

# Board of Trustees – Table of Contents

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Cambridge Community Library Board of Trustees  
Monthly Agenda for September 2024  
On September 11th at **6:30PM**  
Amundson Community Center Room

CALL TO ORDER

ROLL CALL

INTRODUCTION OF GUESTS – Shawn Brommer (SCLS)

PUBLIC INPUT (15 minutes maximum)

APPROVAL OF MONTHLY REPORTS:           Library Board Minutes  
  Director’s Report  
  Program Report  
  Monthly Circulation Stats

APPROVAL OF TREASURER’S REPORT:    Monthly Expenses  
  Budget Comparison  
  Petty Cash Reconciliation  
  SCLS Foundation Report

VILLAGE REPORT

FRIENDS OF THE LIBRARY REPORT

SCHOOL DISTRICT REPORT

ACTION AGENDA:

OLD BUSINESS

1. Library Board Expansion
2. Strategic Plan
3. Budget 2025
4. Bilingual Collection / Flynn Donation Update

NEW BUSINESS

1. Board Re-appointment
2. Open Page position(s)
3. Donations and Gifts

NEXT BOARD MEETING DATE: October 9th

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

**Cambridge Community Library  
Board of Trustees Monthly Meeting Minutes  
August 14, 2024  
6:30 PM**

**Present/RollCall:** Jennifer Trendel, Kristin Martin, Samantha Seeman, Paula Hollenbeck, Jennifer Simdon Budewitz and Cari Redington

**Call to Order:** President Trendel called the meeting to order at 6:30 PM.

**Introduction of Guests:** Traci Miller SCLS Public Library Consultant

**Public Input:** None

Trustee Hollenbeck made a motion to move New Business #1 to current, seconded by Trustee Martin. Vote. Approved. Notes below.

**Approval of Monthly Reports:** Trustee Hollenbeck made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report, seconded by Trustee Martin. Discussion. Director Seeman highlighted excellent numbers of participation for SLP. Vote. Approved.

**Approval of Treasurer's Report:** Trustee Simdon Budewitz made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Hollenbeck. Discussion. The SCLS Foundation Report reflects our account to be at \$60,665.32, which is an increase. Roll call vote. Treasurer report approved.

**Village Report:** No board meeting yesterday due to the election. Trustee Hollenbeck reminded the board to get budget information to the Village.

**Friends of the Library Report:** The book sale went well. There were many compliments on the quality of used books that were offered.

**School District Report:** The district is without Spanish teachers. School registration was yesterday. Bill Becker is the new Principal at NMS. School starts September 3.

**Action Agenda:**

**Old Business**

1. Strategic Plan-Shawn Brommer was not able to attend our board meeting. We will use about 75% of the previous work completed. The Board needs to fill out the board survey via google link. We will be doing another community survey. It will run through September 20. The goal is to have a draft by October, with a final

version for approval, by December. Director Seeman will send the presentation to the Board, via email, that Shawn was going to present tonight.

2. Bilingual Collection/Flynn Donation Update-Instead of a name on the shelf, the library will create a nameplate for the materials. Director Seeman has started ordering fiction books for the collection and will start the non-fiction titles. October 4 will be the targeted launch date.
3. Non-Fiction Weeding Project-Weeding has started in the computer section so that a process can be determined. It will be time consuming.

#### **New Business**

1. Library Board Expansion-According to state statutes, the Board can be up to a 7 person board-1 school representative, 1 village representative, with representatives from the community. Only 2 can live outside the Village. The 2 new members would need to live within the Village. The Board needs to be able to have sub-committees to be more productive.
2. Budge 2025-Creating a sub-committee with President Trendel, Trustee Redington and Director Seeman to get it ready for the next meeting.
3. Donations and Gifts-Received a \$100 donation, from Nancy Lucas, in the memory of her sister, Mary Pecorero.

#### **Upcoming meeting:**

9/11/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Redington at 8:07 PM. Approved.

Submitted by Kristin Martin

2024 Director's Report  
Library Board of Trustees Meeting  
September 11th @ 6:30pm

## Updates

- DPI announced on 8/22/24 that Chilton Library would now be a service provided under Badgerlink. Other (new) services under Badgerlink include: *Britannica Early Elementary & Young Children (Britannica)*; *Education Source*, *Hobbies & Crafts Source*, *Home Improvement Source*, *Library & Information Science Source*, and *Points of View Reference Source (all from EBSCO)*; and *ChiltonLibrary (Gale)*. This means we will not need to renew our subscription with them in December under (under WILS). The subscription will remain through December 31, and then we will need to follow directions (from Badgerlink) how to link resources to our library websites, but at least this is one expense that we will save on this year. I will work with Robin to ensure that the transition is smooth, and that we properly advertise the new resources under Badgerlink.
- SCLS is hosting a Reader's Advisory training at their office in Madison on October 16<sup>th</sup> (a Wednesday). I am sending all the Library Assistants (and Patty) to that training; we have canceled Storytime (for that day) and rescheduled the Halloween Wreath making (originally scheduled for that day). If anyone is around on a Wednesday and would like to help me out that day, I would appreciate any assistance I can get 😊

## Continuing Education / Training

- I filled out a scholarship application (with SCLS) for the WLA Fall Conference this year, which is taking place in November in Green Bay. The scholarship, if accepted, is good for up to \$1000, which includes the registration fee, lodging, mileage and meals. I would be required to write up something for SCLS about what I learned at the conference, and may be called upon to present to others if needed. If accepted, we cannot apply for the scholarship again for three years, but we would have access to a CE Reimbursement application, which can be good for up to \$300 for staff training events.
  - The theme for this year's conference is All In: Include and Innovate, which I think would be extremely beneficial in meeting community and board goals of diversifying our collections, creating a more inclusive environment within the library, and getting our Makerspace up and running by the start of next year.
  - If we do not get the scholarship, I may skip this conference this year because we have other CEs that we can use the staff training budget towards.
- Staff attended
  - **InfoSec Cyber Security Training #2** – All staff have completed the second round of cyber security training, provided by SCLS by way of InfoSec.

2024 Director's Report  
Library Board of Trustees Meeting  
September 11th @ 6:30pm

**Gifts / Donations / Monies Received**

- The Friends donated \$225 to fund our Halloween Party on October 25<sup>th</sup>. That check was deposited on 9/6/24.
- Someone made a donation of \$16 alongside a damaged item fee. That check was deposited on 9/5/24.

**Upcoming Time Off / Out of Building**

Date	Tr Activity	Age Group	Tr # Attended	Activity Type	Organizer	Tr Notes
8/2/2024	Summer Storytime	Kids (under 5)	36	Series	Paty	Hawaii Storytime theme (end of Summer Storytime series)
8/6/2024	Scrabble	All Ages / General	3	Self-Running		Notes
8/7/2024	Classic Movie Trivia	Adults	0	Single	Stephanie	We don't feel like this was advertised well enough to spark interest. This is something we would like to try again with a bit more specifics
8/12/2024	Monday Night Book Club	Adults	17	Club	Samantha	A Thousand Splendid Suns was the book; next month is a mystery. The Last Thing He Told Me
8/13/2024	Socratic Circle	Adults	5	Club	Stephanie	Moving back to Wednesdays in hopes that it will bring more people back into the group
8/14/2024	School Registration Day	All Ages / General	157	Self-Running	Paty	We had a table for School Registration Day where Paty promoted library services/programs
8/16/2024	Friday Flicks	Adults	12	Series	Paty	Unsung Hero : next month will be The Fall Guy (on Sept. 20th)
8/20/2024	Chess Club	All Ages / General	3	Club		Notes
8/24/2024	Teen Vision Boards	Teens	0	Single	Stephanie	Again, another one we are excited about trying again, maybe during a weekday instead of a weekend. Perhaps in January
8/27/2024	Scrabble	All Ages / General	2	Self-Running		Notes
8/31/2024	Intro to D&D	Teens	7	Single	Stephanie	Notes
m/d/yyyy	Activity		# Attended			Notes
m/d/yyyy	Activity		# Attended			Notes
m/d/yyyy	Activity		# Attended			Notes





**2024 Monthly Statistics**

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
CC: YA/Adult	114	63	108	98	57	95	101	74					710
CD: Juvenile	2	4	2	8	4	5	8	3					36
<b>Visual/AV</b>													
DVDs: YA/Adult	632	640	615	596	388	387	488	290					3,996
DVDs: Juvenile	32	35	44	52	30	48	97	70					408
DVDs: TV Shows	205	195	222	160	152	109	114	120					1,277
Software: YA/Adult	0	0	3	2	0	0	1	0					6
Software: Juvenile	0	2	2	0	0	0	0	0					4
Video Games: YA/Adult	5	8	18	8	5	11	9	5					69
Video Games: Juvenile	0	0	5	1	2	0	0	0					8
Misc AV: YA/Adult	3	6	4	9	10	28	27	20					107
Misc AV: Juvenile	0	0	0	0	0	0	0	0					0
<b>ENRICHMENT PASSES</b>													
WI State Park Pass (checkouts)	0	0	0	0	2	4	7	4					17
Miliv Co Zoo Pass (checkouts)	1	2	2	6	6	8	14	13					52
Miliv Co Zoo Pass (people)	3	2	7	26	26	40	42	39					185
<b>OVERDRIVE</b>													
2024 Overdrive	723	608	714	591	612	572	600	569					4,989
2023 Overdrive	492	406	524	495	459	479	704	513	520	572	614		5,778
<b>WIRELESS USE</b>													
2024 Users-Total Unique Clients	286	270	290	305	295	372	307	366					2,491
Average # of Clients Per Day	23	25	24	27	24	27	24	27					201
Average Usage per Client (MB)	344.10	358.90	349.80	389.20	328.80	487.20	420.90	367.80					3,046.70



	Jan	Feb	March	April	May	June	July	Aug	YTD TOTAL
<b>Expenses</b>									
Materials Expenses	\$ 6,149.95	\$ 2,810.83	\$ 1,412.75	\$ 1,505.56	\$ 2,415.25	\$ 1,493.01	\$ 2,140.28	\$ 4,717.42	\$ 22,645.05
Operations Expenses	\$ 27,167.72	\$ 4,712.45	\$ 4,157.40	\$ 4,775.37	\$ 6,038.42	\$ 4,826.73	\$ 5,694.58	\$ 3,433.51	\$ 60,806.18
Personnel Expenses	\$ 14,554.13	\$ 9,509.03	\$ 11,057.76	\$ 10,842.26	\$ 9,568.60	\$ 5,391.82	\$ 15,963.51	\$ 10,745.75	\$ 87,632.86
Benefits Expenses	\$ 1,729.34	\$ 1,295.90	\$ 1,418.77	\$ 1,402.27	\$ 1,687.68	\$ 468.12	\$ 1,802.61	\$ 1,405.54	\$ 11,210.23
Cash Drawer									
Materials	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00	\$ 70.37
Postage	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94	\$ 109.21
Programming	\$ 7.98			\$ 11.97	\$ 9.98				\$ 29.93
Supplies		\$ 40.87							\$ 40.87
Misc.			\$ 4.99	\$ 4.99	\$ 28.70		\$ 28.04	\$ 10.00	\$ 76.72
Janitorial									\$ -
<b>Revenues</b>									
Total Donations	\$ 365.54	\$ 500.00	\$ 5,910.00		\$ 693.23	\$ 525.00	\$ 100.00	\$ 16.00	\$ 1,141.00
Total Monies Received	\$ 171.00	\$ 158,228.34	\$ 5,910.00		\$ 693.23	\$ 705.00	\$ 792.54	\$ 225.00	\$ 166,919.65
Donation Box Deposit	\$ 171.00					\$ 198.00			\$ 369.00
SCS Foundation									
Interest	\$ 19.14	\$ 67.80	\$ 217.99	\$ 74.12	\$ 75.76	\$ 313.83	\$ 73.80		\$ 1,168.44
Fees	\$ (64.68)	\$ (64.44)	\$ (65.96)	\$ (69.23)	\$ (68.49)	\$ -73.04	\$ (72.24)		\$ (597.38)
Gains/Losses	\$ (39.32)	\$ 1,349.58	\$ 1,246.16	\$ (1,733.65)	\$ 1,664.86	\$ 104.80	\$ 1,366.65		\$ 3,861.12
Cash Drawer Deposits	\$ 157.75	\$ 185.50	\$ 281.95	\$ 303.60	\$ 319.00	\$ 242.00	\$ 411.74	\$ 221.00	\$ 2,122.54
Faxes	\$ 9.00	\$ 14.50	\$ 18.25		\$ 28.00	\$ 10.50	\$ 12.00	\$ 8.25	\$ 100.50
Copies	\$ 183.65	\$ 170.00	\$ 226.45	\$ 275.60	\$ 243.85	\$ 328.74	\$ 164.75	\$ 164.75	\$ 1,593.04
Laminating		\$ 1.00				\$ 12.00	\$ 1.00	\$ 3.00	\$ 17.00
Earbuds/Flash Drives							\$ 1.00	\$ 3.00	\$ 10.00
Card Replacements						\$ 2.00	\$ 1.00	\$ 7.00	\$ 10.00
Lost/Damaged Materials			\$ 37.25	\$ 28.00	\$ 46.15		\$ 59.00	\$ 26.00	\$ 196.40

Foundation Previous Month Ending Value \$59,297.12  
 Foundation Current Month Ending Value \$60,665.32

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 08/31/2024	2024 Budget	Budget Status	% of Budget
150-00-41111-000-000	PROPERTY TAX - LIBRARY	105,000.00	0.00	105,000.00	-105,000.00	0.00
<b>TAXES</b>		105,000.00	0.00	105,000.00	-105,000.00	0.00
150-00-43565-000-000	COVID-19 GRANTS	0.00	0.00	0.00	0.00	0.00
150-00-43720-000-000	DANE COUNTY LIBRARY GRANTS	62,336.00	57,803.00	57,804.00	-1.00	100.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	472.22	249.80	249.61	0.19	100.08
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	105,100.00	100,100.00	100,100.00	0.00	100.00
150-00-43740-000-000	FOUNDATION GRANT	0.00	5,700.00	0.00	5,700.00	0.00
<b>INTERGOVERNMENTAL REVENUES</b>		167,908.22	163,852.80	158,153.61	5,699.19	103.60
150-00-45190-000-000	LIBRARY FEES & FINES	361.02	599.41	0.00	599.41	0.00
<b>FINES, FORFEITS AND PENALTIES</b>		361.02	599.41	0.00	599.41	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	1,323.00	0.00	1,323.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	2,001.54	0.00	2,001.54	0.00
150-00-46712-000-000	FAX SERVICE	169.75	98.75	0.00	98.75	0.00
150-00-46713-000-000	BOOK RENTAL	0.00	0.00	0.00	0.00	0.00
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL	24.00	0.00	0.00	0.00	0.00
150-00-46750-000-000	IN KIND CONTRIBUTIONS - VILL	0.00	0.00	0.00	0.00	0.00
<b>PUBLIC CHARGES FOR SERVICES</b>		7,193.82	3,423.29	0.00	3,423.29	0.00
150-00-48130-000-000	INTEREST INCOME - LIBRARY	1.32	0.00	0.00	0.00	0.00
150-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM	1,047.04	0.00	0.00	0.00	0.00
150-00-48830-000-000	SOUTH CENTRAL LIB SYS	780.60	2,026.00	0.00	2,026.00	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	500.00	900.00	0.00	900.00	0.00
150-00-48900-000-000	MISC REVENUES	633.36	4,409.24	4,500.00	-90.76	97.98
<b>CONTRIBUTED CAPITAL</b>		2,962.32	7,335.24	4,500.00	2,835.24	163.01
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	885.00	0.00	885.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
<b>FRIENDS OF CAMBRIDGE LIBRARY</b>		1,237.00	885.00	0.00	885.00	0.00
<b>Total Revenues</b>		284,662.38	176,095.74	267,653.61	-91,557.87	65.79

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 08/31/2024	2024 Budget	Budget Status	% of Budget
150-00-55110-110-000	LIBRARY - SALARY	61,079.81	36,040.00	55,120.00	19,080.00	65.38
150-00-55110-120-000	LIBRARY - WAGES	67,168.29	53,305.93	94,042.00	40,736.07	56.68
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	1,902.11	0.00	0.00	0.00	0.00
150-00-55110-131-000	LIB - BENEFITS RETIRE	6,894.06	4,523.08	6,984.04	2,460.96	64.76
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	6,674.28	11,410.89	4,736.61	58.49
150-00-55110-133-000	LIB - HEALTH/DENTAL	8,778.60	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	38.40	130.62	350.00	219.38	37.32
150-00-55110-135-000	LIB - LIFE INS	970.24	475.56	0.00	-475.56	0.00
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	26,000.00	0.00	0.00	0.00	0.00
150-00-55110-150-000	LIB - UNEMPLOY COMP	0.00	0.00	0.00	0.00	0.00
150-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING	3,540.15	952.59	2,000.00	1,047.41	47.63
150-00-55110-220-000	LIB - UTILITIES	14,011.06	8,532.93	15,700.00	7,167.07	54.35
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	4,737.78	4,800.00	62.22	98.70
150-00-55110-223-000	LIB - INTERNET	0.00	0.00	0.00	0.00	0.00
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	9,774.75	11,500.00	1,725.25	85.00
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	735.41	1,000.00	264.59	73.54
150-00-55110-240-200	LIB - JANITOR EXPENSE	0.00	0.00	0.00	0.00	0.00
150-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY	3,072.26	0.00	2,500.00	2,500.00	0.00
150-00-55110-290-000	LIB - PROGRAMMING	4,509.33	3,639.48	3,000.00	-639.48	121.32
150-00-55110-290-100	LIB - COULTER DONATION	0.00	0.00	0.00	0.00	0.00
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	1,038.28	700.00	-338.28	148.33
150-00-55110-292-000	LIB - COPY MAINT	3,986.77	1,879.40	4,000.00	2,120.60	46.99
150-00-55110-293-000	LIB - LINK	22,649.54	23,730.17	22,649.54	-1,080.63	104.77
150-00-55110-310-000	LIB - OFFICE SUPPLY	4,800.87	2,122.17	4,000.00	1,877.83	53.05
150-00-55110-311-000	LIB - POSTAGE	361.72	252.06	480.00	227.94	52.51
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	1,019.99	2,000.00	980.01	51.00
150-00-55110-330-000	LIB - TRAVEL & TRAIN	821.06	461.00	1,000.00	539.00	46.10
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	15,282.87	18,000.00	2,717.13	84.90
150-00-55110-342-000	LIB - A/V ACQUISITION	5,923.16	2,578.14	5,500.00	2,921.86	46.88
150-00-55110-343-000	LIB - ELEC ACQUISITION	1,830.31	4,703.40	4,700.00	-3.40	100.07
150-00-55110-344-000	LIB - MISC ACQUISITION	0.00	19.69	200.00	180.31	9.85
150-00-55110-390-000	LIB - MISC EXPENSES	1,868.52	361.79	500.00	138.21	72.36
150-00-55110-400-000	LIB - STAFF GRANT EXP	0.00	0.00	0.00	0.00	0.00
150-00-55110-510-000	LIB - INS PROPERTY	3,406.18	0.00	3,500.00	3,500.00	0.00
150-00-55110-511-000	LIB - INS LIABILITY	0.00	0.00	850.00	850.00	0.00
150-00-55110-512-000	LIBRARY - WORKERS COMP	0.00	0.00	2,250.00	2,250.00	0.00
150-00-55110-800-000	LIB - EQUIPMENT	0.00	0.00	1,000.00	1,000.00	0.00
150-00-55110-810-000	LIB - CAPITAL	0.00	0.00	0.00	0.00	0.00
150-00-55110-820-000	LIB - BUILDING FUND	0.00	0.00	0.00	0.00	0.00
150-00-55130-000-000	LIBRARY - OTHER	0.00	52.95	1,000.00	947.05	5.30
<b>CULTURE, RECREATION AND EDU.</b>		<b>289,564.86</b>	<b>183,024.32</b>	<b>280,736.47</b>	<b>97,712.15</b>	<b>65.19</b>
150-00-57000-000-000	CAPITAL OUTLAY-Equipment	0.00	0.00	0.00	0.00	0.00
<b>CAPITAL OUTLAY-Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>289,564.86</b>	<b>183,024.32</b>	<b>280,736.47</b>	<b>97,712.15</b>	<b>65.19</b>
<b>Net Totals</b>		<b>-4,902.48</b>	<b>-6,928.58</b>	<b>-13,082.86</b>	<b>-6,154.28</b>	<b>52.96</b>

# PETTY CASH 2024

## Start

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Beginning Drawer Total:	\$ 297.20	\$ 299.20	\$ 397.73	\$ 433.54	\$ 460.27	\$ 415.75	\$ 520.61	\$ 351.63					\$2,824.30
Cash Left in Drawer Total:	\$ 130.70	\$ 130.20	\$ 130.53	\$ 139.94	\$ 169.27	\$ 173.75	\$ 130.61	\$ 130.63					\$1,135.63

## Income

2024	January	February	March	April	May	June	July	August	September	October	November	December	Total
Copies (Drawer Deposit) 150-00-46711-000-000	\$ 149.00	\$ 169.00	\$ 267.20	\$ 293.60	\$ 291.00	\$ 231.50	\$ 390.00	\$ 221.00					\$2,012.30
Faxes 150-00-46712-000-000	\$ 8.75	\$ 14.50	\$ 14.75	\$ 9.50	\$ 28.00	\$ 10.50	\$ 12.00	\$ -					\$ 98.00
Earbuds 150-00-48900-000-000													\$ -
Lost Materials 150-00-48900-000-000													\$ -
Lost Cards 150-00-48900-000-000					Now	Included	in	Main	Drawer				\$ -
Zip Drive 150-00-48900-000-000													\$ -
Misc Lamenatng/Disc Cleaning 150-00-48900-000-000		\$ 1.00											\$ 1.00
<b>Total</b>	\$ 157.75	\$ 184.50	\$ 281.95	\$ 303.10	\$ 319.00	\$ 242.00	\$ 402.00	\$ 221.00	\$ -	\$ -	\$ -	\$ -	\$2,111.30

\$ (9.50) Kept fax  
\$ 293.60 in cash drawer

## Expenses

2024	January	February	March	April	May	June	July	August	September	October	November	December	Total
Material 150-00-55110-341-000	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00					\$ 70.37
Postage 150-00-55110-311-000	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94					\$ 109.21
Supplies 150-00-55110-310-000		\$ 40.87											\$ 40.87
Programming 150-00-55110-290-000	\$ 7.98			\$ 11.97	\$ 9.98								\$ 29.93
Misc. 150-00-55110-390-000			\$ 4.99	\$ 4.99	\$ 28.70		\$ 28.04	\$ 10.05					\$ 76.77
Janitorial Supplies 150-00-55110-240-100													\$ -
<b>Total</b>	\$ 25.34	\$ 53.42	\$ 17.54	\$ 36.22	\$ 80.29	\$ 22.37	\$ 50.98	\$ 40.99	\$ -	\$ -	\$ -	\$ -	\$ 327.15

## ANNOUNCEMENT

### Open Trustee Position

The Cambridge Community Library is seeking an individual who is interested in being an advocate for and a trustee of their local library. You along with 4 other community members will work together with the Director, in administrating the municipal library that is a department of the Village of Cambridge. One does not have to live in the Village to be a trustee on the library board.

Serving on the Library Board is similar to serving on any other board, civic, cultural, social, or town board undertaking you may be doing or have done. The trustee position includes one monthly board meeting usually the second Wednesday of the month at 6:30. A simplified learning curve that has all the essential pieces and language tools on-line for you to use over time to equip yourself in holding the position and advocating for your library.

The Cambridge Community Library is a consortium member along with approx. 60 other public libraries in the South Central Library System. It uses a centralized shared on-line catalog system referred to as LinkCat. The system we belong to works for and in the interest of the libraries of the 7-county membership it serves.

Anyone with questions about this position may visit the library, e-mail me at [dir@cambridgelib.org](mailto:dir@cambridgelib.org) or call the library (608-423-3900) and ask for Joan. Anyone interested in serving in this capacity please submit a letter of interest to [dir@cambridgelib.org](mailto:dir@cambridgelib.org) or mail it to Cambridge Comm. Library, P.O. Box 490.

## Open Trustee Position(s)

The Cambridge Community Library is seeking two individuals who are interested in being advocates for their local library. As a Trustee, you would work with other community members together with the Director of the Library, under Chapter 43 of the Wisconsin State statutes, to plan and direct the funding and services for the Cambridge Community Library. Our current open seats are for community members who live within the Village of Cambridge and Dane County.

Serving as a public library trustee takes serious commitment. You must be able to:

- attend regular (monthly) Board meetings
- be a contributing part of committees when needed
- have regular access to your email
- review appropriate documents ahead of the meeting (which are emailed to you and available on the Library's website)
- advocating for the library; providing clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues.

Board meetings are on the 2nd Wednesday of the month, at 6:30 pm inside the Amundson Community Room or the Cambridge Community Library. We will provide access to a Trustee Google Drive, which will have training materials and other important information needed to provide accurate and informed decisions.

The Cambridge Community Library serves residents in both Dane and Jefferson counties, and is a consortium member of South Central Library System, along with about 50 other public libraries.

If you have any additional questions about this position, you may visit the library, e-mail me at [sseeman@cambridgelibrary.org](mailto:sseeman@cambridgelibrary.org) or call (608-423-3900) and ask for Samantha.

Anyone interested in the positions, please submit a letter of interest to [sseeman@cambridgelibrary.org](mailto:sseeman@cambridgelibrary.org), or drop it off at the library. Please indicate where you reside in your letter (Village of Cambridge, Town of Oakland, etc.).

Positions open until filled.



Disbursements:	2022	2023	2024	2025
<b>Expenses</b>				
Materials	\$ 34,778.07	\$ 29,850.00	\$ 30,400.00	\$32,728.00
Operations	\$ 77,880.00	\$ 79,050.00	\$ 75,829.54	\$75,448.00
Personnel & Benefits	\$ 162,726.93	\$ 167,599.80	\$ 174,506.93	\$167,218.14
<b>Expenses Total</b>	\$ 275,385.00	\$ 276,499.80	\$ 280,736.47	\$275,394.14
<b>Revenues (Intergovernmental)</b>				
Taxes (Village of Cambridge)	\$ 90,000.00	\$ 105,000.00	\$ 105,000.00	\$105,000.00
Dane County Library Grants	\$ 62,312.00	\$ 62,312.00	\$ 57,804.00	\$ 52,871.00
Other County Reimbursements	\$ 572.00	\$ 467.00	\$ 249.61	\$ 81.09
Jefferson County Library Grant	\$ 110,100.00	\$ 105,100.00	\$ 100,100.00	\$ 95,100.00
Foundation Grant				
Federal Grant for Wages	\$ 5,000.00			
<b>Revenues (Intergovernmental) Total</b>	\$ 267,984.00	\$ 272,879.00	\$ 263,153.61	\$ 253,052.09
<b>Soft Monies (estimate through Sept.)</b>				
Grants	\$ 3,922.50	\$ 4,000.00	\$ 4,500.00	\$3,950.00
Friends Contribution			\$7,150.00	\$885.00
Revenue for Services			\$6,157.00	\$6,000.00
Other Revenues			\$1,686.00	\$1,000.00
<b>Soft Monies Total</b>	\$ 3,922.50	\$ 4,000.00	\$4,500.00	\$21,950.00
<b>Subtotal for Revenue</b>	\$ 271,906.50	\$ 276,879.00	\$ 267,653.61	\$ 275,002.09
<b>Total Amount Requested from Village of Cambridge</b>				
				\$ 92,590.00



**Materials/Acquisitions**

	2022	2023	2024	2025
341 - Books	\$ 18,850.00	\$ 18,000.00	\$ 18,000.00	\$ 23,000.00
342- AV	\$ 8,170.00	\$ 6,000.00	\$ 5,500.00	\$ 5,000.00
343 - Electronic	\$ 5,489.87	\$ 3,350.00	\$ 4,700.00	\$ 2,578.00
344 - Misc.	\$ 400.00	\$ 400.00	\$ 200.00	\$ 150.00
320 - Periodicals & Subs.	\$ 2,100.00	\$ 2,100.00	\$ 2,000.00	\$ 2,000.00

<b>Total Materials/Acquisitions</b>	<b>\$ 35,009.87</b>	<b>\$ 29,850.00</b>	<b>\$ 30,400.00</b>	<b>\$ 32,728.00</b>
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**Operations**

	2022	2023	2024	2025
210 - Legal/Audit/Accounting	\$2,200.00	\$2,000.00	\$2,000.00	\$2,000.00
220 - Utilities	\$15,700.00	\$15,700.00	\$15,700.00	\$15,700.00
221 - Telephone	\$3,500.00	\$3,500.00	\$ 4,800.00	\$7,000.00
223 - Internet	\$ 200.00	\$ 200.00		
240 - Building Maint. & Repair	\$11,500.00	\$11,500.00	\$ 11,500.00	\$12,500.00
240.100 - Janitorial Expenses	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
241 - Computer Maint. & Supply	\$2,500.00	\$2,500.00	\$ 2,500.00	
290 - Programming	\$2,600.00	\$2,600.00	\$3,000.00	\$3,000.00
*new category for Summer Program				\$2,000.00
290.100 - Coulter Donation				
291 - Library Public Relations	\$600.00	\$500.00	\$ 700.00	\$700.00
292 - Copy Maint.	\$1,500.00	\$2,000.00	\$ 4,000.00	\$3,000.00
293 - LINK	\$22,730.00	\$22,650.00	\$22,649.54	\$22,478.00
310 - Office Supply	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
311 - Postage	\$400.00	\$400.00	\$ 480.00	\$400.00
330 - Travel & Training	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
390 - Misc. Expenses	\$700.00	\$500.00	\$ 500.00	\$500.00
800 - Equipment	\$300.00	\$300.00	\$1,000.00	
810 - Capital	\$ 1,000.00	\$ 1,000.00		
820 - Building Fund				
55130 - Library Other	\$1,000.00	\$1,000.00	\$1,000.00	\$170.00
57000 - Capital Outlay - Equipment				

<b>Total Operations</b>	<b>\$72,430.00</b>	<b>\$72,350.00</b>	<b>\$75,829.54</b>	<b>\$75,448.00</b>
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**Personnel & Benefits**

	2022	2023	2024	2025
110 - Salary			\$ 55,120.00	\$58,760.00
120 - Wages		\$ 133,498.12	\$ 94,042.00	\$89,115.26
130 - Medicare Reimburse				
131 - Benefits Retire		\$ 7,026.00	\$ 6,984.04	\$6,980.42
132 - Benefits Soc Sec (FICA)		\$ 10,212.60	\$ 11,410.89	\$11,312.46
133 - Health / Dental		\$ 15,363.08		
134 - Flex Benefit	\$ 350.00	\$ 350.00	\$ 350.00	\$350.00
135 - Life Insur.		\$ 1,500.00		\$700.00
138 - Post Retirement Funds				
150 - Unemploy Comp				
510 - Insur. Property	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
511 - Insur/ Liability	\$ 100.00	\$ 850.00	\$ 850.00	
512 - Workers Comp.	\$ 1,500.00	\$ 2,000.00	\$ 2,250.00	

<b>Total Personnel &amp; Benefits</b>				<b>\$167,218.14</b>
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Hours and Wages Worksheet	2023	2024	2025	# Hrs. Base	FICA	Retirement	Total (including FICA & Retirement)			
			2.00%		7.65%	6.90%				
			Hours per week							
Director - Seeman	\$ 24.04	\$26.50	\$28.25	40	\$ 2080	\$ 58,760.00	\$ 4,495.14	\$ 4,054.44	\$	67,309.58
Yth Srv - Hoggatt	\$ 17.28	\$ 20.50	\$ 20.91	22	1144	23,921.04	1,829.96	1,650.55	\$	27,401.55
Lib. Assist - Niesen	\$ 13.32	\$ 17.00	\$ 17.34	20.5	1066	18,484.44	1,414.06	1,275.43	\$	21,173.93
Lib. Assist - Kantzler	\$ 12.86	\$ 17.00	\$ 17.34	18.75	975	16,906.50	1,293.35		\$	18,199.85
Cataloguer - Reigel	\$ 12.50	\$ 17.00	\$ 17.34	6	312	5,410.08	413.87		\$	5,823.95
Lib. Assit/Pro - DeCleene	\$ 11.90	\$ 17.00	\$ 17.34	15	780	13,525.20	1,034.68		\$	14,559.88
Page - Reigel	\$ 8.49	\$ 10.00	\$ 10.20	5	260	2,652.00	202.88		\$	2,854.88
Page - Jelinek			\$ 10.00	5	260	2,600.00	198.90		\$	2,798.90
Vacation Coverage	\$ 17.32	\$ 18.00	\$ 18.00	3	156	2,808.00	214.81		\$	3,022.81
Additional Coverage	\$ 17.30	\$ 18.00	\$ 18.00	3	156	2,808.00	214.81		\$	3,022.81
				138.25	7189				\$	166,168.14

Total (base) Salary	\$ 58,760.00
Total (base) Wages	\$ 89,115.26
<b>Total Salary &amp; Wages</b>	<b>\$ 147,875.26</b>
Total FICA	\$ 11,312.46
Total Retirement	\$ 6,980.42
<b>GRAND TOTAL Personnel &amp; Benefits</b>	<b>\$ 166,168.14</b>

As of January 2025, salaried employees have to make \$58,656 per year (Fair Standards Act)

			FICA	Retirement	Total
			7.65%	6.90%	
\$28.25		\$58,760.00	\$4,495.14	\$4,054.44	\$67,309.58
\$28.30	2080	\$58,864.00	\$4,503.10	\$4,061.62	\$67,428.71
\$28.50		\$59,280.00	\$4,534.92	\$4,090.32	\$67,905.24