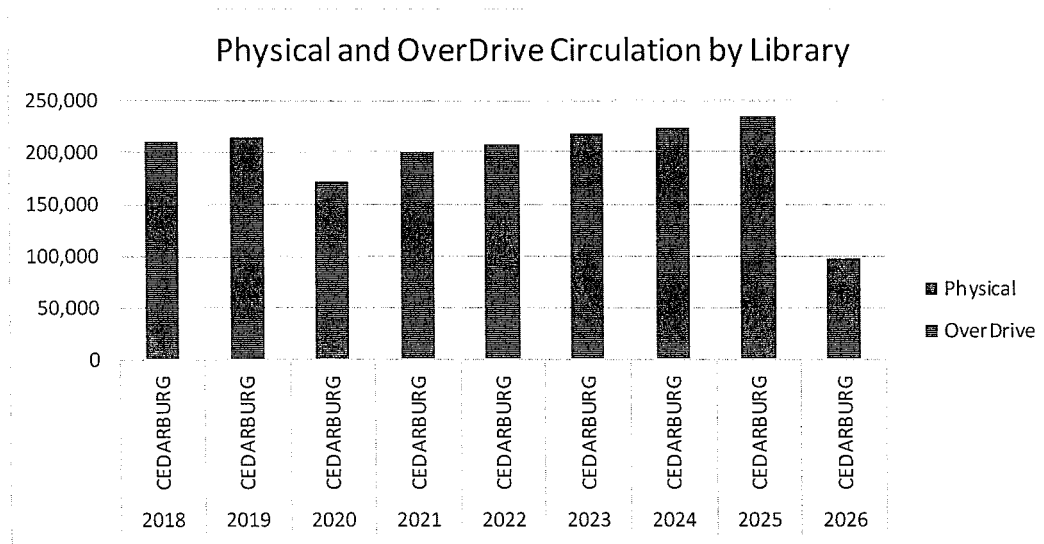
OverDrive Circulation by Month and Year



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 year

Year	OverDrive	Physical	Grand Total
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	20,699	76,666	97,365



Overdrive circulation Breakdown: May 2026

Ebooks: Monarch Library System - Cedarburg Public Library – **1,400**

E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,729**

Magazines: Monarch Library System - Cedarburg Public Library – **1,070**

Grand Total: 4,199

Overdrive Advantage Checkouts: May 2026

28

Circulation Break Down by location: May

Total circulation	14090
City of Cedarburg circulation	8261
Ozaukee county libraried circ minus local municipality	1601

Circulation to libraried and non-libraried patrons by Monarch county

Dodge county libraried circ	0
Dodge county non-libraried circ	1
Washington county libraried circ	105
Washington county non-libraried circ	788
Ozaukee county libraried circ	9862
Ozaukee county non-libraried circ	3218
Sheboygan county libraried circ	26
Sheboygan county non-libraried circ	26
Total:	14026

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

In-System libraried circ	131
In-System non-libraried circ	815
Total:	946

Adjacent county circulation (includes Milwaukee and Waukesha counties)

Adjacent county libraried circ	14
Adjacent county non-libraried circ	17
Total:	31

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

Non-Wisconsin circulations	0
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Non-Libraried cross-county circulations

Sheboygan	26
Washington	788
Waukesha	17

Milwaukee

All Milw is currently libreried, so expect 0
0 count here

Meetings & Events:

May 15, 2026 – All Staff In-Service

May 28, 2026 – MLS Circulation Committee - Remote

May 28, 2026 – 2 separate interviews for shelving position

May 30, 2026 – Summer Reading Program Launch Party!

Lauren's Goals:

Collection Development – Adult DVD Collection --

In May 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. One was weeded.

Department Goal: Patron Purge document --

This goal has progressed significantly in May – there are now 3 staff including myself working on this purge in down moments. Through combined efforts 36 pages have been purged. With 18 names per page that is 648 inactive patrons purged.

Personal Goal: Professional Development --

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. Completing the vocabulary sections of lesson 1 unlocked grammar sections that I'm now working through.

This did come in handy recently as an Amazon driver came to the library and was only Spanish speaking. They required a name to deliver the package – the staff on the desk did not speak Spanish.

Sarah F's New Goals:

1. Continue to Develop Professionally

- No significant progress was made towards this goal

2. Review Circulation Policies for Potential Revision

- No significant progress was made towards this goal

3. SFF Collection Maintenance

- No Significant Progress was made towards this goal.

***. 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 I would also like to work with Heidi to fill the gaps I noted while completing maintenance on the collection last year.

I did contact Alison about creating new large print collection codes for us. We now have AD Biography LP, AD Fiction LP, and AD Nonfiction LP collection codes, and I have updated the records for the items that belong to each collection.

Monthly Report for May 2026

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

Summer Reading Kickoff Party

Saturday, May 30, the YS team along with Friends volunteers, teen volunteers, and library staff turned the parking lot into a Summer Reading Launch party. An estimated 300 attendees were treated to cotton candy, cookies, and popcorn while signing up for the summer reading program. There were fun stations for the kids to make bubble wands and blow bubbles, draw with chalk, plant a sunflower seed, get their faces painted (thanks to Cedarburg Toy Company), go on a StoryWalk, and visit the Monarch Bookmobile! Inside the community room, kid makers from the community were set up and selling their awesome creations. Everything from slime, jewelry, 3D printed gadgets, popsicles, potholders, and more. It was a great day to be at the library!

Make with Me

Friday, May 22 was a day off from school for the Cedarburg School District. Kelly Ann hosted a Make with Me program for kids ages 4-8. This was a drop-in program where kids could come and make a mosaic butterfly with stickers. The event was super popular with 62 patrons attending!

Events and Collaborations

Book Bike at CAM Beer Garden

Kim loaded up the book bike and headed out to the first Cedarburg Art Museum Beer Garden of the season. Patrons of all ages were excited to see what was in the book bike and asked about the bike schedule. Twelve patrons took advantage of the collection Kim brought with her and checked out items to take home!

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: Ocean animals, classic books (Treasure Island), audio books, Yoto

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 picture books, young adult, Fill the Shelves, and Playaway titles. Covered and cataloged incoming materials.

Programming: Planned and performed eight storytimes, summer reading launch party prep. Emailed schools information about the Summer Reading Program

Department: Summer reading preparations, moved DVD collection to empty aisle in stacks to open more room for Kid Library of Things collection.

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: Weeded Juvenile Intermediate and Juvenile Graphic Novel collections. Ordered new books for Juvenile Fiction, Intermediate, Graphic Novel, and Young Adult collections. Gathered new, trending juvenile and young adult book ideas from School Library Journal's virtual conference: SLJ Day of Dialogue.

Programming: Took the CPL Book Bike to the Cedarburg Art Museum Beer Garden for the first time. Put on final spring Digital Art Lab, four Youth Fiber Arts Clubs and four Cribbage Clubs. Participated in Summer Reading Program Launch Party. Finalized planning for summer programming.

Department: Summer Reading Program preparations, worked with Heidi to move and reorganize the movie/dvd collection and Library of Things for a better user experience.

Meetings, Connections, Webinars, Professional Development

5/5 Friends Board Meeting – HG

5/12 Clarivate Webinar: Engagement Beats Promotion - KH

5/15 All Staff In-Service – HG, KH, JM, KD

5/21 School Library Journal Webinar: SLJ Day of Dialogue – KH

May

5/4/2026	Mr. Dan	25
5/4/2026	Family Bingo - Food Bingo	40
5/5/2026	Toddler Time: Colors	32
5/5/2026	Youth Fiber Arts Club	8
5/6/2026	Cribbage Club	15
5/7/2026	Preschool Storytime Colors	45
5/11/2026	Mr. Dan	24
5/11/2026	YA Drop-In Crafts	8
5/12/2026	Toddler Time: space	28
5/12/2026	Youth Fiber Arts Club	8
5/13/2026	Cribbage Club	17
5/14/2026	Preschool Storytime Space	34
5/18/2026	Mr. Dan	23
5/18/2026	Family Bingo	27
5/19/2026	Toddler Time: Miss Heidi's Favorites	33
5/19/2026	Youth Fiber Arts Club	8
5/21/2026	Preschool Storytime	39
5/22/2026	Lego	22
5/22/2026	Make with Me	62
5/26/2026	Youth Fiber Arts Club	8
5/26/2026	Digital Art Lab	3
5/30/2026	Summer Reading Launch Party	≈ 300
All Month	1000 Books Before Kindergarten	25
All Month	Literacy Alcove	139
All Month	Tinker Lab	197
All Month	Kid Librarian	3
All Month	Scavenger Hunt	246
All Month	Genre Challenge	2
All Month	Reading Dragons	28

Building and Technology Updates

May 2026

Building/Maintenance:

Lights – Schaeffer Inc. is scheduled to work finish converting the existing to lighting to LEDS on 2nd floor and will have the get started on converting decorative lights next, i.e. column lights, up ledge lights, and hanging pendants.

Carpet and Furniture Cleaning – Adleman Inc. completed our annual furniture and carpet cleaning on Saturday, June 3, 2026.

Boiler Issues – One of our boilers has been making a loud whistling noise again. It is powered down for now as we don't require both boilers during the summer months, but we are waiting on A to Z to come out for their biannual summer inspection and will have them investigate then

Bird Deterrents – We had an issue with a bird getting into the building over one weekend recently. We've also noticed that we are continuing to have nesting issues over the front walkway. Advance Wildlife Control identified a small hole near the top of the building, on the south side of the building. They have plugged up with foam, but it appears the birds are able to tear through that, so they will return later to seal it off with metal plates and deterrents which should help with the nests in other areas.

Technology:

Sorter Expansion: We are scheduled to have the new bins for the sort expansion project installed in July 14 – 16. See attached document for additional project timeline and details.

Battery Replacement for HVA System: The backup battery for our HVA System, which controls and regulates our HVAC system, needs to be replaced. We are considering upgrading to the new module, which would allow access to their cloud-based interface, instead of replacing the battery if the budget allows. (Quotes for the backup battery and new module are attached).

Quotes for X20 – We followed up with Envisionware with the quote they provided, and they said that the PCs in the new self-check stations listed will be Windows 11 based. They claimed the Windows 10 spec was just a misprint on the quote. **The new quote is attached.**



Cedarburg Public Library Sorter Expansion Project Schedule

ID	Task Name	Duration	Start	Finish	February 2026	March 2026	April 2026	May 2026	June 2026	July 2026
1	Contract Award - Cedarburg Expansion	82.3 days	Tue 2/24/26	Thu 7/16/26	[Gantt bar spanning Feb to July]					
2					[Gantt bar spanning Feb to July]					
3	Engineering & Production	80.52 days	Tue 2/24/26	Tue 7/14/26	[Gantt bar spanning Feb to July]					
4	Mechanical	80.52 days	Tue 2/24/26	Tue 7/14/26	[Gantt bar spanning Feb to July]					
5	PO received	0 days	Tue 2/24/26	Tue 2/24/26	[Gantt bar at 2/24]					
6	System design	1.5 wks	Tue 2/24/26	Tue 3/10/26	[Gantt bar from 2/24 to 3/10]					
7	Drawing submittals	0 days	Tue 3/10/26	Tue 3/10/26	[Gantt bar at 3/10]					
8	Cedarburg design review	24 edays	Tue 3/10/26	Fri 4/3/26	[Gantt bar from 3/10 to 4/3]					
9	Drawings Signed	0 days	Fri 4/3/26	Fri 4/3/26	[Gantt bar at 4/3]					
10					[Gantt bar at 4/3]					
11	Mechanical Production	3.3 ewks	Wed 3/25/26	Fri 4/17/26	[Gantt bar from 3/25 to 4/17]					
12					[Gantt bar from 3/25 to 4/17]					
13	Shipping	12.6 ewks	Fri 4/17/26	Tue 7/14/26	[Gantt bar from 4/17 to 7/14]					
14					[Gantt bar from 4/17 to 7/14]					
15	Equipment delivery	0 days	Tue 7/14/26	Tue 7/14/26	[Gantt bar at 7/14]					
16					[Gantt bar at 7/14]					
17	Building modifications complete	11.78 days	Fri 6/26/26	Thu 7/16/26	[Gantt bar from 6/26 to 7/16]					
18	CRITICAL (VPN SET-UP & Site data sheet completed)	0 days	Fri 6/26/26	Fri 6/26/26	[Gantt bar at 6/26]					
19	Power/Data Drop at coordinated location	0 days	Mon 7/6/26	Mon 7/6/26	[Gantt bar at 7/6]					
20	Wall penetrations for LibraryMates	0 days	Mon 7/6/26	Mon 7/6/26	[Gantt bar at 7/6]					
21	Building & workspace reconfiguration	0 days	Mon 7/6/26	Mon 7/6/26	[Gantt bar at 7/6]					
22					[Gantt bar at 7/6]					
23	Cedarburg Installation commence	1.78 days	Tue 7/14/26	Thu 7/16/26	[Gantt bar from 7/14 to 7/16]					
24					[Gantt bar from 7/14 to 7/16]					
25	System Installation	1.78 days	Tue 7/14/26	Thu 7/16/26	[Gantt bar from 7/14 to 7/16]					
26					[Gantt bar from 7/14 to 7/16]					
27	Cedarburg Public Library	1.78 days	Tue 7/14/26	Thu 7/16/26	[Gantt bar from 7/14 to 7/16]					
28	Installation	1 day	Tue 7/14/26	Wed 7/15/26	[Gantt bar from 7/14 to 7/15]					
29	Delivery	0.25 days	Tue 7/14/26	Tue 7/14/26	[Gantt bar at 7/14]					
30	Sorter(s) installation	0.25 days	Tue 7/14/26	Wed 7/15/26	[Gantt bar from 7/14 to 7/15]					
31	Field Wiring	0.5 days	Wed 7/15/26	Wed 7/15/26	[Gantt bar at 7/15]					
32	Commissioning	0.78 days	Wed 7/15/26	Thu 7/16/26	[Gantt bar from 7/15 to 7/16]					
33	Internal I/O testing (LVL 5)	0.13 days	Wed 7/15/26	Thu 7/16/26	[Gantt bar from 7/15 to 7/16]					
34	Component functional testing (LVL 4)	0.13 days	Thu 7/16/26	Thu 7/16/26	[Gantt bar at 7/16]					
35	System testing (LVL 3)	0.13 days	Thu 7/16/26	Thu 7/16/26	[Gantt bar at 7/16]					
36	Integration testing (LVL 2)	0.13 days	Thu 7/16/26	Thu 7/16/26	[Gantt bar at 7/16]					
37	Acceptance testing/Training (LVL 1)	0.13 days	Thu 7/16/26	Thu 7/16/26	[Gantt bar at 7/16]					
38	Cedarburg GO LIVE	0 days	Thu 7/16/26	Thu 7/16/26	[Gantt bar at 7/16]					
39	Standby Support	0.13 days	Thu 7/16/26	Thu 7/16/26	[Gantt bar at 7/16]					

Task		Rolled Up Split		External Milestone		Manual Summary Rollup		External Milestone	
Split		Rolled Up Milestone		Inactive Milestone		Manual Summary		Progress	
Milestone		Rolled Up Progress		Inactive Summary		Start-only		Deadline	
Summary		External Tasks		Manual Task		Finish-only			
Rolled Up Task		Project Summary		Duration-only		External Tasks			

Project: Lyngsoe Proposal Schedule
Date: Thu 4/30/26



Service

TO: Anthony Sigismondi 3/11/2026
COMPANY: CEDARBURG PUBLIC LIBRARY
FROM: Steve Barron
BID DATE: 3/11/2026
PLANS:
PLAN ISSUE DATE:
ADDENDUM SEEN: 0 to 0
RE: 26-0563 - CEDARBURG PUBLIC LIBRARY - FX20 SUPERVISOR CONTROLLER
BATTERY REPLACEMENT

Dear Anthony,

We propose to provide service as depicted below:

Base Bid

Provide and install (1) replacement backup battery for FX20 Supervisor Controller. Factory original parts for this controller are obsolete. Battery will be a refurbished, compatible substitute.

Grand Total... \$645.00

Not Included:

- No Temperature Control System Upgrades
- No Mechanical System Upgrades
- No Premium Time Labor

CERTIFIED DBE, MBE, EBE

Pricing is subject to change even after order is received based on factory surcharges or price increases.

This quotation subject to your written acceptance within 30 days. No sales or used taxes.

The quantities that are quoted are in direct relation to the prices given; any variations made will result in price changes. This quotation subject to change without notice and void after 30 days.

Terms and conditions of sale net 30 day and upon receipt of satisfactory credit information
5715 W Donges Bay rd - Mequon – WI - 53092 - Ph: (262) 242-9393



Controls

TO: Anthony Sigismondi 2/15/2024
 COMPANY: CEDARBURG PUBLIC LIBRARY
 FROM: Steve Barron
 BID DATE: 7/26/2023
 PLANS:
 PLAN ISSUE DATE:
 ADDENDUM SEEN: 0 to 0
 RE: 23-1183 - CEDARBURG PUBLIC LIBRARY - HVAC SUPERVISOR CONTROLLER UPGRADE

Dear Anthony,

We propose to furnish and install the following temperature control system components:

Base Bid

PROVIDE AND INSTALL (1) NEW FX80 SUPERVISORY CONTROLLER WITH HTML5 WEB-BASED GRAPHICAL INTERFACE.	\$9,185.00
MAP ALL EXISTING POINTS FROM EXISTING FX20 CONTROLLER TO NEW FX80.	
COMMISSION AND TEST NEW SUPERVISORY CONTROLLER.	
GRAND TOTAL...	\$9,185.00

Not Included:

- No Liquidated Damages
- No Equipment or VFD Start-Ups
- No Premium Time Labor
- No HVAC Equipment

CERTIFIED DBE, MBE, EBE

Pricing is subject to change even after order is received based on factory surcharges or price increases.

This quotation subject to your written acceptance within 30 days. No sales or used taxes.

The quantities that are quoted are in direct relation to the prices given; any variations made will result in price changes. This quotation subject to change without notice and void after 30 days.

Terms and conditions of sale net 30 day and upon receipt of satisfactory credit information
10412 N Baehr Rd - Mequon - WI - 53092 - Ph: (262) 242-9393

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 X25 Countertop - Portrait Display Black Unit --Display: 21.5-inch capacitive touch screen --Operating System: Windows 11 IoT Enterprise LTSC 24H2 --Processor: Intel N5095 Quad-core, 8G DDR3L 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
	SUBTOTAL Hardware			\$19,980.00
	SUBTOTAL for Hardware			
	Discount: *EnvisionWare Hardware		-9%	\$-1,798.20
	DISCOUNT for EnvisionWare Hardware			
	SUBTOTAL Hardware			\$18,181.80
	SUBTOTAL for Hardware			



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 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**



CHAPTER 5 ETHICS CODE

Sec. 2-5-1 Declaration of policy.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office is not to be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is established in this chapter a code of ethics for all City of Cedarburg officials and employees whether elected or appointed, paid or unpaid, including members of council as well as boards, committees and commissions of the city (city agencies). The purpose of this ethics code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Cedarburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the city.

(Ord. No. 2004-08)

Sec. 2-5-2 Responsibility of public office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(Ord. No. 2004-08)

Sec. 2-5-3 Dedicated service.

- (a) Officials and employees should adhere to the rules of work, professionalism and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(Ord. No. 2004-08)

Sec. 2-5-4 Fair and equal treatment.

- (a) *Use of public property.* No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.
- (b) *Fundraising.* With the exception of fundraising for purposes of raising money for city departmental programming, equipment, or capital projects, which may occur subject to council approval and all provisions of this Code and the State Statutes, the following shall be prohibited:

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- (1) No official or employee shall request or permit the use of city resources, city time or city equipment for the purpose of fundraising.
 - (2) No official or employee shall use his or her position, authority or influence, whether possessed or anticipated, to represent themselves as a city official or employee for private or public fundraising.
- (b) *Obligations to citizens.* No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(Ord. No. 2004-08; Ord. No. 2015-13)

Sec. 2-5-5 Conflict of interest.

- (a) *Financial and personal interest prohibited.* No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of or action in the performance of official duties.
- (b) *Definitions.*
- (1) *Financial interest.* Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - (2) *Personal interest.* Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
 - (3) *Person.* Any individual or legal entity.
- (c) *Specific conflicts enumerated.*
- (1) *Incompatible employment.* No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law.
 - (2) *Disclosure of confidential information.* No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.
 - (3) *Gifts and favors.*
 - a. No public official or employee may use his or her public office to "obtain financial gain" or "anything of value" for the private benefit of himself or herself, for his or her immediate family, or for an organization with which he or she is associated.
 - b. No person may directly or indirectly offer or give "anything of value" to a local public official or employee if it could reasonably be expected to affect that official's vote, official action or judgment, or if it could be construed as a reward for any official action or inaction on the part of the local public official or employee. No local public official or employee may accept "anything of value" tendered under such circumstances. "Anything of value" is defined as "money or property, favor, service, payment, advance, forbearance, loan or promise of future employment". Legal campaign contributions are exempt from the definitions. An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or

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a member of the guest's immediate family, was a City official or employee. This includes any discount on the price of admission, parking, or use of a box at a stadium that is tax exempt from general property taxes. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

- c. No local public official or employee may take any official action that affects a matter in which the public official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest.
 - d. No local public official or employee may use his or her office or position in any way that produces or assists in producing a substantial benefit, either directly or indirectly, for the official or employee, any members of his or her immediate family, or an organization with which the official or employee is associated.
- (4) *Representing private interests before city agencies or courts.* No officer or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency. However, members of the common council may appear before city agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.
- (d) *Contracts with the city.* No city officer or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the city unless it is within the confines of section 946.13.
- (e) *Disclosure of interest in legislation.*
- (1) Any member of the common council who has a financial interest or personal interest in any proposed legislation before the common council shall disclose on the records of the common council or the ethics board created by this chapter the nature and extent of such interest.
 - (2) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the common council or who serves on a board or committee, shall disclose the nature and extent of such interest.
 - (3) If there is a conflict of interest for any official or employee, he or she must refrain from participating in any way including discussion, deliberations or action on the item.

(Ord. No. 2004-08)

Sec. 2-5-6 Advisory opinion.

Any questions as to the interpretation of any provisions of this code of ethics chapter shall be referred to the personnel committee serving as the ethics board or the city attorney. The fact that a person seeks an advisory opinion and abides by the material facts as stated, is evidence of intent to comply with the ethics code.

(Ord. No. 2004-08)

Sec. 2-5-7 Jurisdiction and application.

- (a) The personnel committee shall have administrative jurisdiction over this code of ethics chapter and shall be deemed the ethics board pursuant to Wis. Stats. § 19.59(3)(d) for that purpose. An individual may request an

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advisory opinion on the propriety of any matter to which he or she is or may become a party. However, the personnel committee has complete discretion as to whether to issue such an opinion. All requests and advisory opinions to the ethics board must be in writing.

- (b) The personnel committee may make recommendations with respect to amendments to this code of ethics chapter.
- (c) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this chapter, the personnel committee shall conduct an investigation of the facts of the complaint; if the investigation indicates there may be a reasonable basis for the complaint justifying further investigation, the committee shall conduct a public hearing in accordance with the common law requirements of due process, including notice, an opportunity to be heard, an opportunity to cross-examine witnesses and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representatives at the expense of the accused. The committee shall make written findings of fact and issue a written decision concerning the propriety of the conduct of the subject official or employee and shall refer the matter to the common council for final disposition.
- (d) In the event a member of the personnel committee is allegedly involved in an ethics code violation, the mayor, subject to the confirmation of the common council, shall appoint another council member to temporarily replace the member of the committee who is under investigation.

(Ord. No. 2004-08)

Sec. 2-5-8 Sanctions.

A determination that an official's or employee's actions constitute improper conduct under the provisions of this chapter may constitute a cause of suspension, removal from office or employment or other action permitted by law.

(Ord. No. 2004-08)

Sec. 2-5-9 Distribution of ethics code.

- (a) The city clerk shall cause a copy of this code of ethics to be distributed to every public official and employee of the City of Cedarburg within 30 days after enactment of this chapter. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his duties.
- (b) Each public official, the mayor, the chairman of each board, commission or committee and, through the city administrator, the head of each department shall, between May 1 and May 31 each year, review the provisions of this Code with his fellow council, board, commission, committee members or subordinates as the case may be and certify to the city clerk by June 15 that such annual review had been undertaken. A copy of this ethics code chapter shall be continuously posted on each department bulletin board wherever situated.

(Ord. No. 2004-08)