



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

A meeting of the Library Board, City of Cedarburg, Wisconsin, will be held on Tuesday, July 14, 2026 at 7:00 PM at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

A. Council Member Kristian Lindo, Board President Michael Maher, Joycelyn Russo, Kassandra Bartelme, Meghan O'Driscoll, Jean O'Keefe, Superintendent Jeridon Clark

3. STATEMENT OF PUBLIC NOTICE

4. COMMENTS AND SUGGESTIONS FROM CITIZENS

5. APPROVAL OF MINUTES

A. Approval of June 9, 2026 minutes.

6. APPROVAL OF BILLS AND FINANCIAL STATEMENTS

7. REPORTS

A. Director's Report

B. School Report

8. NEW BUSINESS

A. Discussion and possible action on 2027 budget.

B. Discussion and possible action on solar panel pricing.

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
JUNE 9, 2026**

**LIB20260609-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, June 9, 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 7:02 p.m.

2. ROLL CALL

A. Michael Maher, Jean O’Keefe, Kassandra Bartelme, Council Member Kristian Lindo, Joycelyn Russo

Excused – Meghan O’Driscoll, Superintendent Jeridon Clark
Also Present - Library Director Linda Eastwood

B. Welcome and introduction of new members.

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. ELECTIONS

A. *Election of President, Vice-President, and Secretary.*

- a. President: Kassandra Bartelme made a motion to nominate Michael Maher as president. Seconded by Joycelyn Russo. Michael accepts the nomination. Motion carried without a negative vote with Meghan O’Driscoll and Jeridon Clark excused.
- b. Vice-President: Michael Maher made a motion to nominate Joycelyn Russo for Vice President. Kristian Lindo seconded. Joycelyn accepts the nomination. Motion carried without a negative vote with Meghan O’Driscoll and Jeridon Clark excused.
- c. Secretary: Kristian Lindo made a motion to nominate Kassandra Bartelme as Secretary. Joycelyn Russo seconded. Kassandra accepts the nomination. Motion carried without a negative vote with Meghan O’Driscoll and Jeridon Clark excused.

6. APPROVAL OF MINUTES

A. *Approval of May 12, 2026 minutes*

Motion made by Michael Maher, seconded by Joycelyn Russo, to approve the May 12, 2026 Library Board minutes. Motion carried without a negative vote with Meghan O'Driscoll and Jeridon Clark excused.

7. APPROVAL OF BILLS AND FINANCIAL STATEMENTS

No expenses or income out of the ordinary. A check was received for the Sheboygan and Ozaukee counties which will show up in next month's report. The amount was \$265,153.54 and is for serving non-librarians residents. The book bike had a tune-up. Ingram which is the new bookseller is still struggling to keep up with demand. The library's staff is having to put book covers on the new books themselves. There was an animal service call due to a bird getting inside the building. Other expenses include experience passes that patrons can check out, such as to the Milwaukee Zoo and the Milwaukee Art Museum.

Linda explained the fund balance to the new board members. The balance is currently at \$172,000.

Motion made by Joycelyn Russo, seconded by Michael Maher to approve the May 2026 Bills and Financials. Motion carried without a negative vote with Meghan O'Driscoll, Jeridon Clark excused.

8. REPORTS

A. Director's Report

Linda shared that her mom passed away 1.5 weeks ago. Services will be July 31, 2026.

A Cedarburg resident who is an independent film maker is asking if he could film part of his film in the library after hours. He said it'd take 30 minutes. Discussion revolved around asking the film maker to come to the board meeting to present what the film is about. Linda will ask him to attend the July meeting and provide more information.

Linda will begin to work on the 2027 budget. She will put together a preliminary draft for the July board meeting. Linda plans to retire in mid-February 2027 and will need to account for vacation payout. Linda offered to help with the process of hiring a new library director, including putting together a timeline and provide resources as needed.

A new shelve was hired. Dave Johnson is an adult and Cedarburg resident who has his MLS. He does not have practical experience and he has applied for previous positions and it wasn't a good fit. The hope is that he may be able to rise in the ranks.

No changes to goals since last month.

Linda has heard about and would like to have a job pod at the library. The speaker who shared about this opportunity was from the Dept. of Workforce Development. Patrons can use this to make connections to find jobs.

Linda will go to the Hartford Library to see their processes. The drive-through book drop-off at CPL will close on 6/23 during the bike race and that's when the new sorter and bins will be installed. The new sorter and bins were funded by the FOTL.

Several events coming up in the library. See The Library Links catalog.

FOTL: Cribbage tournament had a profit of \$2,000. The book sale will be July 6-11.

Department updates include staff goals and program attendance. A Summer Reading kickoff party was held in May which was super successful. About 300 people attended.

Technology updates are in the packet, including regarding the lights and HVAC. Bids for solar panels are due 6/22. Cedarburg Light & Water will come to the July meeting to discuss how it works.

B. School Report

None

9. UNFINISHED BUSINESS

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

Quote updated to Windows 11. Quote is \$21,921.80.

Motion made by Michael Maher, seconded by Joycelyn Russo, to approve the purchase of four new self-checkout stations. Motion carried without a negative vote with Meghan O'Driscoll and Jeridon Clark excused.

10. NEW BUSINESS

A. Discussion and possible action on annual certification of the Ethics Code.

Motion made by Michael Maher, seconded by Kassandra Bartelme, to approve and agree with the Ethics Code. Motion carried without a negative vote with Meghan O'Driscoll and Jeridon Clark excused.

11. ADJORNMENT

Motion made by Joycelyn Russo, seconded by Kristian Lindo, to adjourn the meeting at 8:05 p.m. Motion carried without a negative vote with Meghan O'Driscoll and Jeridon Clark excused.

Kassandra Bartelme
Secretary

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As of 06/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 06/30/2026	Activity For 06/30/2026	Available Balance 06/30/2026	% 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	7,083.76	941.64	4,916.24	59.03
260-000000-467110	LIBRARY - COUNTY REIMBURSEMENT	301,247.00	301,270.00	265,153.54	(23.00)	100.01
260-000000-467150	LIBRARY - PHOTOCOPIES-TAXABLE	1,500.00	840.13	126.82	659.87	56.01
260-000000-473200	LIBRARY DONATIONS	20,000.00	54,742.07	5,671.91	(34,742.07)	273.71
260-000000-481100	INVESTMENT INCOME	10,000.00	3,079.15	0.00	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	1,184,925.11	271,893.91	(43,128.11)	103.78
Revenues		1,141,797.00	1,184,925.11	271,893.91	(43,128.11)	103.78
Account Category: Expenditures						
Department: 555110 LIBRARY						
260-555110-500111	SALARIES	490,997.00	228,920.64	37,651.21	262,076.36	46.62
260-555110-500124	BONUSES	950.00	25.00	0.00	925.00	2.63
260-555110-500125	PART TIME SALARIES/SEASONAL	141,000.00	73,095.04	11,577.93	67,904.96	51.84
260-555110-500128	MAINT/PW SALARIES	22,313.00	9,094.82	1,372.80	13,218.18	40.76
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	24,294.38	3,959.12	25,896.62	48.40
260-555110-500152	RETIREMENT	37,944.00	17,738.75	2,910.27	20,205.25	46.75
260-555110-500154	HEALTH INSURANCE	65,628.00	47,129.46	8,868.89	18,498.54	71.81
260-555110-500155	LIFE INSURANCE	147.00	82.76	16.76	64.24	56.30
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	622.00	(1,072.00)	950.00	39.57
260-555110-500212	ATTORNEY/CONSULTANT	2,000.00	0.00	0.00	2,000.00	0.00
260-555110-500222	ELECTRIC	25,000.00	10,146.78	1,991.91	14,853.22	40.59
260-555110-500223	MARKETING	7,500.00	6,419.98	5,724.99	1,080.02	85.60
260-555110-500224	NATURAL GAS	8,500.00	6,583.43	0.00	1,916.57	77.45
260-555110-500225	TELEPHONE/COMMUNICATIONS	10,000.00	6,477.39	1,797.27	3,522.61	64.77
260-555110-500226	WATER SERVICE	3,000.00	1,499.02	257.66	1,500.98	49.97
260-555110-500240	REPAIR AND MAINTENANCE	15,000.00	1,910.96	0.00	13,089.04	12.74
260-555110-500290	MAINT/CONTRACTED SERVICES	55,000.00	42,847.27	13,609.93	12,152.73	77.90
260-555110-500308	PROGRAM SUPPLIES	2,000.00	1,201.27	138.36	798.73	60.06
260-555110-500310	OFFICE SUPPLIES	8,000.00	5,783.06	2,145.37	2,216.94	72.29
260-555110-500312	COMPUTER/COPIER SUPPLIES	6,000.00	6,674.93	1,562.44	(674.93)	111.25
260-555110-500313	PRINTING-NEWSLETTERS, ETC	500.00	0.00	0.00	500.00	0.00
260-555110-500315	POSTAGE	450.00	54.78	0.00	395.22	12.17
260-555110-500319	PUBLICATIONS AND SUBSCRIPTIONS	125,000.00	41,522.62	6,849.99	83,477.38	33.22
260-555110-500320	PROF PUBLICATIONS AND DUES	1,800.00	760.50	0.00	1,039.50	42.25
260-555110-500322	DONATION EXPENDITURES	20,000.00	15,933.75	4,340.33	4,066.25	79.67
260-555110-500329	EMPLOYEE RELATIONS	0.00	0.00	0.00	0.00	0.00
260-555110-500330	TRAVEL & TRAINING	6,000.00	3,499.94	901.34	2,500.06	58.33
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	2,765.62	(208.08)	3,234.38	46.09
260-555110-500380	EQUIPMENT OUTLAY	7,000.00	0.00	0.00	7,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF CEDARBURG

Balance As of 06/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 06/30/2026	Activity For 06/30/2026	Available Balance 06/30/2026	% Bdg't Used
Fund: 260 LIBRARY FUND						
Account Category: Expenditures						
Department: 555110 LIBRARY						
260-555110-500381	SHARED SYSTEM SERVICES	28,500.00	2,102.21	0.00	26,397.79	7.38
260-555110-500382	TECHNOLOGY	7,000.00	1,921.85	91.59	5,078.15	27.46
260-555110-500395	EMPLOYMENT EXPENSES	250.00	0.00	0.00	250.00	0.00
260-555110-500405	HR TRANSFER	11,110.00	11,000.00	11,000.00	110.00	99.01
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	576,236.88	115,488.08	600,500.12	48.97
Expenditures		1,176,737.00	576,236.88	115,488.08	600,500.12	48.97
Fund 260 - LIBRARY FUND:						
TOTAL REVENUES		1,141,797.00	1,184,925.11	271,893.91	(43,128.11)	103.78
TOTAL EXPENDITURES		1,176,737.00	576,236.88	115,488.08	600,500.12	48.97
NET OF REVENUES & EXPENDITURES:		(34,940.00)	608,688.23	156,405.83	(643,628.23)	
BEG. FUND BALANCE - ALL FUNDS		206,945.85	206,945.85			
END FUND BALANCE - ALL FUNDS		172,005.85	815,634.08			

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	

INVOICE DISTRIBUTION REPORT FOR CITY OF CEDARBURG

EXP CHECK RUN DATES 06/05/2026 - 06/05/2026

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	A TO Z REFRIGERATION & HVA	BOILER SERVICE CALL	431.75	53652
260-555110-500290	MAINT/CONTRACTED SERVICES	A TO Z REFRIGERATION & HVA	REPAIR HVAC	574.17	53652
260-555110-500290	MAINT/CONTRACTED SERVICES	CINTAS CORPORATION	MATS, TOWELS & MOPS	349.53	53662
260-555110-500290	MAINT/CONTRACTED SERVICES	FP SOLUTIONS LLC	FIRE SPRINKLER INSPECTION	355.00	53675
260-555110-500290	MAINT/CONTRACTED SERVICES	OTIS ELEVATOR COMPANY	MAINTENANCE TO 5/31/2027	3,607.44	53702
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	PLAYAWAY PRODUCTS LLC	BOOKS & DVD'S	658.10	53704
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	PLAYAWAY PRODUCTS LLC	BOOKS & DVD'S	392.94	53704
260-555110-500319	PUBLICATIONS AND SUBSCRIPT	MIDWEST TAPE, LLC	MARCH 2026 DIGITAL	1,677.58	53695
260-555110-500322	DONATION EXPENDITURES	FIRST IMPRESSIONS	ABIGAIL ADAMS PERFORMANCE	200.00	53673
Total Department 555110 LIBRARY				8,246.51	
Total Fund 260 LIBRARY FUND				8,246.51	

CEDARBURG PUBLIC LIBRARY
DIRECTOR REPORT
JUNE 2026 ACTIVITY

Personnel

We have hired two new shelvers, Dave, is an adult shelve and is looking to enter the library field as a new career. He fills the shoes of Olivia who will be attending college. We also hired a high school student who is supplementing all the extra shelving needed during our summer busy season, Wyatt follows in the footsteps of his older sister Tess as she has left us for college.

2026 Goals – updates in bold

- Acquire quotes for solar panels for the roof and other cost saving measures for utilities. **RFP quotes have been received.**
- 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. **Additional bins for the sorter have been added and are helping a great deal during our busy summer.**
- 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. LWV has made 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. **LWV donated money for the library to purchase new books about American history, and they are participating in our History in the Hot Seat America 250 event.**
 - 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 they have arrived.**
 - Attended Library Legislation Day in Madison on Feb. 10, 2026. Attended Public Library Association Conference in Minneapolis April 22-24.

Monarch Library System

- The July Directors Council meeting is being held at Kohler Public Library. MLS is moving services to the Cloud, so this may amount to some short downtime in our ILS.

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.** (will provide update).
- 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.

Assistant Director Report

June 2026

Building Updates

LED Conversion: The lights in the public areas have been converted to LED except for the column lights and decorative lighting, on which they are still working. Once the decorative lighting in the public area is completed, we will have the start on the staff areas.

Window Cleaning: EZ Windows is scheduled to clean all exterior windows on July 21 at 8 am.

HVAC System/Cooling: Unfortunately, our cooler and air handling unit kept shutting off during the last spell. We had A to Z refrigeration come to clean the chiller and replace the existing air filters. We were able to keep the building at an acceptable temperature until our service provider arrived. However, they forgot to set the controls to the air handling unit to auto instead of manual, so the fan kept running at maximum power, which generates too much static in the ducts causing the system to shut down. We've made the necessary adjustments, and the system appears to be working fine again.

Technology Updates

Sorter Expansion Project: The sorter expansion project was installed and completed on June 25, 2026. The two extra bins and trolley were added so that children's books and av materials could be sort separately. We anticipate that this should help speed up the check-in and reshelving processes.

New Self Checks: The new X25 self-checks have been purchased, and the Assistant Director, Anothy Sigismondi, has a meeting scheduled with a project manager from Envisionware to discuss implementation. We should have a more concrete timeline for deployment of the new units after the planning meeting.

AV Control Pane/Community Room: The HDMI connection in the Community Room for connecting mobile devices was damaged via a power surge during some severe weather in June. AV design group in Mequon is scheduled to install a replacement on June 13, 2026. For now, we have an extended HDMI cable hooked up directly to the AV unit.

Gemma Lavender

Name	Subject	Sent count	Read ratio	Clicks ratio	Unsubscrib	Bounced ratio
2024 Welcome 1	{contactfield=firstname},'	47	59.60%	51.10%	2.13%	2.13%
Bike Race Event Day Alert 2026	Library Parking CLOSED d	10112	41.80%	3.20%	0.19%	0.06%
Dine to Donate June 11 New Fortune	Eat, Savor, and Give Back:	10063	38.80%	4.40%	0.08%	0.08%
July 2026 newsletter	Explore, Create & Read: Yc	10036	34.90%	15.20%	0.16%	0.03%
July Used Book Sale alert 2026	Books Galore, Starting Mc	9930	30.60%	10.90%	0.07%	0.32%
Recommendations_Monthly	Monthly Book Lists from y	13164	35.10%	0.20%	0.13%	0.33%
Welcome SRP Adults email 2026	Welcome to Summer Rea	133	75.20%	13.50%	0.75%	1.50%
Welcome SRP School Age email 2026	Welcome to Summer Rea	221	61.50%	0.90%	0.00%	0.90%
Welcome SRP Young Adult email 2026	Welcome to Summer Rea	80	62.50%	0.00%	0.00%	2.50%

Merch Sales from Original Launch

Total earned

\$1,442.77

Total sold

159

Product sales+\$1051.96

Donations+\$390.81

New campaigns in June:

Tie-Dye Vibe T shirts

Monthly Report for June 2026

Youth Services

Prepared by Heidi Griffin and Kim Hoppe

Department Highlights

Summer Reading

Summer Reading is in full swing! As of June 30, there are 592 sign-ups for Children's and Teen combined. The library is buzzing with families searching for the perfect summer reads. Along with the summer reading program, families are enjoying interacting with activities in the Tinker Lab, Literacy Alcove, Pretend Play station, computers, and summer programs. We are also having a lot of fun sharing book recommendations with kids and families.

Kids Trading Card Folder DIY

Jaida hosted a fun drop-in program for kids to make folders for their Reading Dragon cards and/or other collectable cards. Kids could choose a folder in a color of their choice along with colored rings to create a three-ring binder. Trading card sleeve sheets were provided for kids to start storing the Reading Dragon cards they have earned over the past months.

Events and Collaborations

Book Donations

The YS department was very fortunate to receive two donations to purchase books in the month of June. The League of Women Voters donated proceeds from the showing of 1776. The YS team received \$1500 to purchase books that feature American History themes. The Friends of the Library donated proceeds from the Spring Cribbage Tournament. We were given \$1300 to spend on new materials.

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: fantasy, spooky/horror, learning ASL for kids, sport fiction, TBH series, graphic novels

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: Weeded J Nonfiction based on an Uncirculated Items report, Cataloged new items for Library of Things, Yoto, and all book collections. Ordered for YA Manga, E Pic collections. Began ordering items for League of Women Voters donation.

Programming: Planned and performed three storytimes, Doodlebugs program, presentation for St. Francis childcare group visit.

Department: Added to Library of Things, Added to Yoto collection, weeded J Non-Fiction, YA Fiction. Trained Kim on cataloging Playaways/Wonderbooks

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, fiction, and graphic novel collections. Ordered new books for juvenile fiction, intermediate, and graphic novel collections.

Programming: Took the CPL Book Bike to the Cedarburg Pool and Centennial Park. Hosted a successful flowerpot bedazzling program, three Youth Fiber Arts Clubs and four Cribbage Clubs. Kicked off the Farm-Fresh Featured Recipe Series with samples of dill pickle popcorn.

Department: Trained with Heidi on how to catalog Wonderbooks and Playaways.

Meetings, Connections, Webinars, Professional Development

6/9 - History in the Hotseat Planning Meeting: HG, KH, KD

6/2 - Introducing Covered: Ingram's Digital Review Copy and Catalog Site Webinar – KH

6/9 - Introducing Covered: Ingram's Digital Review Copy and Catalog Site Webinar – HG

6/16 - St. Francis Childcare group visit - HG

June		
6/1/2026	Mr. Dan	20
6/1/2026	Family Bingo - A B Sea Bingo	48
6/2/2026	Youth Fiber Arts Club	8
6/3/2026	Cribbage Club	11
6/8/2026	Mr. Dan	26
6/8/2026	YA Drop-In Crafts	12
6/9/2026	Youth Fiber Arts Club	7
6/11/2026	Storytime	46
6/12/2026	Make with Me - Woven Watermelon	29
6/12/2026	Make with Me - To Go	25
6/13/2026	Book Bike - Pride Rocks	17
6/15/2026	Bejeweled Flower Pots	29
6/15/2026	Family Bingo - A B Sea Bingo	33
6/16/2026	Youth Fiber Arts Club	13
6/17/2026	Cribbage Club	15
6/18/2026	Family Storytime	26
6/18/2026	Book Bike - Cedarburg Pool	10
6/18/2026	Farm-Fresh Featured Recipe	42
6/19/2026	Kids Trading Card Folder DIY	31
6/22/2026	Mr. Dan	18
6/25/2026	Family Storytime	40
6/26/2026	Book Bike - Centennial Park	29
6/29/2026	Doodlebugs	25
6/30/2026	Youth Fiber Arts Club	6
All Month	1000 Books Before Kindergarten	24
All Month	Literacy Alcove	170
All Month	Tinker Lab	293
All Month	Kid Librarian	4
All Month	Reading Dragons	28
All Month	Summer Reading Sign-ups Children's	472
All Month	Summer Reading Sign-ups Teen	120

Sarah Kelly

Adult Services and Community Outreach Librarian

June 2026

Programs, Projects, & Community Connections

The Adult Summer Reading Program launched successfully this month, and I helped facilitate several programs. Highlights included a presentation by Joel Willems from the Cedarburg History Museum on the history of Cedarburg, as well as a living history program featuring an Abigail Adams impersonator who read and discussed letters exchanged between Abigail and John Adams.

I also expanded our outreach services by beginning monthly visits to two additional assisted living facilities. I now deliver books and provide library services to residents at four locations each month: Hamilton House, Lasata Care, Lasata Assisted Living, and LakeHouse.

In addition, I began planning for this fall's Cedarburg Reads and Writes event, which will feature author Michael Perry as this year's guest speaker.

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.

June Adult Program Stats:

Monthly Activity Report June 2026
Department Circ
Date 7/6/2026

Monthly Stats: June

75 new library cards were issued
Cumulative: 365

Visits in the Library: June (The Counter Malfunctioned in May inaccurate data)
13,117 **Cumulative: 130,155 (minus April)**

Self-Check: June 2026

Items Issued:

Lobby near Makerlab: **Out of Order**
Lobby near Elevator: **2,359**
Second Floor: **1,232**
Children's: **4,375**

Items Renewed:

Lobby near Makerlab: **Out of Order**
Lobby near Elevator: **35**
Second Floor: **23**
Children's: **101**

Total:

Lobby near Makerlab: **Out of Order**
Lobby near Elevator: **2,349**
Second Floor: **1,255**
Children's: **4,476**

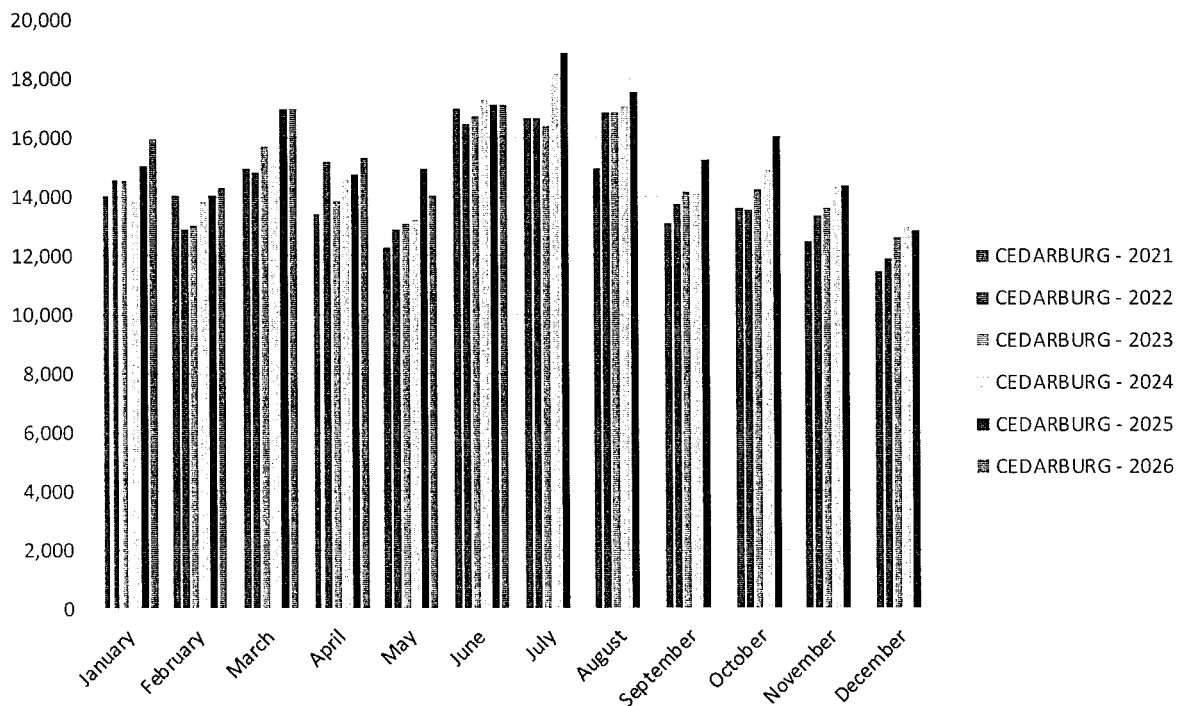
Automated Outdoor Book Drop: June

4,464 items returned cumulative: **25,797**
1,721 sessions started cumulative: **10,011**

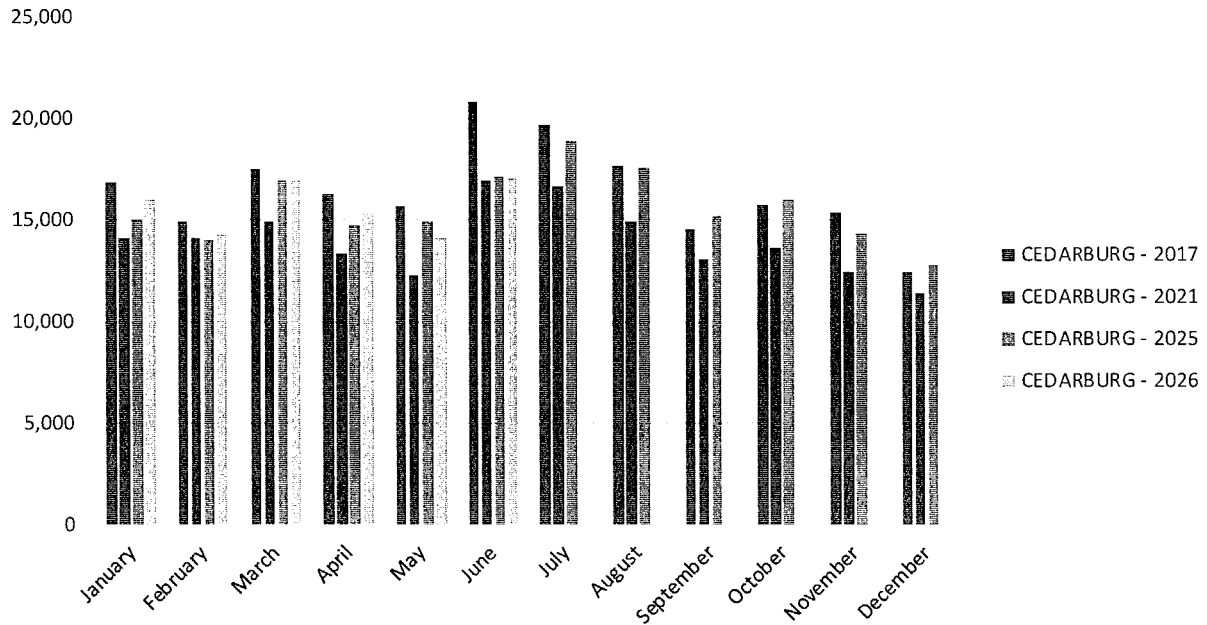
**Physical Material circulation by month and year June
(2018-2026)**

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	17,079
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	93,745

Physical Material Circulation by Month and Year



Physical Material Circulation by Month and Year

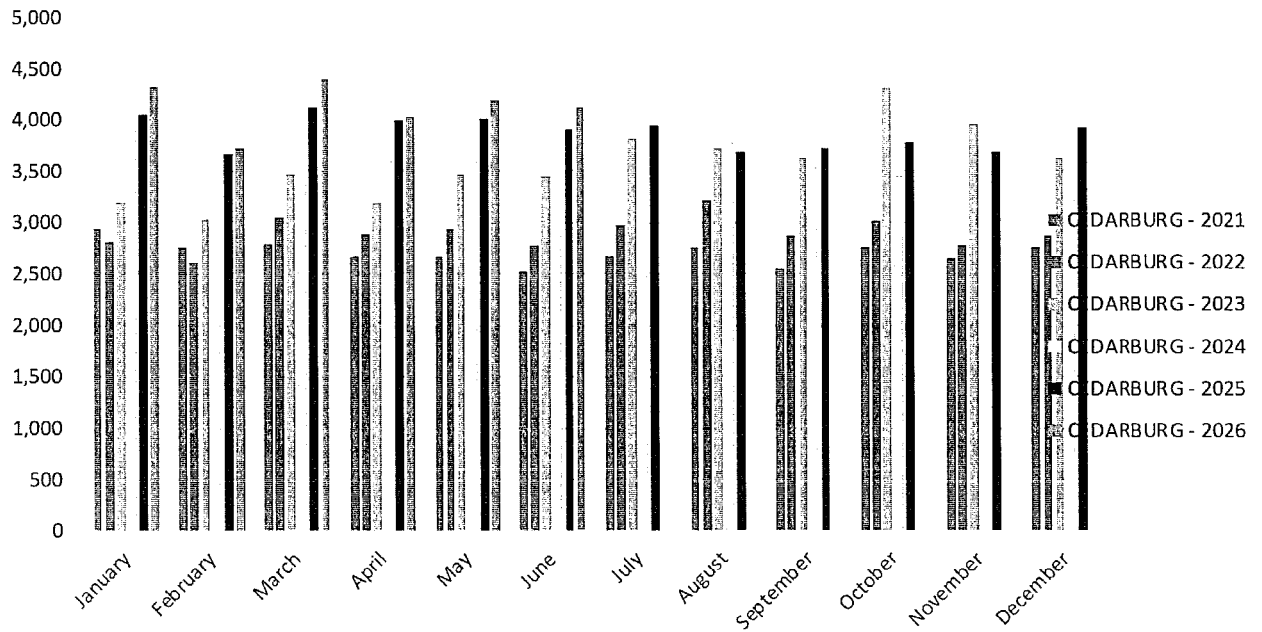


These years were chosen to illustrate the circulation compared pre and post shutdown. 2017 was the largest year before shutdown– 2021 was the year after shutdown, and then the previous year and this year.

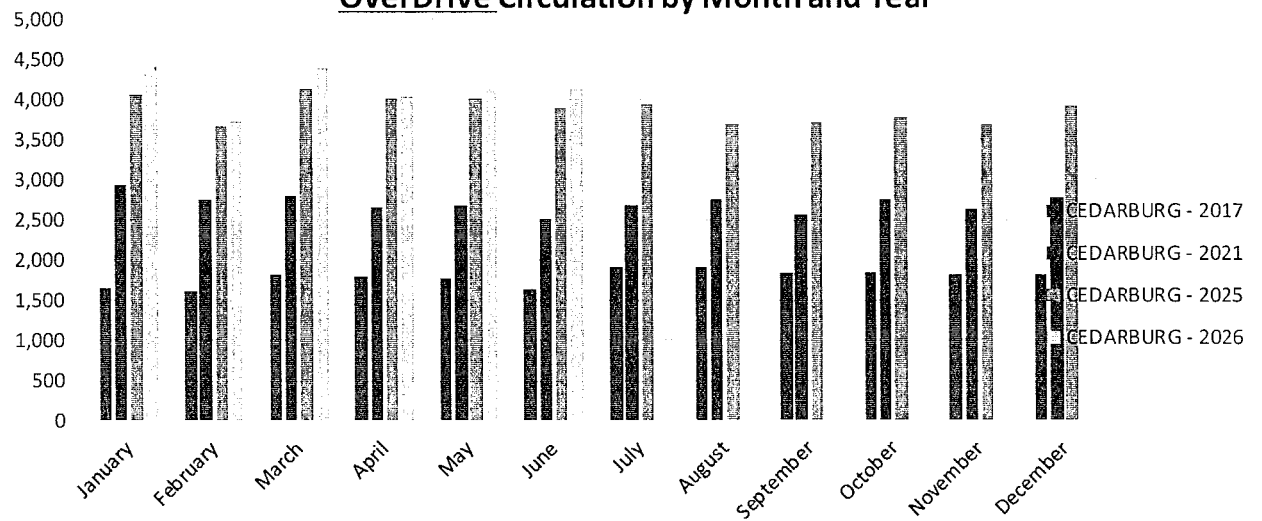
Overdrive Material circulation by month and year June

Sum of OverDrive Checkouts		Library CEDARBURG								
Month		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	4,135
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	24,834

OverDrive Circulation by Month and Year



OverDrive Circulation by Month and Year

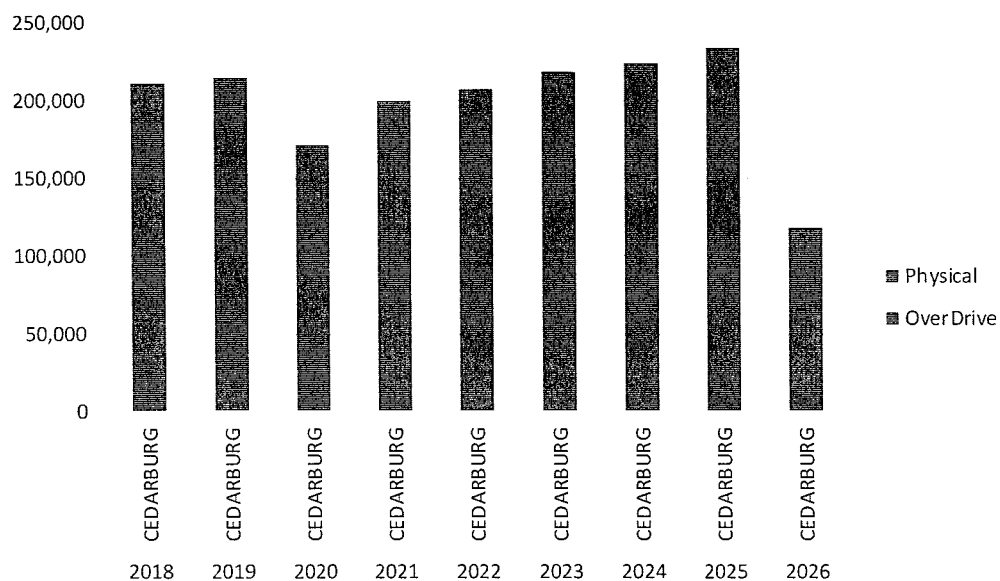


These years were chosen to mirror the physical circulation graph and to illustrate how the circulation of digital media has continued to boom every year progressively getting higher.

Sum of Overdrive & Physical Material circulation by year

Year	Format		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	24,834	93,745	118,579

Physical and OverDrive Circulation by Library



Overdrive circulation Breakdown: June 2026

Ebooks: Monarch Library System - Cedarburg Public Library – **1,425**

E-Audiobooks: Monarch Library System - Cedarburg Public Library – **1,673**

Magazines: Monarch Library System - Cedarburg Public Library – **1,037**

Grand Total: 4,135

Overdrive Advantage Checkouts: June 2026

61

Circulation Break Down by location: June

Total circulation	17079
City of Cedarburg circulation	9845
Ozaukee county libraried circ minus local municipality	2157

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	96
Washington county non-libraried circ	730
Ozaukee county libraried circ	12002
Ozaukee county non-libraried circ	4154
Sheboygan county libraried circ	1
Sheboygan county non-libraried circ	17
Total:	17000

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

In-System libraried circ	97
In-System non-libraried circ	747
Total:	844

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

Adjacent county libraried circ	15
Adjacent county non-libraried circ	26
Total:	41

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

	38
Non-Wisconsin circulations	0

Non-Libraried cross-county circulations

Sheboygan	17
Washington	730
Waukesha	26

Milwaukee

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

Meetings & Events:

June 1, 2026 – 2 separate interviews for shelving position -- Lauren & Sarah

June 8, 2026 – America250 Subcommittee meeting with Kim -- Lauren

June 9, 2026 – America250 full committee planning meeting – Lauren

June 9, 2026 – WisCat User Group Meeting – Virtual -- Sarah

June 12, 2026 – Staff meeting – Lauren & Sarah

Lauren's Goals:

Collection Development – Adult DVD Collection --

No significant progress was made on this goal as the focus of June was training the new shelvers and helping the department keep up with summer demand. As well as helping plan the cross-departmental America 250 program coming up in July.

Department Goal: Patron Purge document --

No significant progress was made on this goal as the focus of June was training the new shelvers and helping the department keep up with summer demand. As well as helping plan the cross-departmental America 250 program coming up in July.

Personal Goal: Professional Development --

Access Librarian Goal: No significant progress was made on this goal as the focus of June was training the new shelvers and helping the department keep up with summer demand. As well as helping plan the cross-departmental America 250 program coming up in July.

I did register for a CVMIC course on conducting Performance Evaluations. This is a part of their perfecting leadership track. This course will take place Tuesday July 21st from 9-12 virtually.

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**

Monthly Report for June 2026

Adult Services

Prepared by Jeff Messerman

Department Highlights

Quick Clicks Tech Help Appointments

Quick Clicks continued to be one of Adult Services' most active services during June, with five one-on-one technology assistance appointments completed. Patrons sought help with iPhone navigation, Yahoo Mail access, Apple partition management, Amazon account issues, and additional technology troubleshooting. The individualized nature of these appointments continues to build digital confidence among patrons while strengthening relationships with community members who benefit from patient, personalized instruction.

Cedarburg Authors' Circle

The Cedarburg Authors' Circle met twice during June and welcomed one new member to the group. Work continued on Volume 2 of the group's annual anthology, though publication has been delayed until August due to production delays through Amazon Publishing. Meanwhile, the group's collaborative cozy mystery novel officially entered the drafting phase, marking a significant milestone in the project as members began writing chapters following the completion of the outline.

Events and Collaborations

Marquette University Presentation

Adult Services partnered with author, sports broadcaster, and motivational speaker AJ Bocchini for a virtual presentation to Marquette University Occupational Therapy students. Drawing from his memoir *Finish*, AJ shared his experiences growing up with cerebral palsy, his lifelong passion for sports, and his journey through broadcast journalism and athletics. His presentation emphasized perseverance, adaptability, and finding meaningful ways to pursue one's passions despite physical challenges.

Jack Henke Show Outreach

The Jack Henke Show continued as an ongoing community outreach initiative throughout June, producing fifteen live weekday broadcasts from 8:00–8:30 a.m. on the library's Facebook page. Episodes featured guests connected with the month's primary underwriter, Mr. Bob's Under the Bridge, while highlighting library programs, community events, and local happenings.

Catherine Thomas Podcast

Adult Services continued production support for *The Catherine Thomas Podcast*. Responsibilities included recording, livestreaming, editing, and distributing the program through the CPL Radio YouTube channel as well as major podcast platforms, expanding the library's growing digital media presence.

Collection Management

Approximately fifty new titles were added to the New Arrivals and Hot Picks collections during June. Continued weeding of the Mystery collection improved shelf organization and browsing. The Adult Services display was refreshed, replacing the previous Graphic Novels display with a new feature highlighting Private Detective novels.

Goals & Areas of Focus: Jeff

2026 Goals:

- Continue expanding Adult Services programming opportunities for community engagement and digital literacy.
- Strengthen outreach efforts through collaborative programming and digital media.
- Continue improving Adult Services collections through active weeding and collection evaluation.
- Expand technology assistance opportunities for adult and senior patrons.

Collection Management: Added approximately fifty new titles to the New Arrivals and Hot Picks collections, continued weeding the Mystery collection, and created a new Private Detective-themed display.

Programming: Conducted five Quick Clicks technology appointments, facilitated two Cedarburg Authors' Circle meetings, produced *The Catherine Thomas Podcast*, and coordinated the Marquette University presentation featuring AJ Bocchini.

Department: Continued daily outreach through the Jack Henke Show while participating in departmental planning, cataloging discussions, and ongoing Adult Services initiatives.

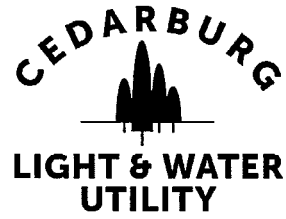
Cedarburg Library

Cedarburg Light & Water Utility

Ashley Sonsthagen

Energy Services Manager

(608) 825-1764



SOLAR REPORT

Thank You!

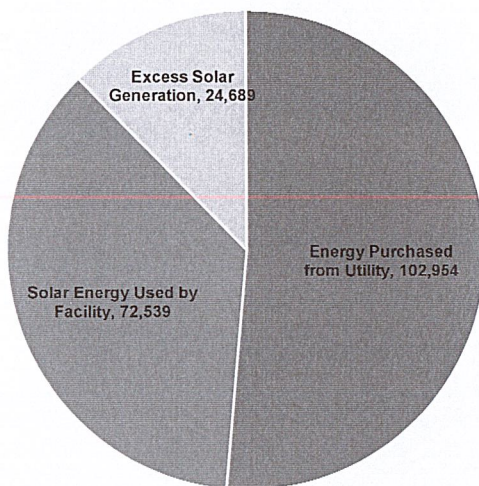
As your locally owned, not-for-profit utility, Cedarburg Light & Water Utility appreciates the opportunity to assist you as you assess a potential solar PV project at your facility. The following analysis is based on the last 12-months of electric 15-minute interval data and a year's worth of solar energy production, scaled to your project size. Based on the information provided, the following analysis considers a 75 kW system.

System Summary

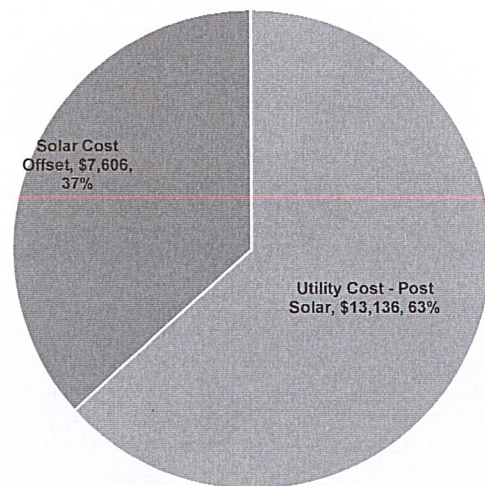
75 kW system

Estimated \$6,901/year avoided electric energy (kWh) costs, \$706/year avoided demand (kW) costs

Energy Flow Impact - Year One (kWh)



Utility Cost Impact - Year One (\$)

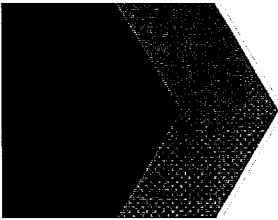


Solar has the highest ROI when the facility uses all of the energy produced.

Cedarburg Library is currently on the Cp-1 rate schedule. That means that you are charged \$0.0824/kWh for on-peak energy and \$0.0824/kWh for off-peak energy. From 2026 costs, if you overproduce electricity and push it back on the grid, you would be credited at a rate of \$0.046/kWh on-peak and \$0.03/kWh off-peak. Credits for returned energy change on an annual basis.

Disclaimer: This analysis is based on average of historic conditions for solar generation and doesn't predict actual results.

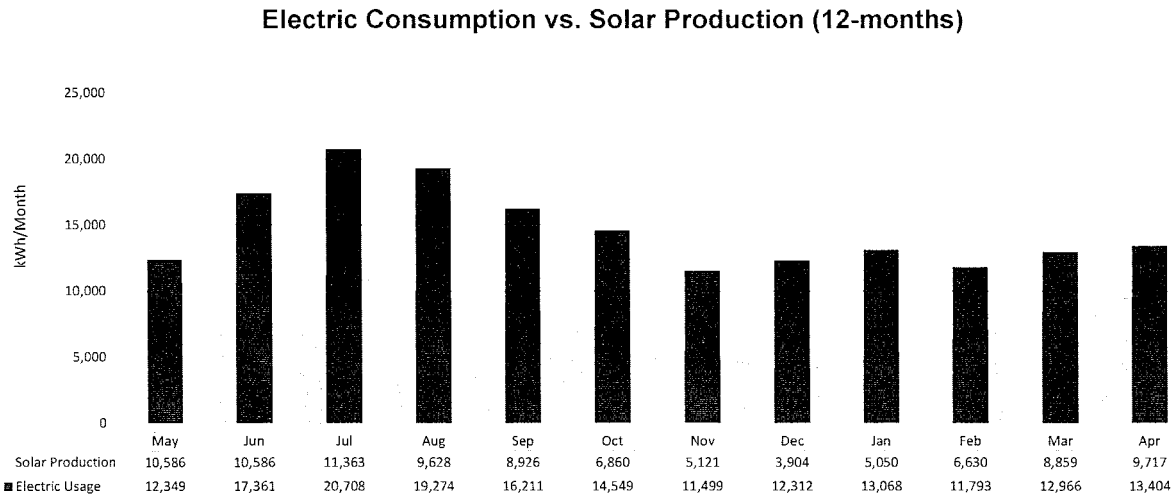




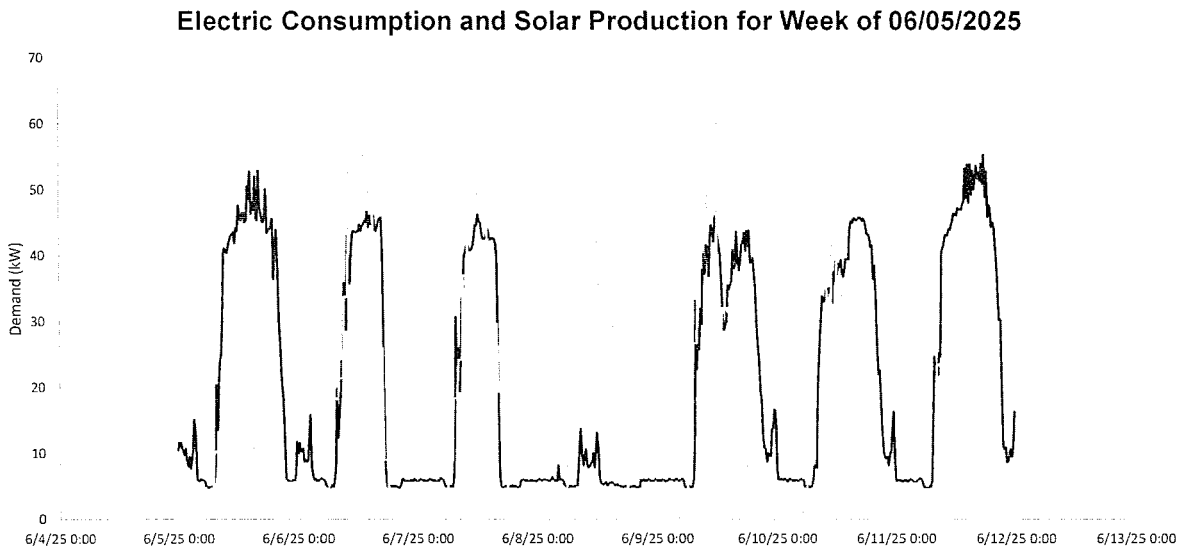
SOLAR REPORT

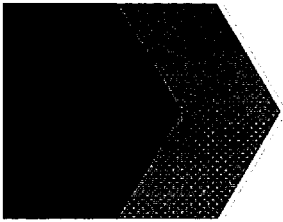
When Would You Produce Electricity?

The following graph compares the facility's electric energy use (blue bars) and the estimated energy production from the solar project (yellow).



The following graph compares electric consumption vs. solar energy production for a sample week. The blue line shows the existing 15-minute electric consumption of the facility. The yellow shows the estimated solar generation.



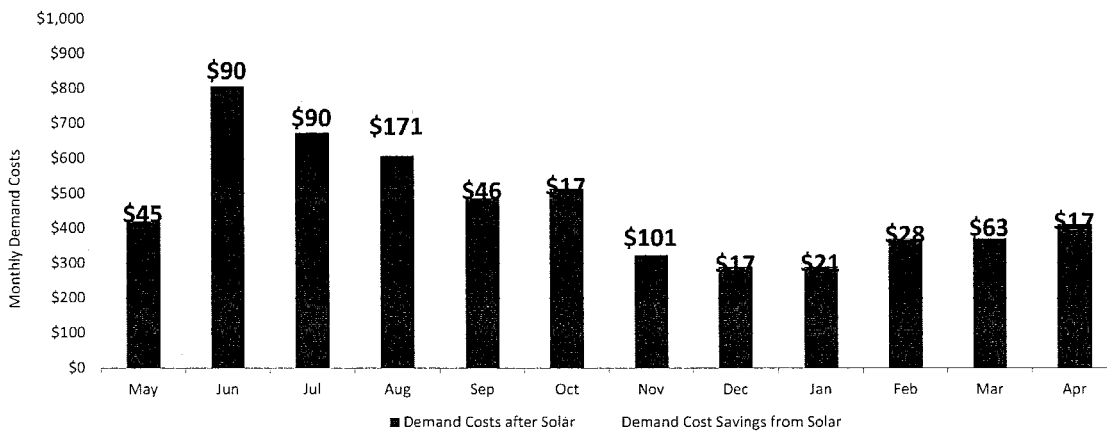


SOLAR REPORT

Impact on Peak Demand

As a Cp-1 customer, Cedarburg Library is billed based on both energy usage (kWh) and peak demand (kW). Peak demand is measured as the maximum rate of energy consumption (kWh/hour or kW) in a 15-minute period during weekday hours. Currently, the peak demand charge for the Cp-1 rate is \$9.00/kW.

Solar Impact on Peak Demand Costs



The addition of solar PV has the greatest impact on the kWh purchases from the utility. The graph above demonstrates how a solar PV project might have impacted your billed demand over the last 12 months. Since peak demand is set based on 15-minute intervals, solar may not consistently reduce peak demand costs.

Key Recommendations

Thank you again for involving Cedarburg Light & Water Utility as you consider a solar array at your facility. Below, please consider these key recommendations:

Minimize excess electricity sold back to utility: You receive the best return on a solar project when the facility uses all of the energy produced.

Obtain multiple proposals: Compare costs by obtaining at least three proposals from different contractors.

Stay in contact with your utility: We are here to support you. Our Energy Services Manager can assist with proposal review and share expertise.

Consider offsetting energy use with renewable energy:
With our Choose Renewable Program, you can purchase renewable energy blocks that fund new, green energy projects.

Offset with Renewable Energy

Through our Choose Renewable Program, you can purchase the green energy equivalent to this solar project for just \$27/month!

Work with us on Interconnection and Permitting: When the time comes, we can be a resource to guide you through the process. You will need approvals through both the utility and municipality.



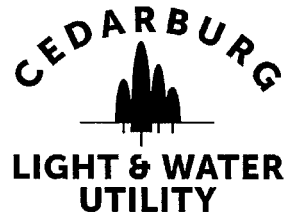
Cedarburg Library

Cedarburg Light & Water Utility

Ashley Sonsthagen

Energy Services Manager

(608) 825-1764



SOLAR REPORT

Thank You!

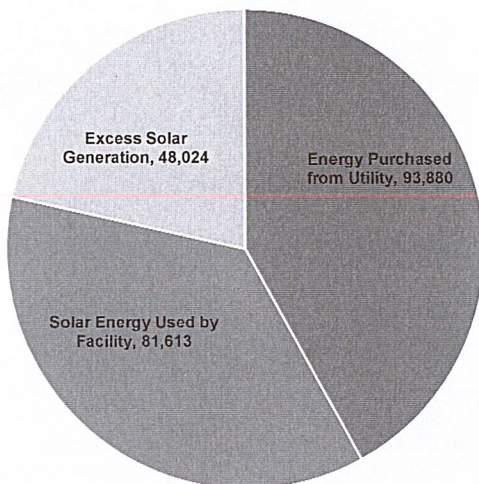
As your locally owned, not-for-profit utility, Cedarburg Light & Water Utility appreciates the opportunity to assist you as you assess a potential solar PV project at your facility. The following analysis is based on the last 12-months of electric 15-minute interval data and a year's worth of solar energy production, scaled to your project size. Based on the information provided, the following analysis considers a 100 kW system.

System Summary

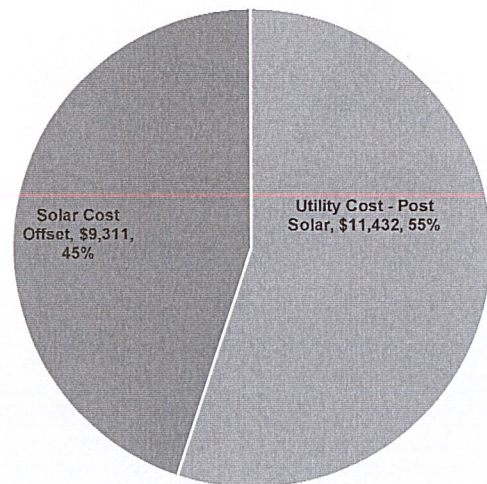
100 kW system

Estimated \$8,579/year avoided electric energy (kWh) costs, \$732/year avoided demand (kW) costs

Energy Flow Impact - Year One (kWh)



Utility Cost Impact - Year One (\$)

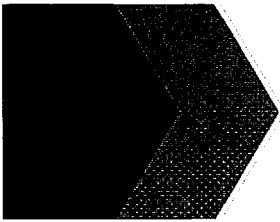


Solar has the highest ROI when the facility uses all of the energy produced.

Cedarburg Library is currently on the Cp-1 rate schedule. That means that you are charged \$0.0824/kWh for on-peak energy and \$0.0824/kWh for off-peak energy. From 2026 costs, if you overproduce electricity and push it back on the grid, you would be credited at a rate of \$0.046/kWh on-peak and \$0.03/kWh off-peak. Credits for returned energy change on an annual basis.

Disclaimer: This analysis is based on average of historic conditions for solar generation and doesn't predict actual results.



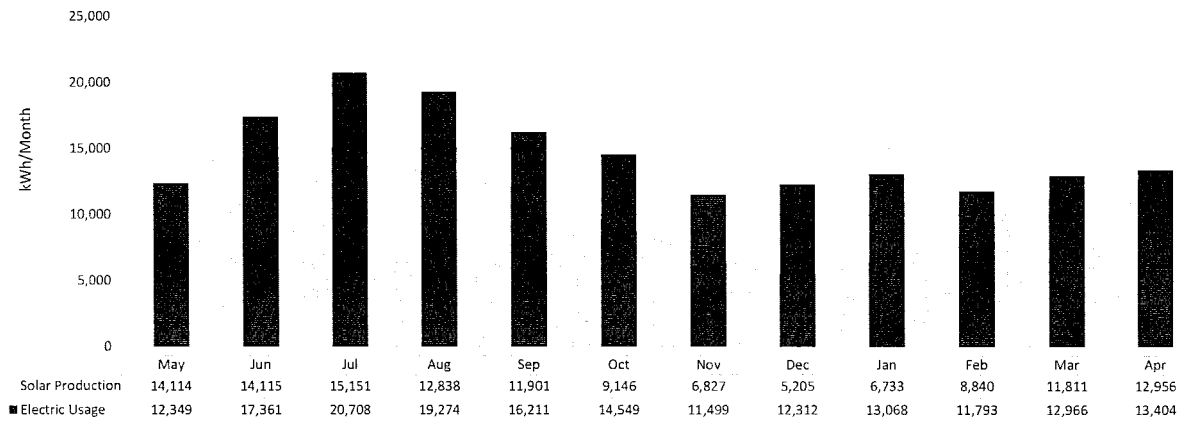


SOLAR REPORT

When Would You Produce Electricity?

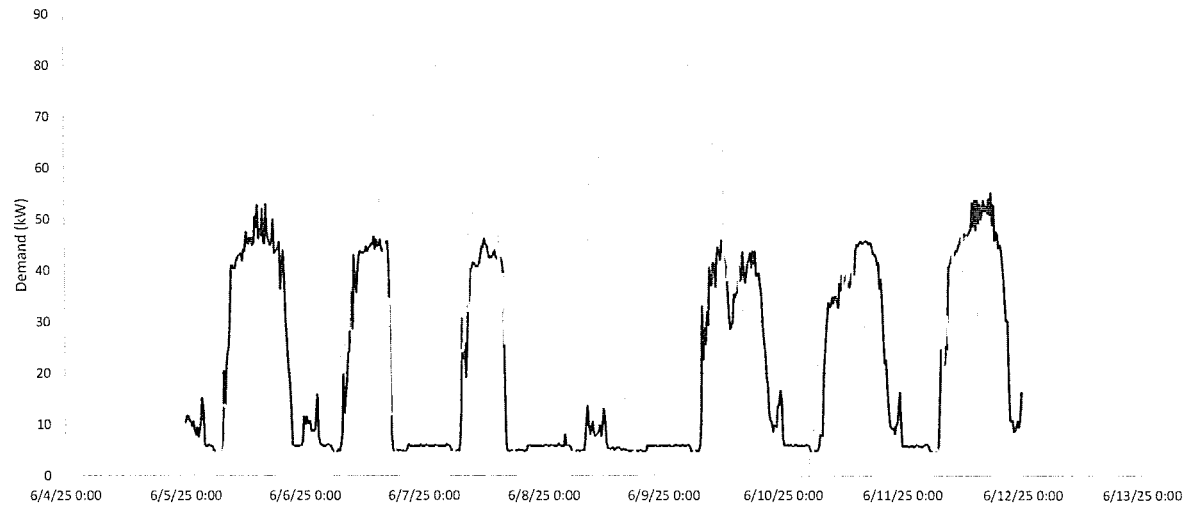
The following graph compares the facility's electric energy use (blue bars) and the estimated energy production from the solar project (yellow).

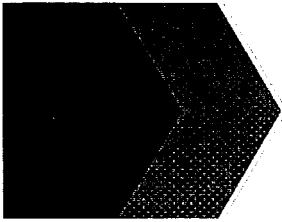
Electric Consumption vs. Solar Production (12-months)



The following graph compares electric consumption vs. solar energy production for a sample week. The blue line shows the existing 15-minute electric consumption of the facility. The yellow shows the estimated solar generation.

Electric Consumption and Solar Production for Week of 06/05/2025



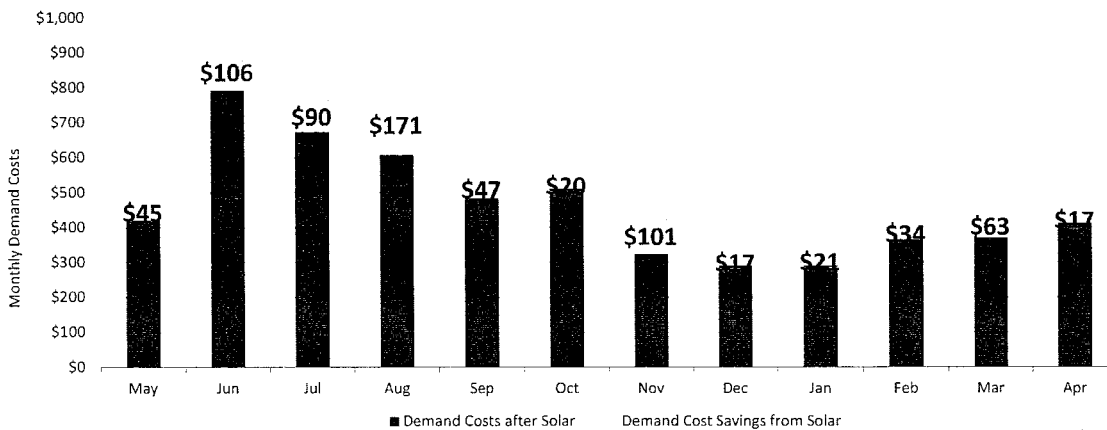


SOLAR REPORT

Impact on Peak Demand

As a Cp-1 customer, Cedarburg Library is billed based on both energy usage (kWh) and peak demand (kW). Peak demand is measured as the maximum rate of energy consumption (kWh/hour or kW) in a 15-minute period during weekday hours. Currently, the peak demand charge for the Cp-1 rate is \$9.00/kW.

Solar Impact on Peak Demand Costs



The addition of solar PV has the greatest impact on the kWh purchases from the utility. The graph above demonstrates how a solar PV project might have impacted your billed demand over the last 12 months. Since peak demand is set based on 15-minute intervals, solar may not consistently reduce peak demand costs.

Key Recommendations

Thank you again for involving Cedarburg Light & Water Utility as you consider a solar array at your facility. Below, please consider these key recommendations:

Minimize excess electricity sold back to utility: You receive the best return on a solar project when the facility uses all of the energy produced.

Obtain multiple proposals: Compare costs by obtaining at least three proposals from different contractors.

Stay in contact with your utility: We are here to support you. Our Energy Services Manager can assist with proposal review and share expertise.

Consider offsetting energy use with renewable energy: With our Choose Renewable Program, you can purchase renewable energy blocks that fund new, green energy projects.

Offset with Renewable Energy

Through our Choose Renewable Program, you can purchase the green energy equivalent to this solar project for just \$36/month!

Work with us on Interconnection and Permitting: When the time comes, we can be a resource to guide you through the process. You will need approvals through both the utility and municipality.

