

# Board of Trustees – Table of Contents

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Cambridge Community Library Board of Trustees  
Monthly Agenda for October 2024  
On October 9th at 6:30PM  
Amundson Community Center Room

CALL TO ORDER

ROLL CALL

INTRODUCTION OF GUESTS

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. Budget 2025
2. Strategic Plan
3. 2017 Foundation Grant
4. Board Expansion / New Trustees

NEW BUSINESS

1. 2023 In Review Graphic(s)
2. Memorandum of Mutual Accountability (Beyond the Page/Ripple Project)
3. Spanish Story time Service via Dane County
4. Foundation Grant 2025
5. Donations and Gifts

**Convene into Closed Session** per 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Reconvene into Open Session**

6. Possible Action Taken on Closed Session Items

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: November 13<sup>th</sup>

**Cambridge Community Library  
Board of Trustees Monthly Meeting Minutes  
September 11, 2024  
6:30 PM**

**Present/RollCall:** Jennifer Trendel, Kristin Martin, Samantha Seeman, Jennifer Simdon Budewitz, Cari Redington, Paula Hollenbeck (late-excused)

**Call to Order:** President Trendel called the meeting to order at 6:33 PM.

**Introduction of Guests:** None

**Public Input:** None

Trustee Redington made a motion to move Old Business-Budget 2025 to the final action item, seconded by President Trendel. Vote. Approved. Notes below.

**Approval of Monthly Reports:** Trustee Martin made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report, seconded by Trustee Redington. Discussion. Director Seeman highlighted YTD check-outs are higher than last year. SCLS is beta testing 2 new dashboards. Discussed doing a yearly report for library patrons to show a snapshot of library usage. Vote. Approved.

**Approval of Treasurer's Report:** Trustee Simdon Budewitz made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation and all monthly expenses reviewed for the previous month totaling \$20,302.22, seconded by President Trendel. Discussion. The SCLS Foundation Report will be added to next month's board packet. Roll call vote. Treasurer report approved.

**Village Report:** None

**Friends of the Library Report:** The FOL gave the library \$225 for the upcoming Halloween party. The Books at Home program will kick off again in 2025. The group is going to create a book sale committee to come to the library 1-2 times per month to sort books, from donations, for storage. The FOL is committing a one-time donation of \$11,000 to help supplement the library budget. This is in addition to \$1,000 for the ABC Collection (audiobook rotation).

**School District Report:** Homecoming game and parade is 10/4/24. Homecoming dance is 10/5/24.

**Action Agenda:****Old Business**

1. Library Board Expansion-Our current Library Board is not in compliance with the State for Dane County. We need a minimum of 5 appointed members from the municipality. The School District Representative is the only member who does not have a residency requirement. We have to fill 2 positions immediately. Director Seeman will advertise the posting and application on Facebook, website and the newspaper. The due date will be 2 weeks from that date. The Board will then interview applicants.
2. Strategic Plan-The community survey is live and is due on 9/20/24.
3. Budget 2025-Director Seeman is working with the Village for a reserved monies report. Our special reserve fund is at \$157,764. \$4,901 over budget in 2023. Projects like the drive-up window and building water issues need to be addressed. Tammy, from the Village, offered to speak with us on any question. Director Seeman is gathering costs for upcoming technology subscriptions. The board is asking the Village for the same amount as last year-\$105,000. Trustee Redington made a motion to approve the budget draft with the following edits: 510-Property Insurance \$3,500, 511-Liability Insurance \$850, 512-Worker's Compensation \$1,000 and 343-Electronics \$3,000. Motion seconded by Trustee Hollenbeck. Discussion. Roll call vote. Approved.

**New Business**

1. Board Re-appointment-Trustee Redington position is up for reappointment. Director Seeman will contact SCLS to see if we need approval from Jefferson County.
2. Open Page Position(s)-One Page left at the end of August. Director Seeman offered a teen volunteer the position. Tentative start date is 9/18/24.
3. Donations and Gifts-\$16 donation given.

**Upcoming meeting:**

10/9/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Martin at 8:56 PM. Approved.

Submitted by Kristin Martin

2024 Director's Report  
Library Board of Trustees Meeting  
October 9th @ 6:30pm

### Updates

- The Makerspace furniture we purchased with this year's Foundation Grant money will be delivered/installed on October 28<sup>th</sup>. I will have staff go through our supplies closet to see what we can relocate to there and hopefully order a few more things to get the space set up, at least to start, as heavily on the "art" side of things. I also plan to have a note sent to the paper about the new space, once we have it set up, to advertise it.

### Continuing Education / Training

- I won the scholarship (with SCLS) for the WLA Fall Conference this year, which is taking place in November in Green Bay. The scholarship is good for up to \$1000, which includes the registration fee, lodging, mileage and meals. I will 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.
  - This means that I will be away from the library:
    - **Tuesday November 5 - Friday November 8<sup>th</sup>**
  - 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.
- At the Dane County Librarian's Meeting, we spoke a little bit about the results of the APT pilot program. Based on the conversation, it seemed as though APT was happy with the season, and are currently looking at a format to supply tickets again next year. I will keep you up to date on that as I learn more.
- The North East Equity Team meeting was held here in Cambridge this month. A bunch of the members had never been to Cambridge before, including Beyond the Page leader Ali. They were really thankful that we hosted. This was a somewhat informal meeting (the first of "this" year) so we mainly just talked about what we have been successful in and what we want to work on for the coming year. I shared about our new World Language collection, and potentially looking at incorporating an Indigenous History collection within our Local History Room/Collection. I also shared that we took Banned Books week a step further than last year by adding a Banned Books Discussion to our calendar, and putting together a very large display for the month of September through October.
- I attended a few webinars recently;
  - Wisconsin Library Law (part of Trustee Training Week); these webinars were all recorded and are still available for anyone interested in viewing them still.
  - Trends in Emerging Technologies (part of Tech Days); some of this AI stuff is kind of disturbing. It will be interesting to see how (or if) it gets incorporated into our work at the library.

2024 Director's Report  
Library Board of Trustees Meeting  
October 9th @ 6:30pm

**Gifts / Donations / Monies Received**

- Mike Rumpf dropped off a replacement check in the amount of \$4000 for the misplaced/uncashed 2017 Foundation Grant (in the same amount). It was deposited on 9/18/24.
- \$20 (cash) was found with note "for lost DVD"; deposited on 9/30/24.
- I counted out and deposited some of the money that was in the Donation Box on the counter. \$127.10 deposited on 9/30/24.
- We received a check from Madison for a damaged item of ours; \$7.99 was deposited on 10/1

**Upcoming Time Off / Out of Building**

- I mentioned last month that I have made the decision to send the entire staff to an all-day training at SCLS on Reader's Advisory (on October 16<sup>th</sup>). I have decided to close the library on that day, for "Staff Development" and have been advertising that since the beginning of October. I will spend that day inside the building, organizing and shifting shelves to look a little neater, and create examples to all staff how I envision the building to look at its tip top state.

Date	Tr	Activity	Age Group	# Attended	Activity Type	Organizer	Tr	Notes
9/4/2024		Writing Workshop	Adults	4	Series	Stephanie		Still trying a few different things to see if we can get a more consistent group to meet up
9/7/2024		D&D	All Ages / ...	7	Self-Running	Stephanie		Stephanie has handed over Game Master duties to one of the adults who atten
9/9/2024		Monday Night Book Club	Adults	15	Club	Samantha		Notes
9/10/2024		Chess Club	All Ages / ...	5	Club	Patty		Notes
9/11/2024		Suicide Prevention Presen	Adults	5	Single	Stephanie		Notes
9/12/2024		Video Game Party	All Ages / ...	30	Single	Stephanie		Some disappointment that everyone who wanted to try VR didn't get a chance to, so we are looking into booking a VR testing program (with signups) for the future.
9/16/2024		Horsing Around	All Ages / ...	36	Single	Patty		There was a mix up with the date for this one so we may have lost some attendance because of it
9/18/2024		Creative Kids	Kids	9	Single	Stephanie		Notes
9/18/2024		Cookie Storytime	Kids (unde...	32	Series	Patty		Notes
9/19/2024		Learn & Play	Kids (unde...	8	Series	Patty / Samantha		This is a program offered through (and registered by) CAP, we are hosting all the events (one per month) but will not always be the "presenter"
9/20/2024		Friday Flicks	Adults	9	Series	Patty		The Fall Guy
9/24/2024		Scrabble	All Ages / ...	2	Self-Running			Notes
9/24/2024		Banned Book Discussion	Adults	9	Single	Stephanie		The Bluest Eye by Toni Morrison
9/25/2024		Socratic Circle	Adults	9	Series	Stephanie		Notes
9/25/2024		Fall Storytime	Kids (unde...	42	Series	Patty		Notes

<b>Total Attendance</b>	222
<b>Total Programs</b>	17

Kids Under 5	5
School Age Kids	1
Teens	0
Adults	6
All Ages	3
Self-Running	2



### Sep-24

	Week 1 9/1/24 - 9/7/24							Week 2 9/8/24 - 9/14/24							Week 3 9/15/24 - 9/21/24							Week 4 9/22/24 - 9/28/24							Week 5 9/29/24 - 9/30/24							Monthly Totals						
	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	This Mo	Last Mo	
Drive Up																																										
Daily Patrons	9	14	9	10	4	3	9	12	6	6	2	8	12	5	10	9	7	10	8	11	9	5	5	6	6	46	38	51	48	12	195	177										
Phone Calls	11	9	7	5	1	7	11	7	4	6	2	5	2	4	7	6	2	4	12	4	3	6	4	7	4	33	37	26	33	11	140	145										
Pick List	158	64	96	33	57	104	57	61	41	53	40	101	88	71	54	47	45	125	49	64	58	28	48	77	78	408	356	406	372	155	1697	1599										
E-Mails																											1	1	0	0	0	2	8									
Copies/Prints																											1	1	2	1	1	6	11									
Faxes																											0	0	0	0	0	0	0									
Library Cards																											0	0	0	0	0	0	0									
Acct Lookups*	4	12	8	11	2	3	10	10	5	5	1	5	12	5	9	10	10	8	10	9	5	4	6	6	37	34	41	46	12	170	159											
Reference ?s*	2	1	1	1	1	2	4	1	1	1	1	2	1	1	2	1	1	1	1	1	1	1	3	3	5	9	5	2	3	24	35											
Red Bins Sent	7	5	4	4	4	6	4	4	6	4	4	5	4	4	3	5	5	4	4	3	4	8	4	4	20	24	21	20	12	97	86											
Red Bins Rec'd	5	4	5	7	6	4	4	3	3	4	4	3	4	4	3	4	4	6	4	4	5	3	4	4	14	24	18	23	7	86	80											
Other																										0	0	0	0	0	0	0										
<b>Inside Circ Desk</b>																																										
Daily Patrons	72	62	46	83	29	60	78	71	83	44	41	76	42	80	80	51	27	58	56	71	54	56	16	51	61	292	377	356	253	112	1390	1762										
Copy/Scan/Print	5	4	2	5	2	2	3	5	4	4	2	5	4	8	2	3	6	6	3	2	2	2	2	5	8	18	20	22	15	13	88	99										
Faxes	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	4	3	3	4	0	14	12										
Tech Assist	2	2	1	1	1	2	1	1	2	1	2	1	6	1	2	3	1	2	3	1	2	2	2	2	2	6	7	7	8	2	30	40										
Library Cards	1	2	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	2	2	2	1	1	1	1	1	5	3	2	5	1	16	27										
Acct Lookups*	4	2	3	11	3	3	2	8	6	5	10	6	5	7	9	2	7	5	7	1	3	3	3	3	3	20	27	37	22	6	112	100										
Reference ?s*	2	2	2	7	3	5	1	6	4	1	6	4	3	5	3	3	1	4	2	6	6	5	5	5	5	13	20	21	13	10	77	72										
Newspaper	1	1	1	1	1	1	1	1	2	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	5	3	1	0	12	23										
Other	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	1	2	1	2	1	1	1	1	1	4	7	4	0	16	10										
<b>From Reservation Sheet:</b>																																										
Comp Use (Hrs)	20	17	12	14	11	19	23	21	18	12	7	12	11	38	10	14	12	27	19	11	14	16	8	17	20	74	100	97	95	37	403	415										
Comp Use (Ppl)	6	5	3	6	5	8	8	7	4	5	3	4	3	14	2	6	5	8	9	3	3	5	4	5	8	25	35	34	32	13	139	158										
Room Resv (Hrs)	4.5	2.5					3.5	3	5.5	2	2.5	1	1	4.5				4	6.5	2				2	2	7	14	9	12.5	2	44.5	50.5										
Attendees	5	8					7	1	6	6	3	1	1	10				4	7	5				3	3	13	20	15	16	3	67	62										

- 9/2/24 Labor Day (Library Closed)
- 8/19/24-9/20/24 Community Strategic Planning Survey
- 9/4/24 Writing Workshop, 5-6pm
- 9/10/24 NMS Fire Drill, 11:30am (204)
- 9/11/24 Suicide Prevention, 6-7pm
- 9/12/24 Video Game Day Party 3:30-5:30pm
- 9/16/24 Horsing Arouund, 5:30-6:30pm
- 9/18/24 Storytime begins for Fall, Wed & Fri at 10am
- 9/18/24 Creative Kids, 4-5pm
- 9/19/24 Learn & Play, 6-7pm
- 9/20/24 Friday Flick, 1-3pm
- 9/22-9/28/24 Banned Books Week
- 9/24/24 Banned Book Club Discussion, 6-7pm
- 9/25/24 Socratic Circle, 6-7pm
- 9/30/24 Book Club Interest Meeting, 5-6pm



**2024 Monthly Statistics**

**CIRCULATION ACTIVITY**

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
2024 Total CKO current month	3,578	3,568	3,916	3,325	3,510	3,127	3,791	3,309	2,914	3,349	3,225	2,744	31,038
2023 Total CKO current month	3,392	3,388	4,035	3,169	3,638	3,342	3,595	3,586	3,378	3,349	3,225	2,744	40,841
% + or - CKO monthly yr to yr	5.19%	5.04%	3.03%	4.69%	-3.60%	-6.80%	5.17%	-8.30%	-15.90%				
% + or - CKO YTD	5.48%	5.40%	2.28%	2.88%	1.56%	0.29%	1.04%	-0.07%	-1.54%				
% CBR Items	54.64%	55.27%	55.80%	55.28%	62.39%	61.59%	64.23%	60.26%	55.56%				
% SCLS Items	45.36%	44.73%	44.20%	44.72%	37.61%	38.41%	35.77%	39.74%	44.44%				
Loaned to Other Libraries	2,233	2,410	2,448	2,384	2,091	2,225	2,326	2,357	2,275				20,749
Borrowed from Other Libraries	1,623	1,596	1,731	1,487	1,320	1,201	1,356	1,315	1,295				12,924
2024 CKI current month	2,565	2,831	2,991	2,854	2,759	2,536	2,897	2,735	2,246				24,414
2023 CKI current month	2,449	2,506	3,032	2,562	2,789	2,615	3,115	2,965	2,504	2,713	2,633	2,367	32,250

**USE COUNTS**

Patrons: Adult	3,065	3,124	3,279	2,879	2,856	2,576	3,230	2,755	2,513				26,277
Patrons: Children	280	209	334	208	461	409	402	403	309				3,015
Patrons: Staff	233	235	303	169	123	141	159	150	87				1,600
New Patron Registration	16	19	17	18	23	40	23	25	12				193
Dane County: Village	1,174	1,138	1,203	1,053	1,071	988	1,039	1,050	946				9,662
Dane County: Rural (no lib)	627	516	578	597	612	571	856	599	487				5,443
Dane County: City (w/ lib)	138	57	144	76	65	108	51	82	104				825
Jefferson County: Village	67	54	89	56	74	45	64	48	33				530
Jefferson County: Rural (no lib)	1,438	1,640	1,718	1,333	1,520	1,343	1,561	1,384	1,196				13,133
Jefferson County: City/Vil (w/ lib)	125	133	182	143	96	44	117	84	71				995
Other Counties: Rural (no/ lib)	0	0	0	0	1	0	0	3	0				4
Other Counties: City/Vil (w/ lib)	9	3	2	1	1	1	8	11	7				43

**HOLD ACTIVITY**

2024 Holds Placed	1,663	1,438	1,516	1,306	1,129	1,184	1,233	1,082	1,159				11,710
% YTD change from 2023	5.59%	0.98%	0.02%	-0.45%	-2.34%	-1.51%	-0.51%	-1.24%	-3.87%				
2023 Holds Placed	1,575	1,496	1,545	1,334	1,271	1,141	1,156	1,165	1,498	1,358	1,310	1,147	15,996

**CATALOG ACTIVITY**

Holdings Entered	173	169	157	139	156	134	209	195	117				1,449
Holdings Deleted	439	68	62	61	165	51	545	261	230				1,882

**INTER LIBRARY LOAN**

ILL	3	10	9	4	6	4	11	3	4				54
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**MATERIAL TYPE**

**Print**

Books: YA/Adult	1,398	1,384	1,455	1,343	1,350	1,325	1,514	1,484	1,329				12,582
Books: Juvenile	1,017	1,051	1,219	954	1,342	953	1,241	1,056	863				9,696
Magazines: YA/Adult	58	50	34	35	40	81	67	57	38				460
Magazines: Juvenile	1	1	1	9	5	2	5	5	1				30

**Audio Books**

Books on CD: YA/Adult	55	88	90	57	90	119	88	75	81				743
Books on CD: Juvenile	1	3	1	2	5	3	1	1	2				19
Playaway: YA/Adult	7	5	8	8	6	5	4	8	9				60
Playaway: Juvenile	4	4	0	2	1	1	2	8	4				26

**Audio Music**

2024 Monthly Statistics	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
CD: YA/Adult	114	63	108	98	57	95	101	74	64				774
CD: Juvenile	2	4	2	8	4	5	8	3	1				37
Visual/AV													
DVDs: YA/Adult	632	640	615	556	388	387	488	290	329				4,325
DVDs: Juvenile	32	35	44	52	30	48	97	70	50				458
DVDs: TV Shows	205	195	222	160	152	109	114	120	100				1,377
Software: YA/Adult	0	0	3	2	0	0	1	0	0				6
Software: Juvenile	0	2	2	0	0	0	0	0	0				4
Video Games: YA/Adult	5	8	18	8	5	11	9	5	5				74
Video Games: Juvenile	0	0	5	1	2	0	0	0	0				8
Misc AV: YA/Adult	3	6	4	9	10	28	27	20	6				113
Misc AV: Juvenile	0	0	0	0	0	0	0	0	0				0
<b>ENRICHMENT PASSES</b>													
WI State Park Pass (checkouts)	0	0	0	0	2	4	6	4	0				16
Milw Co Zoo Pass (checkouts)	1	2	2	6	6	8	14	13	3				55
Milw Co Zoo Pass (people)	3	2	7	26	26	40	42	39	9				194
<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	320				2,811
Average # of Clients Per Day	23	25	24	27	24	27	24	27	27				228
Average Usage per Client (MB)	344.10	358.90	349.80	389.20	328.80	487.20	420.90	367.80	480.90				3,527.60



	Jan	Feb	March	April	May	June	July	Aug	Sept	Dec	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	\$ 2,148.33		\$ 24,793.38
Operations Expenses	\$ 27,167.72	\$ 4,712.45	\$ 4,157.40	\$ 4,775.37	\$ 6,038.42	\$ 4,826.73	\$ 5,694.58	\$ 53,458.51	\$ 3,894.07		\$ 64,725.25
Personnel Expenses	\$ 14,554.13	\$ 9,509.03	\$ 11,057.76	\$ 10,842.26	\$ 9,568.60	\$ 5,391.82	\$ 15,263.51	\$ 10,745.75	\$ 10,439.01		\$ 98,071.87
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	\$ 1,312.44		\$ 12,522.67
Cash Drawer											
Materials	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00	\$ 8.00		\$ 78.37
Postage	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94	\$ 11.20		\$ 120.41
Programming	\$ 7.98			\$ 11.97	\$ 9.98						\$ 29.93
Supplies	\$ 40.87										\$ 40.87
Misc.											\$ 84.21
Janitorial											\$ -

	YTD TOTAL
<b>Revenues</b>	
Total Donations	\$ 1,141.00
Total Monies Received	\$ 170,947.64
Donation Box Deposit	\$ 496.17
SCLS Foundation	
Interest	\$ 19.14
Fees	\$ (64.68)
Gains/Losses	\$ (39.32)
Cash Drawer Deposits	\$ 157.75
Faxes	\$ 9.00
Copies	\$ 183.65
Laminating	\$ 1.00
Earbuds/Flash Drives	
Card Replacements	
Lost/Damaged Materials	

Foundation Previous Month Ending Value  
\$60,665.32  
Foundation Current Month Ending Value  
\$61,538.49

	Jan	Feb	March	April	May	June	July	Aug	Sept	Dec	YTD TOTAL
Total Donations	\$ 365.54	\$ 500.00	\$ 5,910.00		\$ 693.23	\$ 525.00	\$ 100.00	\$ 225.00	\$ 4,027.99		\$ 1,141.00
Donation Box Deposit	\$ 171.00					\$ 198.00			\$ 127.17		\$ 496.17
SCLS Foundation											
Interest	\$ 19.14	\$ 67.80	\$ 217.99	\$ 74.12	\$ 75.76	\$ 313.83	\$ 73.80	\$ 88.06			\$ 2,336.79
Fees	\$ (64.68)	\$ (64.44)	\$ (65.96)	\$ (69.23)	\$ (68.49)	\$ (73.04)	\$ (72.24)	\$ (73.82)			\$ 111.75
Gains/Losses	\$ (39.32)	\$ 1,349.58	\$ 1,246.16	\$ (1,733.65)	\$ 1,664.86	\$ 104.80	\$ 1,366.65	\$ 666.51			\$ 1,796.04
Cash Drawer Deposits	\$ 157.75	\$ 185.50	\$ 281.95	\$ 303.60	\$ 319.00	\$ 242.00	\$ 411.74	\$ 221.00	\$ 214.25		\$ 1,700.00
Faxes	\$ 9.00	\$ 14.50	\$ 18.25		\$ 28.00	\$ 10.50	\$ 12.00	\$ 58.25	\$ 11.25		\$ 177.00
Copies	\$ 183.65	\$ 170.00	\$ 226.45	\$ 275.60	\$ 243.85	\$ 328.74	\$ 328.74	\$ 164.75	\$ 203.00		\$ 1,796.04
Laminating		\$ 1.00				\$ 12.00	\$ 1.00	\$ 3.00			\$ 17.00
Earbuds/Flash Drives							\$ 10.00				\$ 10.00
Card Replacements					\$ 1.00	\$ 2.00	\$ 1.00	\$ 3.00			\$ 7.00
Lost/Damaged Materials			\$ 37.25	\$ 28.00	\$ 46.15		\$ 59.00	\$ 26.00			\$ 196.40

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 09/30/2024	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	625.41	0.00	625.41	0.00
<b>FINES, FORFEITS AND PENALTIES</b>		361.02	625.41	0.00	625.41	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	1,339.00	0.00	1,339.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	2,166.29	0.00	2,166.29	0.00
150-00-46712-000-000	FAX SERVICE	169.75	107.00	0.00	107.00	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	3,612.29	0.00	3,612.29	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	4,415.24	4,500.00	-84.76	98.12
<b>CONTRIBUTED CAPITAL</b>		2,962.32	7,341.24	4,500.00	2,841.24	163.14
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	1,110.00	0.00	1,110.00	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	1,110.00	0.00	1,110.00	0.00
<b>Total Revenues</b>		284,662.38	176,541.74	267,653.61	-91,111.87	65.96

Fund: 150 - LIBRARY FUND

Account Number		2023	2024	2024 Budget	Budget Status	% of Budget
		Actual 12/31/2023	Actual 09/30/2024			
150-00-55110-110-000	LIBRARY - SALARY	61,079.81	40,280.00	55,120.00	14,840.00	73.08
150-00-55110-120-000	LIBRARY - WAGES	67,168.29	59,876.98	94,042.00	34,165.02	63.67
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	5,059.91	6,984.04	1,924.13	72.45
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	7,481.91	11,410.89	3,928.98	65.57
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	136.37	350.00	213.63	38.96
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	9,809.67	15,700.00	5,890.33	62.48
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	5,460.17	4,800.00	-660.17	113.75
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	10,899.75	11,500.00	600.25	94.78
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	3,740.13	3,000.00	-740.13	124.67
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	1,054.12	700.00	-354.12	150.59
150-00-55110-292-000	LIB - COPY MAINT	3,986.77	2,120.94	4,000.00	1,879.06	53.02
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	2,260.52	4,000.00	1,739.48	56.51
150-00-55110-311-000	LIB - POSTAGE	361.72	271.84	480.00	208.16	56.63
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	1,219.96	2,000.00	780.04	61.00
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	19,408.66	18,000.00	-1,408.66	107.83
150-00-55110-342-000	LIB - A/V ACQUISITION	5,923.16	2,991.88	5,500.00	2,508.12	54.40
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	500.79	500.00	-0.79	100.16
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>203,704.37</b>	<b>280,736.47</b>	<b>77,032.10</b>	<b>72.56</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>203,704.37</b>	<b>280,736.47</b>	<b>77,032.10</b>	<b>72.56</b>
<b>Net Totals</b>		<b>-4,902.48</b>	<b>-27,162.63</b>	<b>-13,082.86</b>	<b>14,079.77</b>	<b>207.62</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	\$ 322.41				\$3,146.71
Cash Left in Drawer Total:	\$ 130.70	\$ 130.20	\$ 130.53	\$ 139.94	\$ 169.27	\$ 173.75	\$ 130.61	\$ 130.63	\$ 130.41				\$1,266.04

## 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	\$ 192.00				\$2,204.30
Faxes 150-00-46712-000-000	\$ 8.75	\$ 14.50	\$ 14.75	\$ 9.50	\$ 28.00	\$ 10.50	\$ 12.00	\$ -	\$ 11.25				\$ 109.25
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 Lamenating/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	\$ 203.25	\$ -	\$ -	\$ -	\$2,314.55

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

\$ 293.60

## 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	\$ 8.00				\$ 78.37
Postage 150-00-55110-311-000	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94	\$ 11.20				\$ 120.41
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	\$ 7.49				\$ 84.26
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	\$ 26.69	\$ -	\$ -	\$ -	\$ 353.84



Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/Withd rawl	Proration of Admin Fee	Interest/ Dividend Income	UnRealized Gains/(Losses)	Realized Gains/Losses	Ending Market Value
January 31, 2023	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ (19.97)	\$ 8.70	\$ 2,492.50	\$ -	\$ 52,481.23
February 28, 2023	\$ 52,481.23	\$ -	\$ 52,481.23	\$ (60.59)	\$ 57.72	\$ (1,245.13)	\$ -	\$ 51,233.23
March 31, 2023	\$ 51,233.23	\$ -	\$ 51,233.23	\$ (59.02)	\$ 214.24	\$ 522.25	\$ -	\$ 51,910.70
April 30, 2023	\$ 51,910.70	\$ -	\$ 51,910.70	\$ (60.97)	\$ 61.11	\$ 767.04	\$ (439.82)	\$ 52,238.06
May 31, 2023	\$ 52,238.06	\$ -	\$ 52,238.06	\$ (60.10)	\$ 62.15	\$ (647.71)	\$ -	\$ 51,592.40
June 30, 2023	\$ 51,592.40	\$ -	\$ 51,592.40	\$ (59.36)	\$ 327.96	\$ 1,555.92	\$ -	\$ 53,416.92
July 31, 2023	\$ 53,416.92	\$ -	\$ 53,416.92	\$ (61.45)	\$ 20.50	\$ 1,275.63	\$ -	\$ 54,651.59
August 31, 2023	\$ 54,651.59	\$ -	\$ 54,651.59	\$ (62.76)	\$ 67.12	\$ (993.34)	\$ -	\$ 53,662.61
September 30, 2023	\$ 53,662.61	\$ -	\$ 53,662.61	\$ (61.56)	\$ 168.54	\$ (1,792.76)	\$ 13.58	\$ 51,990.40
October 31, 2023	\$ 51,990.40	\$ -	\$ 51,990.40	\$ (60.36)	\$ 138.45	\$ (1,020.61)	\$ (102.82)	\$ 50,945.05
November 30, 2023	\$ 50,945.05	\$ -	\$ 50,945.05	\$ (58.73)	\$ 74.01	\$ 2,996.95	\$ -	\$ 53,957.28
December 31, 2023	\$ 53,957.28	\$ -	\$ 53,957.28	\$ (61.99)	\$ 375.63	\$ 2,021.20	\$ -	\$ 56,292.11
January 31, 2024	\$ 56,292.11	\$ -	\$ 56,292.11	\$ (64.68)	\$ 19.14	\$ (39.32)	\$ -	\$ 56,207.26
February 29, 2024	\$ 56,207.26	\$ -	\$ 56,207.26	\$ (64.44)	\$ 67.80	\$ 1,349.58	\$ -	\$ 57,560.20
March 31, 2024	\$ 57,560.20	\$ -	\$ 57,560.20	\$ (65.96)	\$ 217.99	\$ 1,246.16	\$ 21.63	\$ 58,980.02
April 30, 2024	\$ 58,980.02	\$ -	\$ 58,980.02	\$ (69.23)	\$ 74.12	\$ (1,733.65)	\$ 8.95	\$ 57,260.21
May 31, 2024	\$ 57,260.21	\$ -	\$ 57,260.21	\$ (68.49)	\$ 75.76	\$ 1,664.86	\$ -	\$ 58,932.34
June 30, 2024	\$ 58,932.34	\$ -	\$ 58,932.34	\$ (73.04)	\$ 313.83	\$ 104.80	\$ 19.18	\$ 59,297.12
July 31, 2024	\$ 59,297.12	\$ -	\$ 59,297.12	\$ (72.24)	\$ 73.80	\$ 1,366.65	\$ -	\$ 60,665.32
August 31, 2024	\$ 60,665.32	\$ -	\$ 60,665.32	\$ (73.82)	\$ 88.06	\$ 666.51	\$ 192.42	\$ 61,538.49



Disbursements:	2022	2023	2024	2025
<b>Expenses</b>				
Materials	\$ 34,778.07	\$ 29,850.00	\$ 30,400.00	\$33,150.00
Operations	\$ 77,880.00	\$ 79,050.00	\$ 75,829.54	\$75,448.00
Personnel & Benefits	\$ 162,726.93	\$ 167,599.80	\$ 174,506.93	\$173,214.64
<b>Expenses Total</b>	\$ 275,385.00	\$ 276,499.80	\$ 280,736.47	\$281,812.64
<b>Revenues (Intergovernmental)</b>				\$ 92,590.00
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 Foundation Grant	\$ 110,100.00	\$ 105,100.00	\$ 100,100.00	\$ 95,100.00
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	\$11,000.00
Revenue for Services			\$885.00	\$6,000.00
Other Revenues			\$6,157.00	\$1,686.00
<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>				<b>\$105,000.00</b>

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	\$ 3,000.00
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>\$ 33,150.00</b>

\$5000 for NonFiction Replenishment project, funded by Friends commitment

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>

Funded by Friends committed amount

Funded by Friends committed amount

Funded by the Friends committed amount

Personnel & Benefits				
	2022	2023	2024	2025
110 - Salary			\$ 55,120.00	\$59,280.00
120 - Wages		\$ 133,498.12	\$ 94,042.00	\$89,115.26
130 - Medicare Reimburse				
131 - Benefits Retire	\$ 7,026.00		\$ 6,984.04	\$7,067.14
132 - Benefits Soc Sec (FICA)	\$ 10,212.60		\$ 11,410.89	\$11,352.24
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	\$3,500.00
511 - Insur/ Liability	\$ 100.00	\$ 850.00	\$ 850.00	\$850.00
512 - Workers Comp.	\$ 1,500.00	\$ 2,000.00	\$ 2,250.00	\$1,000.00
<b>Total Personnel &amp; Benefits</b>				<b>\$173,214.64</b>

Hours and Wages Worksheet	2023	2024	2025	Hours per week	# Hrs. Base	FICA 7.65%	Retirement 6.95%	Total (including FICA & Retirement)
	\$	\$	\$					
Director - Seeman	\$ 24.04	\$ 26.50	\$ 28.50	40	2080	\$ 4,534.92	\$ 4,119.96	\$ 67,934.88
Yth Srv - Hoggatt	\$ 17.28	\$ 20.50	\$ 20.91	22	1144	\$ 1,829.96	\$ 1,662.51	\$ 27,413.51
Lib. Assist - Niesen	\$ 13.32	\$ 17.00	\$ 17.34	20.5	1066	\$ 1,414.06	\$ 1,284.67	\$ 21,183.17
Lib. Assist - Kantzler	\$ 12.86	\$ 17.00	\$ 17.34	18.75	975	\$ 1,293.35		\$ 18,199.85
Cataloguer - Reigel	\$ 12.50	\$ 17.00	\$ 17.34	6	312	\$ 413.87		\$ 5,823.95
Lib. Assit/Pro - DeCleene	\$ 11.90	\$ 17.00	\$ 17.34	15	780	\$ 1,034.68		\$ 14,559.88
Page - Reigel	\$ 8.49	\$ 10.00	\$ 10.20	5	260	\$ 202.88		\$ 2,854.88
Page - Jelinek			\$ 10.00	5	260	\$ 198.90		\$ 2,798.90
Vacation Coverage	\$ 17.32	\$ 18.00	\$ 18.00	3	156	\$ 214.81		\$ 3,022.81
Additional Coverage	\$ 17.30	\$ 18.00	\$ 18.00	3	156	\$ 214.81		\$ 3,022.81
								\$ 166,814.64

138.25 7189

Total (base) Salary	\$ 59,280.00
Total (base) Wages	\$ 89,115.26
<b>Total Salary &amp; Wages</b>	<b>\$ 148,395.26</b>
Total FICA	\$ 11,352.24
Total Retirement	\$ 7,067.14
<b>GRAND TOTAL Personnel &amp; Benefits</b>	<b>\$ 166,814.64</b>



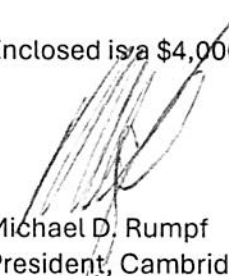
September 17, 2024

TO: Cambridge Community Library

ATTN: Samantha Seeman

From: Cambridge Foundation

Enclosed is a \$4,000.00 check representing a replacement check for the 2017 grant.



Michael D. Rumpf  
President, Cambridge Foundation

*one motive, one ideal, one hope - to make our community a better place to live*

P.O. Box 1 Cambridge, WI 53523 • 608-423-3254 • [www.cambridge-foundation.org](http://www.cambridge-foundation.org)

# PROPOSED SOLUTION FINANCIALS

## RECOMMENDED EQUIPMENT SUMMARY

Model	QTY	Description
4WB65FT5U	1	Value 4K 65" Aquos Board Interactive Display System - \$2140.63
Advance Feature License - Smart Pen use	1	\$75.03
AV Soundbar with 4K Resolution	1	\$1188.99
Keyboard & PC Tray	1	\$176.75
PC for Window Operating System	1	\$1542.52
Rolling Cart Floor Stand	1	\$871.08

### PROPOSED COSTS Annually: \$5995.00

**3 Year Warranty Included in above costs.**

### ALL-INCLUSIVE PRICING

**Our all-inclusive plans include the following at no additional cost:**

- ✓ Help Desk & End-User Training
- ✓ Delivery & Installation
- ✓ Service & Toner Package



# 2023 IN REVIEW

## CAMBRIDGE COMMUNITY LIBRARY



1. Officer Tony visits Storytime to read a book and give kids a tour of his Police vehicle

2. Tyrion from Trident Farm poses for a photo at our Horsing Around event



3. Kicking off our Summer programming with the Science of Bubbles really got our community "All Together Now"

4. Thank you to our longtime Director Joan Behm for 35 years of service to the Cambridge Community!



5. Princess Belle from the CD Players production of Beauty and the Beast stopped by Storytime to share her love of books and take photos



6. An exciting game of chess at our outdoor chess board grabbed some attention

7. We look forward to building graham cracker houses every year!





## Welcome new Library Director, Samantha Seeman



### Library Board of Trustees

**Jennifer Trendel, President**  
**Kristin Martin**  
**Paula Hollenbeck**  
**Jennifer Simdon**  
**Cari Redington**

## ACHIEVEMENTS

2023 was a year of change! Our longtime Director, Joan Behm retired in June after 35 years of service. New Director, Samantha Seeman comes to us from Long Island, New York with over 10 years experience in the library profession.

For the first time, the library participated in the community Cambridge Christmas event by expanding their Saturday hours and offering crafts and entertainment at the library.

## OUTREACH

Cambridge Community Library celebrated their 45th anniversary at the Community Dinner in January of 2024. Library Board of Trustees and Friends of the Library volunteered their time to serve the community and celebrate this anniversary.



## 2024 GOALS

- Replace and update copy machine and staff printers
- Expand program offerings for all ages
- Expand library hours
- Evaluate and update Library policies
- Initiate weeding project for all collections
- Create Makerspace



# 2023 IN REVIEW

## QUICK STATS

Materials Owned	
In-Library	Electronic
32,430	168,781
2,126	74,295
4,832	0

**2,630 PEOPLE  
ATTENDED  
130 PROGRAMS**

**324  
ZOO  
VISITS**



**17,964**

library visits in 2023

**31,462**

wireless users in 2023



**53%**  
of  
Cambridge residents  
**HAVE A LIBRARY CARD**

**40,835**

items circulated



**29,372**

our items loaned to  
other libraries



101 Spring Water Aly  
Cambridge, WI 53523

(608) 423-3900  
camlibmail@gmail.com



# BEHIND THE SCENES

## VOLUNTEERS

We are lucky to have a group of volunteers who dedicated an average of 20+ hours a month re-shelving returns, and assisting with programs

Thank you,  
**Cathy, Cheryl, Maryann,  
Bruce & Elise**  
for your service this year!

Cambridge Community  
Library Staff, 2023

**Director** - Samantha

**Youth Librarian** - Patty

**Library Assistants** - Bev, Robin, Kayla

**Cataloger** - Emily

**Page** - Greta

## Friends of the Library

in 2023, The Friends of Cambridge Community Library donated a total of **\$2075** to assist with a number of programs, services and projects such as:

- Milwaukee Zoo & WI State Park passes
- Summer Reading programs & prizes
- Rotating Audiobook and Large Print collection memberships
- Other special programs like Cricut workshops, Turkey Bingo & Graham Cracker Houses
- Community Dinner

Their annual fundraising events (Book Sale and Craft Fair) as well as having a table at the Ruby Rose Adult Book Fair raised \$xxxx



# THANK YOU FOR YOUR SUPPORT

Cambridge Area Lion's Club

Shirley Rucks  
Jennifer Trendel

and all the daily  
anonymous donors who  
contribute to the  
counter donation jar

Roger Rude family  
Arne Maage  
Bertleson's  
Dickert estate  
Gould family  
Redford's

Donations made In Memory of  
George Coulter:

Helen Peterson, Coulter  
memorial, Mary Gjerme, Riesch  
family, Drolen family, Carolyn  
Doyle & Julie Stitch

Mortenson/Smithback families  
(in memory of Anbjorg Kaashagen)

**Memorandum of Mutual Accountability: Beyond the Page/Ripple**

Dane County generates and maintains some of the starkest racial disparities in the nation across every indicator of well-being, as outlined in the 2013 Race to Equity Report and the 10-year update. Libraries, due to their public service role and connection to local government, are uniquely situated to support equitable, inclusive and just communities.

Between Fall 2020 & Spring 2022, Dane County libraries participated in ongoing internal work to root out racism and white supremacy on both individual and institutional levels. This work supported the initiative of diversifying BtP programming and engaging the public in meaningful conversations about race and justice, as well as creating more welcoming, inclusive and equitable libraries. *The Ripple Project*, as it is known, brought the following initiatives to fruition:

*Phase 1: Assessing organizational culture*

*Phase 2: Formation of regional equity teams*

*Phase 3: Foundational workshops*

*Phase 4: Support ongoing work of regional equity teams*

Moving forward BtP has absorbed the underpinnings of the Ripple Project. The next 5 years will involve the following initiatives:

- BtP designates at least \$5K/year to support local library equity initiatives
- BtP events incorporate an equity focus in addition to the Humanities focus
- Libraries actively participate in Regional Equity Teams whenever possible
- Libraries identify annual (or longer term) DEI goals in conjunction with RETs
- Library leadership considers the recommendations of equity teams which may include:
  - On-going professional development opportunities for staff
  - Changes to library policies/practices
  - Changes to recruitment, hiring and retention policies/practices

This agreement acknowledges that municipalities may have their own DEI/equity plans and initiatives, and that those may take priority over the initiatives of this agreement.

The \_\_\_\_\_ agrees to operate within the above memorandum.  
(Library name)

\_\_\_\_\_  
Signature, Library Director Date

\_\_\_\_\_  
Signature, Library Board President Date