

# Board of Trustees – Table of Contents

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Cambridge Community Library Board of Trustees  
Monthly Agenda for November 2024  
On November 13th 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. Drive-up Window
3. 2025 Foundation Grant
4. Board Expansion / New Trustees

NEW BUSINESS

1. Goals for 2025
2. Donations and Gifts

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: December 11th

**Cambridge Community Library**  
**Board of Trustees Monthly Meeting Minutes**  
**October 9, 2024**  
**6:30 PM**

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

**Call to Order:** President Trendel called the meeting to order at 6:38 PM.

**Introduction of Guests:** None

**Public Input:** None

**Approval of Monthly Reports:** Trustee Redington made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report, seconded by Trustee Hollenbeck. Discussion. The library is closed 10/16/24 for staff development. Makerspace furniture is in and ready to be delivered. Trustee training week videos are recorded for the Board to view. Vote. Approved.

**Approval of Treasurer's Report:** Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation and all monthly expenses reviewed for the previous month totaling \$18,761.84, seconded by Trustee Martin. Discussion. The August report had an error for the 240 account. It should have been \$3,458.51. The corrected total is \$20,327.22. Roll call vote. Treasurer report approved.

**Village Report:** The Director of Public Works left the Village. This position will not be immediately replaced.

**Friends of the Library Report:** Their next meeting will be 11/12/24 due to scheduling conflicts. The quilt will be on display 10/14/24 in the library. Deb obtained a Square to try out at the fair for raffle ticket sales.

**School District Report:** Homecoming was last week.

**Action Agenda:**

**Old Business**

1. Budget 2025-The final version of the budget, submitted to the Village is in the packet.
2. Strategic Plan-Director Seeman combined the survey results and wasn't able to meet with Shawn Brommer. Overall, the surveys were positive.
3. 2017 Foundation Grant-On 9/17/24, a \$4,000 check, that was not cashed, was reissued to the Library. It was earmarked for the smart board and was already

purchased. Looking to see how to best use the funds now. The proposal for an updated system is in the packet.

4. Board Expansion/New Trustees-There has been no interest at all as of today. The newspaper has not printed the announcement. Director Seeman is reaching out to the Jefferson County office to get Trustees Redington and Martin approved for the Board.

#### **New Business**

1. 2023 in Review Graphic(s)-Director Seeman made a year in review for our library. She will start working on 2024's version.
2. Memorandum of Mutual Accountability (Beyond the Page/Ripple Project)-The copy of the agreement is in the packet. Trustee Hollenbeck made a motion to approve the signing of the agreement, seconded by Trustee Redington. Discussion. Vote. Approved.
3. Spanish Story Time Service via Dane County-Does not make sense at this time. The Board would have to reallocate county money to partake in this.
4. Foundation Grant 2025-We need to start coming up with ideas. Stem kits were discussed. May possibly ask for drive-up window assistance. Director Seeman is looking at information about Oregon's library window. She may write 2 letters if we can get quotes for the window prior to the turn in date.
5. Donations and Gifts-\$127.10 from the donation box in the library. \$20 anonymous donation.

Trustee Hollenbeck made a motion to go into Closed Session, seconded by Trustee Martin at 8:10 PM. Discussion. Roll call vote. Approved.

**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.

Trustee Hollenbeck made a motion to reconvene into Open Session, seconded by Trustee Simdon Budewitz at 8:32 PM. Discussion. Roll call vote. Approved.

#### **Reconvened into Open Session**

6. Possible Action Taken on Closed Session Items-Trustee Hollenbeck made a motion in recognition of Director Seeman's first year of service and all of the extra hours, worked for the library and covering of staff shortages, to approve a one time \$5,000 bonus to be paid out the last pay period in October 2024, seconded by President Trendel. Discussion. Roll call vote. Approved.

**Upcoming meeting:**

11/13/24 6:30 PM-next monthly library board meeting.

President Trendel made a motion to adjourn, seconded by Trustee Hollenbeck at 8:40 PM.  
Discussion. Vote. Approved.

Submitted by Kristin Martin

2024 Director's Report  
Library Board of Trustees Meeting  
November 13th @ 6:30pm

### Updates

- The Makerspace furniture has been delivered, as well as the re-done YA couch (that was damaged during the first return). Staff and I are working to fill the Makerspace with materials before unveiling it as a new, usable space.

### Continuing Education / Training

- Staff attended an all-day training on Reader's Advisory at SCLS on Wednesday October 16<sup>th</sup>
  - I can include a write-up of what everyone took away from the training day (in next month's report), if the Board would like more details.
- I attended WLA in Green Bay last week; WLA is a week-long conference for Wisconsin libraries, and the theme of the conference this year was "All In: Include and Innovate"
  - I attended most of the Keynote Speakers which included: the YSS Luncheon: A Conversation with Joanne Robertson: Without Water There is No Coffee; Navigating Generative AI in Libraries with Dr. Brandy McNeil; Symptoms of Suspense: From Nursing to Noir (with Author Amy Pease); Lessons from Pando Forest with Dr. Alonzo Kelly.
  - The sessions I attended were:
    - Keeping Pace: Public Libraries and the Inevitability of AI
    - Library Board Appointments and Composition
    - Here's the Tea: Bridging the Community Through Gathering, Gossiping and Good Times
    - Hello Book Seek? Goodbye Dewey: Developing an Alphabet-based Cataloging System for Youth Non-Fiction Collections
    - Empowering Wisconsin Libraries and their Communities by Building Equity Based Summers
    - Memory Care Kits: Building a Collection for People Living with Memory Loss
    - Games Learning and Libraries: Harnessing the Power of Play in Wisconsin
  - I would be happy to write a full report (or share the one I am sharing with SCLS for the scholarship), if the Board is interested in more details about my conference attendance.

### Gifts / Donations / Monies Received

- With Tammy's departure from the Village, our deposits have not been consistently done. I am keeping tabs on their progress, and have logged our deposits in multiple places within our own filing, so there should not be any issues on our end of things. I am working with the person who will be taking over the duty, on how my log sheet works, and how we have been doing things the last year or so. I will keep you updated on the progress of that.
- SCLS sent their first scholarship/reimbursement check for WLA (for my registration). \$410 was brought upstairs for deposit on 10/28/24.

### Upcoming Time Off / Out of Building

- I will be attending the All Directors meeting on Thursday November 21<sup>st</sup>, and will likely be out of the building through noon.

Date	Activity	Age Group	# Attended	Activity Type	Organizer	Notes
10/4/2024	Story Time (Cats)	Kids (under 5)	39	Series	Patty	Notes
10/8/2024	Chess Club	All Ages / General	3	Club	Patty	Notes
10/9/2024	Story Time (Octopus)	Kids (under 5)	9	Series	Patty	Notes
10/9/2024	Escape Room(s)	Kids	18	Single	Stephanie	Notes
10/11/2024	Story Time (Octopus)	Kids (under 5)	17	Series	Patty	Notes
10/14/2024	Monday Night Book Club	Adults	17	Club	Samantha	The Handmaid's Tale by Margaret Atwood (for Banned Books)
10/15/2024	Scrabble	All Ages / General	2	Self-Running		Notes
10/15/2024	Writing Workshop	Adults	5	Club	Stephanie	Notes
10/17/2024	Learn & Play	Kids (under 5)	6	Series	Samantha	Notes
10/18/2024	Storytime	Kids (under 5)	26	Series	Patty	Notes
10/18/2024	Friday Flick	Adults	18	Series	Patty	Notes
10/23/2024	Storytime	Kids (under 5)	4	Series	Patty	Notes
10/23/2024	Socratic Circle	Adults	3	Club	Stephanie	Notes
10/25/2024	Storytime	Kids (under 5)	37	Series	Patty	Notes
10/25/2024	Halloween Party	All Ages / General	72	Single	Stephanie	Notes
10/30/2024	Storytime	Kids (under 5)	3	Series	Patty	Notes
10/30/2024	Paranormal Wisconsin	Adults	9	Single	Stephanie	Notes

<b>Total Attendance</b>	288
<b>Total Programs</b>	17
Kids Under 5	8
School Age Kids	1
Teens	0
Adults	5
All Ages	2
Self-Running	1



**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																	
<b>Drive Up</b>																																																										
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							46	38	51	48	6	189	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							33	37	26	33	7	136	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							408	356	406	372	77	1619	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	5	5	5	1	5	12	5	9	10	10	8	10	9	5	4	6							37	34	41	46	6	164	159																						
Reference ?s*	2	1	1	1	1	2	4	1	1	1	1	2			1	2	1	1	1				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	3	4	8							20	24	21	20	8	93	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	3	3							14	24	18	23	3	82	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							292	377	356	253	51	1329	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	5							18	20	22	15	5	80	99																					
Faxes	1	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	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	2	3	1	2	2	2							6	7	7	8	0	28	40																						
Library Cards	1	2	1	1	1	1	1	1				2	1	1	1	1	1		2	2	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							20	27	37	22	3	109	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							13	20	21	13	5	72	72																						
Newspaper	1	1	1	1	1	1	1	1	2	1	2	1	1	1	1	1	1			1	1	1	1							3	5	3	1	0	12	23																						
Other																														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							74	100	97	95	17	383	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							25	35	34	32	5	131	158																					
Room Resv (Hrs)	4.5	2.5				3.5	3	5.5		2	2.5	1	1	4.5				4	6.5	2											7	14	9	12.5	0	42.5	50.5																					
Attendees	5	8				7	1	6		6	3	1	1	10				4	7	5											13	20	15	16	0	64	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 Around, 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																																																									



**Oct-24**

	Week 1 10/1/24 - 10/5/24							Week 2 10/6/24 - 10/12/24							Week 3 10/13/24 - 10/19/24							Week 4 10/20/24 - 10/26/24							Week 5 10/27/24 - 10/31/24							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	S	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	This Mo	Last Mo																					
<b>Drive Up</b>																																																															
Daily Patrons	6	14	6	6	2	8	15	6	8	7	2	6	5	8	14	6	10	12	8	10	7	7	9	8	5	34	46	39	47	29	195	34	46	39	47	29	195	195																									
Phone Calls	4	6	5	6	2	6	7	4	4	6	2	6	1	7	3	2	5	4	6	5	4	2	15	7	8	23	29	19	22	36	129	23	29	19	22	36	129	140																									
Pick List	78	89	46	38	38	78	77	48	52	48	21	114	42	86	48	51	92	40	49	75	41	57	104	76	47	289	324	341	354	270	1578	289	324	341	354	270	1578	1697																									
E-Mails	1																		3						1	1	0	0	3	1	5	1	0	0	3	1	5	2																									
Copies/Prints	1							1											3						1	1	1	0	3	2	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0																		
Faxes																																																															
Library Cards																																																															
Acct Lookups*	6	14	5	6	2	6	14	8	7	7	1	5	5	8	14	5	10	10	10	8	7	6	8	7	3	33	43	37	45	24	182	33	43	37	45	24	182	170																									
Reference ?s*	1							2	2	1									1	2		1	4	2	2	1	9	0	4	10	24	1	9	0	4	10	24	24																									
Red Blins Sent	4	4	3	4	5	4	4	4	4	4	4	6	3	5	4	5	3	3	3	3	3	4	5	3	2	15	21	18	15	10	79	15	21	18	15	10	79	97																									
Red Blins Rec'd	4	4	4	4	5	4	4	4	4	4	3	3	4	5	4	3	3	4	4	3	3	4	4	4	3	16	20	19	17	15	87	16	20	19	17	15	87	86																									
Other																										0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																		
<b>Inside Circ Desk</b>																																																															
Daily Patrons	51	64	72	106	31	78	70	71	50	42	23	74	56	66	46	28	58	69	63	142	134	35	90	76	76	324	334	270	443	298	1669	324	334	270	443	298	1669	1390																									
Copy/Scan/Print	8	5	4	6	1	6	2	5	4	7	3	3	5	8	4	4	4	7	3	4	3	3	11	5	4	24	27	20	17	23	111	24	27	20	17	23	111	88																									
Faxes	1													2	1	1	1	1	2	1	2	1	3	1	1	2	1	4	4	6	17	2	1	4	4	6	17	14																									
Tech Assist	2	3	3											3	1	1	1	2	1	2	1	3	1	1	1	8	2	7	3	4	24	8	2	7	3	4	24	30																									
Library Cards	2	1						2						2	1	3	1	1	1		1	1	1	1	1	3	2	6	2	3	16	3	2	6	2	3	16	16																									
Acct Lookups*	3	5	6	5	2	3	1	2	6	5	4	3	7	7	4	8	4	8	4	9	5	4	5	3	5	21	17	21	30	13	102	21	17	21	30	13	102	112																									
Reference ?s*	5	5	4	2	1	3	1	1	3	3	4	1	5	2	1	2	5	2	5	3	1	5	1	2	7	17	11	13	16	15	72	17	11	13	16	15	72	77																									
Newspaper	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	2	4	2	2	4	14	2	4	2	2	4	14	12																									
Other	1	2	1					3	1	2				1	2	2			3	3	3					4	6	5	9	3	27	4	6	5	9	3	27	16																									
<b>From Reservation Sheet:</b>																																																															
Comp Use (Hrs)	20	22	19	14	9	19	17	18	13	13	8	14	19	24	10	6	13	23	30	19	10	7	30	23	16	84	88	73	102	69	416	84	88	73	102	69	416	415																									
Comp Use (Ppl)	8	8	7	9	4	10	6	6	5	4	3	5	5	9	3	2	3	9	11	6	4	3	11	11	9	36	34	24	36	31	161	36	34	24	36	31	161	158																									
Room Resv (Hrs)	4	3	1	4	2	3	8	8	3.25	2.5	4.75	6	4	1	1	6	1	1	6					5		14	22.25	17.25	8	6.5	68	14	22.25	17.25	8	6.5	68	50.5																									
Attendees	3	3	1	1	6	4	12	8	2			3	5	8	2	2	1	1	1	8			11		4	14	26	18	10	15	83	14	26	18	10	15	83	62																									

9/2-11/30/24	Storywalk	10/17/24	Internet outage in Cambridge (not @ library)
10/2-10/30/24	Storytimes Wed & Fri at 10am	10/18/24	Friday Flicks, 1-3pm
10/4/24	Homecoming Parade (floats)	10/23/24	Socratic Circle, 6-7pm
10/9/24	Escape Rooms, 4-6pm	10/23-10/25/24	CSD early release 10/23, no school 10/24-10/25
10/10/24	YA sofa pickup	10/24/24	Business Halloween Route
10/11/24	Fire inspection	10/25/24	Halloween Party, 2-5pm
10/15/24	Writing workshop, 6-8pm	10/28/24	YA sofa and Maker's Space furniture arrived
10/16/24	Staff Development Day, library closed	10/30/24	Paranormal Wisconsin, 6-7pm





**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	50			824
CD: Juvenile	2	4	2	8	4	5	8	3	1	1			38
<b>Visual/AV</b>													
DVDs: YA/Adult	632	640	615	556	388	387	488	290	329	427			4,752
DVDs: Juvenile	32	35	44	52	30	48	97	70	50	87			545
DVDs: TV Shows	205	195	222	160	152	109	114	120	100	102			1,479
Software: YA/Adult	0	0	3	2	0	0	1	0	0	0			6
Software: Juvenile	0	2	2	0	0	0	0	0	0	0			4
Video Games: YA/Adult	5	8	18	8	5	11	9	5	5	2			76
Video Games: Juvenile	0	0	5	1	2	0	0	0	0	0			8
Misc AV: YA/Adult	3	6	4	9	10	28	27	20	6	15			128
Misc AV: Juvenile	0	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	4			20
Milw Co Zoo Pass (checkouts)	1	2	2	6	6	8	14	13	3	8			63
Milw Co Zoo Pass (people)	3	2	7	26	26	40	42	39	9	16			210
<b>OVERDRIVE</b>													
2024 Overdrive	723	608	714	591	612	572	600	569	562	629			6,180
2023 Overdrive	492	406	524	495	459	479	704	513	520	572	614	638	6,416
<b>WIRELESS USE</b>													
2024 Users-Total Unique Clients	286	270	290	305	295	372	307	366	320	314			3,125
Average # of Clients Per Day	23	25	24	27	24	27	24	27	27	25			253
Average Usage per Client (MB)	344.10	356.90	349.80	389.20	328.80	487.20	420.90	367.80	480.90	363.60			3,891.20

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	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	\$ 3,931.63	\$ 28,725.01
Operations Expenses	\$ 27,167.72	\$ 4,712.45	\$ 4,157.40	\$ 4,775.37	\$ 6,038.42	\$ 4,826.73	\$ 5,694.58	\$ 3,458.51	\$ 4,862.06	\$ 11,263.10	\$ 76,956.34
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	\$ 10,439.01	\$ 15,666.88	\$ 113,738.75
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	\$ 2,321.09	\$ 14,843.76
Cash Drawer											
Materials	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00	\$ 8.00	\$ 10.00	\$ 88.37
Postage	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94	\$ 11.20	\$ 9.03	\$ 129.44
Programming	\$ 7.98			\$ 11.97	\$ 9.98						\$ 45.61
Supplies	\$ 40.87										\$ 59.00
Misc.			\$ 4.99	\$ 4.99	\$ 28.70		\$ 28.04	\$ 10.00	\$ 7.49		\$ 84.21
Janitorial											\$ -

YTD TOTAL  
 \$ 1,141.00  
 \$ 171,357.64  
 \$ 496.17

Foundation Previous Month Ending Value  
 \$62,507.00  
 Foundation Current Month Ending Value  
 \$61,413.13

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	YTD TOTAL
<b>Revenues</b>											
Total Donations	\$ 500.00	\$ 500.00	\$ 5,910.00		\$ 693.23	\$ 525.00	\$ 100.00	\$ 16.00	\$ 4,027.99	\$ 410.00	\$ 1,141.00
Total Monies Received	\$ 365.54	\$ 156,228.34	\$ 5,910.00		\$ 693.23	\$ 525.00	\$ 792.54	\$ 225.00	\$ 4,027.99	\$ 410.00	\$ 171,357.64
Donation Box Deposit	\$ 171.00					\$ 1,988.00			\$ 127.17		\$ 496.17
SCLS Foundation											
Interest	\$ 19.14	\$ 67.80	\$ 217.99	\$ 74.12	\$ 75.76	\$ 313.83	\$ 73.80	\$ 88.06	\$ 204.43	\$ 100.21	\$ 1,002.21
Fees	\$ (64.68)	\$ (64.44)	\$ (65.96)	\$ (69.23)	\$ (68.49)	\$ (573.04)	\$ (72.24)	\$ (73.82)	\$ (77.82)	\$ (75.91)	\$ (1,118.18)
Gains/Losses	\$ (39.32)	\$ 1,349.58	\$ 1,246.16	\$ (1,733.65)	\$ 1,664.86	\$ 1,044.80	\$ 1,366.65	\$ 666.51	\$ 838.91	\$ (1,118.18)	\$ 2,629.46
Cash Drawer Deposits	\$ 157.75	\$ 185.50	\$ 281.95	\$ 303.60	\$ 319.00	\$ 242.00	\$ 411.74	\$ 221.00	\$ 214.25	\$ 292.67	\$ 1,335.75
Faxes	\$ 9.00	\$ 14.50	\$ 18.25	\$ 28.00	\$ 28.00	\$ 10.50	\$ 12.00	\$ 58.25	\$ 11.25	\$ 24.00	\$ 2,033.21
Copies	\$ 183.65	\$ 170.00	\$ 226.45	\$ 275.60	\$ 243.85	\$ 328.74	\$ 516.75	\$ 203.00	\$ 203.00	\$ 237.17	\$ 1,900.00
Laminating	\$ 1.00					\$ 12.00	\$ 1.00	\$ 3.00		\$ 2.00	\$ 10.00
Earbuds/Flash Drives							\$ 10.00				\$ 10.00
Card Replacements					\$ 1.00	\$ 2.00	\$ 1.00	\$ 3.00			\$ 8.00
Lost/Damaged Materials			\$ 37.25	\$ 28.00	\$ 46.15	\$ 59.00	\$ 26.00	\$ 26.00		\$ 28.50	\$ 224.90

Fund: 150 - LIBRARY FUND

Account Number	2023 Actual 12/31/2023	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
150-00-4111-000-000 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	9,700.00	0.00	9,700.00	0.00
<b>INTERGOVERNMENTAL REVENUES</b>	167,908.22	167,852.80	158,153.61	9,699.19	106.13
150-00-45190-000-000 LIBRARY FEES & FINES	361.02	645.41	0.00	645.41	0.00
<b>FINES, FORFEITS AND PENALTIES</b>	361.02	645.41	0.00	645.41	0.00
150-00-46710-000-000 LIBRARY - GIFTS/DONATIONS	4,497.28	1,566.10	0.00	1,566.10	0.00
150-00-46711-000-000 LIBRARY COPY MACHINE REVENUE	2,502.79	2,369.29	0.00	2,369.29	0.00
150-00-46712-000-000 FAX SERVICE	169.75	118.25	0.00	118.25	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	4,053.64	0.00	4,053.64	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	2,436.00	0.00	2,436.00	0.00
150-00-48840-000-000 BEYOND THE PAGE EZ GRANT	500.00	1,000.00	0.00	1,000.00	0.00
150-00-48900-000-000 MISC REVENUES	633.36	4,423.23	4,500.00	-76.77	98.29
<b>CONTRIBUTED CAPITAL</b>	2,962.32	7,859.23	4,500.00	3,359.23	174.65

Fund: 150 - LIBRARY FUND

Account Number	2023 Actual 12/31/2023	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
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>	<b>1,237.00</b>	<b>1,110.00</b>	<b>0.00</b>	<b>1,110.00</b>	<b>0.00</b>
<b>Total Revenues</b>					<b>67.82</b>
	284,662.38	181,521.08	267,653.61	-86,132.53	

Account Number	Fund: 150 - LIBRARY FUND		2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
	2023 Actual 12/31/2023	2024 Actual 10/31/2024				
150-00-55110-110-000 LIBRARY - SALARY	61,079.81	51,640.00	55,120.00	3,480.00	93.69	
150-00-55110-120-000 LIBRARY - WAGES	67,168.29	69,367.29	94,042.00	24,674.71	73.76	
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	6,197.86	6,984.04	786.18	88.74	
150-00-55110-132-000 LIB - BENEFITS SOC SEC	9,558.86	8,976.21	11,410.89	2,434.68	78.66	
150-00-55110-133-000 LIB - HEALTH/DENTAL	8,778.60	72.50	0.00	-72.50	0.00	
150-00-55110-134-000 LIB - FLEX BENEFIT	38.40	142.12	350.00	207.88	40.61	
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	10,923.28	15,700.00	4,776.72	69.58	
150-00-55110-221-000 LIB - TELEPHONE	5,176.34	6,181.62	4,800.00	-1,381.62	128.78	
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	12,684.75	11,500.00	-1,184.75	110.30	
150-00-55110-240-100 LIB JANITORIAL EXPENSES	652.14	753.40	1,000.00	246.60	75.34	
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	3,927.36	3,000.00	-927.36	130.91	
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	2,626.06	4,000.00	1,373.94	65.65	
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	2,286.23	4,000.00	1,713.77	57.16	
150-00-55110-311-000 LIB - POSTAGE	361.72	280.81	480.00	199.19	58.50	
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	871.00	1,000.00	129.00	87.10	
150-00-55110-341-000 LIB - BOOKS ACQUISITION	19,253.38	20,896.11	18,000.00	-2,896.11	116.09	
150-00-55110-342-000 LIB - AV ACQUISITION	5,923.16	3,673.76	5,500.00	1,826.24	66.80	
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	



Fund: 150 - LIBRARY FUND

Account Number	2023 Actual 12/31/2023	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
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 ANE EDU.</b>	<b>289,564.86</b>	<b>234,209.59</b>	<b>280,736.47</b>	<b>46,526.88</b>	<b>83.43</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>234,209.59</b>	<b>280,736.47</b>	<b>46,526.88</b>	<b>83.43</b>

<b>Net Totals</b>	<b>-4,902.48</b>	<b>-52,688.51</b>	<b>-13,082.86</b>	<b>39,605.65</b>	<b>402.73</b>
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# 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	\$ 398.67			\$3,545.38
Cash Left in Drawer Total:	\$ 130.70	\$ 130.20	\$ 130.53	\$ 139.94	\$ 169.27	\$ 173.75	\$ 130.61	\$ 130.63	\$ 130.41	\$ 130.00			\$1,396.04

## 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	\$ 268.67			\$2,472.97
Faxes 150-00-46712-000-000	\$ 8.75	\$ 14.50	\$ 14.75	\$ 9.50	\$ 28.00	\$ 10.50	\$ 12.00	\$ -	\$ 11.25	\$ 24.00			\$ 133.25
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	\$ 292.67	\$ -	\$ -	\$2,607.22

\$ (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	\$ 10.00			\$ 88.37
Postage 150-00-55110-311-000	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94	\$ 11.20	\$ 9.03			\$ 129.44
Supplies 150-00-55110-310-000		\$ 40.87								\$ 18.13			\$ 59.00
Programming 150-00-55110-290-000	\$ 7.98			\$ 11.97	\$ 9.98					\$ 15.68			\$ 45.61
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	\$ 52.84	\$ -	\$ -	\$ 406.68

Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addn's/Withd raw	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
September 31, 2024	\$ 61,538.49	\$ -	\$ 61,538.49	\$ (77.82)	\$ 204.43	\$ 838.91	\$ -	\$ 62,507.00

Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addn'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
September 31, 2024	\$ 61,538.49	-	\$ 61,538.49	\$ (77.82)	\$ 204.43	\$ 838.91	\$ -	\$ 62,507.00
October 31, 2024	\$ 62,507.00	-	\$ 62,507.00	\$ (75.91)	\$ 100.21	\$ (1,118.18)	\$ -	\$ 61,413.13

Re: Library Board Position Opening

Name-Deborah Brown

Date – 10/16/24

Hello

I am extremely interested in the open Board position.

I have been a resident of Cambridge for almost four years and during that time the library has been a very large part of my life here. I am a very frequent visitor of the library and have a significant usage of the services and programs.

Also as the Chair of the Friends of the Cambridge Library, I am very dedicated to ensuring that our library and its' services and programs continue and grow even more successful. I take every opportunity to promote, encourage and advertise the library in all aspects. It is easy for me to do that because I believe our library is the heart of our community. From education, learning and fun, the library offers all community members something to embrace.

My professional background includes 40+ years in leadership working in the large carrier group health benefits. I have held all levels of leadership. Currently I lead a department of approximately 100 plus specialist in Customer Care. I have extensive experience in budgeting, planning, executing and follow up. My joy is to find issues and concerns and develop methods to solve , that benefit both the customer and the organization.

I have a MBA in Business Management with a focus on Leadership and Marketing. I have completed approximately 50% of a D.B.A. program but withdrew to financially support my daughter's continued higher education.

As for other philanthropic activities; I have held multiple chair positions with the Geneva Academic Foundation, Women Empowered, and Mental Health Advocacy Committee, Friends of the Cambridge Library, ZETEO Community and Project Linus. I also worked on the funding committee for NAMI of Dane County.

I see my ability to serve on the Library Board a perfect fit and with the Friends as I understand the challenges that the Board can and will face, and I know the potential solutions that the Friends can suggest.

Thank you for your time and consideration.

Sincerely,

Deborah Brown



# 2025 Goals

PRIORITY / URGENT ISSUES	Source of Funds	Staff / Board Involvement	ACTION
Drive-up Window	Cambridge Foundation Grant (\$4000), SCLS Foundation Fund, Friends of the Library?	Samantha & Library Board	Research and schedule construction on Drive-up Window, to remove drawer system, and make adjustments to adopt "take-out window" style repalcement.
Programming Credit Card		Samanthe & library Board / Patty & Stephanie	I would like to open an additional program specific credit card, so that Patty can stop paying upfront for supplies. Having a card with Patty and Stephanie's names on it would be helpful for them to take charge of organizing and prepping their programs without having to request someone else on staff place orders for them. Patty can balance the card and submit the statement each month (like Bev does for our Visa card). Balancing this card will also keep both of them in the loop about where we are budget-wise, so that they can plan programs accordingly
SHORT TERM GOALS			
	PRIORITY LOW / MEDIUM / HIGH	Source of Funds	ACTION
Teen Services	Medium	Budget	Focus on Teen-centered programming and needs of teenage patrons.
Suggestion Box	Low	Budget	Most libraries have a compliments/concerns/suggestions box located somewhere in their library (and on their website). It allows patrons to make regular suggestions for improvements, express concerns, or request specific materials to be ordered. It is something I have made note of in the past, and would like to make available for our community for the new year. I can have a digital suggestion box entries sent directly to me, and check the box monthly (and report anything to the Board that is of concern).
Signage	High	Budget	Once sections have completed their first round weeding, and have been shifted, signs and labels need to be created to properly advertise where collections are located.
World Language Collection Expansion	Low	Budget, Beyond the Page EZ Grant	It was a goal of the Board, with the creation of this new collection, to continue to grow it as our community's needs grow. Since 2025 is the anniversary of the Hmong community coming to Wisconsin, we agreed that it would be a great opportunity to add a Hmong section to this new collection. Madison seems to be the only ones to have children's books in that language in our system, so we can ask them for vendor suggestions.
Board Game / Puzzle / Toy collections	Low	Budget, Cambridge Foundation Grant (2024)	I would like to reorganize, catalog (or re-catalog) and clean up our board game, puzzle and "toy" collections. Removing board games and puzzles from original boxes, and placing them in plastic bins can potentially extend their life on the shelf, and make it easier to see/organize and make our shelves look less cluttered.
Makerspace	Low	Budget	Now that the Makerspace has been unveiled, I would like to continue to grow the services (and programming) offered through this space. Adding to the inventory (supplies, technology, etc.), creating "community projects (in collaboration with Project Linus, Habitat for Humanity, ASPCS, etc.) and offering programs centered around the items available through Makerspace will help to promote and advertise the space, and evalve it's offerings based on what the community is seeking
Instagram page	Low	Budget	Community Survey suggested we consider opening up an Instagram page for the Library, so that we can better reach teens/kids. Maybe we want to invest in a tablet for staff use, so that we can have Facebook & Instagram run through that and not on staff personal devices. We can also always utilize that for program photos instead (again) of personal devices. That way they all live in one place. We can order a tablet through SCLS, so that it comes attached to the network, etc.

Newsletter Improvements	Low	n/a	Robin (maybe Stephanie)	Continue to adapt and adjust the newsletter to accommodate growing programs, services and offerings. May need to expand beyond one page, may need to do a seasonal newsletter instead of month to month. As the library grows, so too will our newsletter, and how we get it out to the community (look into digital options with Canva Pro; get a digital mailing list started, etc.)
LONG TERM GOALS		PRIORITY LOW   MEDIUM   HIGH		ACTION
Complete Full Building Weeding Project	HIGH	Friends of the Library Contribution (\$5000). Reserve funds	Samantha / Staff	Complete full building weeding project, in all collections of the library. Create maintenance schedule, and assign staff sections for consistent upkeep.
Staff Development Day	Medium	Budget	Samantha	Continue working on "wish list" of training opportunities, make connections for sources of that training, and hopefully get a full schedule together. In the very least, keep up momentum of having a full day [closed] for staff training, even if it is one source, on or off site.
Office Paperwork Organization	Low	n/a	Samantha	Continue steady efforts to sort and organize paperwork/documents. Current practice is to sort everything by year (only maintaining 10 years of documentation) and once that first round is complete, we can go year by year and inter-organize by what the documents are (minutes/packages, invoices, HR, etc.)
Employee Handbook	High	n/a	Samantha & Board	We really need to complete this project. We have new policies that can be added, and I have several examples of other library's handbooks for reference, but it needs to be worked on this year. This is a great committee project, when we finally have enough people on the Board.
Policies	Low	n/a	Samantha & Board	Continue working on improving existing and writing new policies that have been missing. Another great project for a committee to work on throughout the year and bring to the bigger table as needed.
AMBITIOUS GOALS		PRIORITY LOW   MEDIUM   HIGH		ACTION
Inventory Local History Room	Low	n/a	Volunteers	The first step to getting LHR organized and functional is to do a complete inventory of all materials in the "collection." Spreadsheet has been created already, and is ready to use. This can be accomplished by volunteers with special interest in this specific collection.