Board of Trustees – Table of Contents
December 11, 2024

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

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
5. Strategic Plan

NEW BUSINESS

1. DCLS Agreement
2. Policy Retreat 2025
3. 2025 Holiday Closures / Observations
4. Donations and Gifts

FUTURE AGENDA ITEMS

NEXT BOARD MEETING DATE*

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: January 8th

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
November 13, 2024
6:30 PM

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

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 President Trendel. Discussion. September monthly statistics accidentally had one day of October reported on it. Report has been corrected. October library activity has increased. Vote. Approved.

Approval of Treasurer's Report: Trustee Martin made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation and all monthly expenses reviewed for the previous month totaling $33,182.72, seconded by President Trendel. Discussion. Director Seeman found $72.50 in the Health/Dental Budget Account that does not belong there. No library employees currently access health or dental and haven't all year. Village Administrator, Lisa Moen, will look into it. The SCLS October fund has $61,413.13 which is down from September. Roll call vote. Treasurer report approved.

Village Report: The Village is seeking a $300,000 loan for shortfalls. If they don't take the loan, it will lead to severe cuts. Bill Christ resigned from the Board. His position will be left open until the April election.

Friends of the Library Report: The craft fair had 1423 attendees, which is down from 1700 in 2023. Raffle made $3,396. Admissions made $2,846. Water made $111. Total is $6,353. The next fair is November 1, 2025. Books At Home will launch in January. The Friends' are looking to have their annual meeting either 1/23/25 or 1/30/25.

School District Report: 2nd quarter is underway. The high school musical is this weekend.

Action Agenda:
Old Business
1. Budget 2025-Village public hearing 11/26/24 before budget is voted on. Director Seeman spoke at the Village Board meeting on 11/12/24.
2. Drive-Up Window-Director Seeman has contractor information to get quotes.
3. 2025 Foundation Grant-Director Seeman started the grant. She is asking to help fund stem kits and organizational items for games and puzzles. The request will be about $2,000-$3,000.
4. Board Expansion/New Trustees-Tracy at SCLS is not concerned with 2 Jefferson County board members on the board without being appointed by the county. Jefferson County does not appoint. They know they can appoint up to 5, but chose not to up to this point. Director Seeman received one letter of interest. A possible 2nd candidate will be sending in a letter of interest. Trustee Martin made a motion to have a recommendation made for the Village to appoint Deborah Brown for the library board, 2nd by Trustee Redington. Discussion. Vote. Approved unanimously.

New Business
1. Goals for 2025-Director Seeman will add fixing the water issue to the goal list and have it in conjunction with the drive-up window issue. Going to Village Board meetings every other month will also be added to the goals. Director Seeman will have staff complete self-evaluations and goals for next year. She will meet with all staff 1:1.
2. Donations and Gifts-None

Upcoming meeting:
12/11/24 6:30 PM-next monthly library board meeting.

Trustee Martin made a motion to adjourn, seconded by Trustee Redington at 7:53 PM. Discussion. Vote. Approved.

Submitted by Kristin Martin

Updates

- I wanted to highlight that our World Language Collection launch went off better than we could have hoped. While the newspaper didn't attend the event, they did a little write up about it in the Wednesday issue leading up to it. We had 56 people attend storytime, with many family members and friends of the Flynn family in attendance. They were extremely happy with the collection, and that their mom Lucy was honored in this way. As for the collection, some items have already gone out with holds, and we had one family who attended the storytime who checked out an entire stack of new books, expressing how very excited they were that we have them available now.

- In collaboration with CAP, Cambridge School District, etc. we participated in the development and running of a pilot program designed for children ages 3-4 and their families called Learn and Play. The mission was to get 3-4 year olds prepared for school through simple play that can be done at home. We designed, put together and gave out bins with supplies and explanations of how to use the items inside to prepare your child for school. Our portion of the running of the program was to be a site for bin pick-ups as well as being the place for the monthly "trainings" we designed. However, after minimal attendance for those trainings, the committee has decided to put that aspect on pause. We are still a pick-up site for anyone who is interested in signing up, but for right now, there will be no in person meetups.

Continuing Education / Training

- Staff participated in Social Media related cyber training from Infosec
- Youth Department staff attended:
  - SCLS Youth Programming Workshop (11/15/24)
  - CCBC Shorts – A Look at 2024 Nonfiction Books for Kids and Teens (11/20/24)

Gifts / Donations / Monies Received

- We received our 3rd quarter e-commerce check in the amount of $33.88. It was brought up for deposit 11/13/24
- Friends of the Library have given us a check to cover the expenses for the re-upholstering of the YA couches. That check was in the amount of $2890, and was brought up to the Village for deposit on 11/18/24
- SCLS sent their reimbursement check for my scholarship to WLA. A check in the amount of $599.40 was brought up for deposit on 11/26/24

- There was a donation in the amount of $150 made In Memory of Jerome. Check was brought upstairs for deposit on 12/4/24
- The Friends of the Library approved a request for $150 to go towards supply costs for our Graham Cracker House program. The check was brought upstairs for deposit on 12/6.

Upcoming Time Off / Out of Building

- I will be in New York for the holidays; I will have off from December 23rd through January 3rd. So far, all shifts are currently covered, but if needed, Kayla said she is willing to cover any shortfalls while I am away. I am planning to give staff the usual numbers for Emergency contact (Lisa), but I was hoping I could leave at least one board member's info for anything that may be beyond Lisa's capability.

SCLS Post-Conference Report
Please note: This report will be shared with the SCLS Board of Trustees and posted on the SCLS website in an upcoming board meeting packet.

1. Please highlight three sessions from the conference.
   What were the session topics? Who presented them? What made these presentations effective and meaningful to you?

The three sessions I would like to highlight (that I attended) are: (1) Hello Book Seek, Goodbye Dewey, presented by Valerie Morris, (2) Memory Loss Kits, presented by Jennie Fidler and (3) Games Learning and Libraries, presented by Chris Baker.

(1) Hello Book Seek, Goodbye Dewey: Developing an Alphabet-based Cataloging System for Youth Nonfiction Collections was exactly what I was looking for (out of sessions at a large conference like WLA). Families and parents have been asking libraries for decades (but especially lately) about an easier organizational system for children's books. The Dewey Decimal System was developed for librarians, not the public, and wasn't originally intended for public use. It is also a system that is centuries old, and doesn't exactly fit with how modern day people look for things. Our library is currently undertaking an enormous weeding project, which works in perfectly with a project like this. Seeing as I have already started the process of "researching" finding systems that would work better for our library, and am already weeding our collection, a project like this (though time consuming itself) works perfectly into what we are already doing. This is a unique system that makes sense for libraries, and is a lot more intuitive to browse for patrons, especially younger ones. We are a small library, and since acquisitions run through me before they are cataloged, it would be pretty easy to maintain once changed. Changing the labeling for items that already exist may be the tougher process to figure out, but I am confident that we could make it work. And seeing this type of system realized, implemented and successful at a larger library was encouraging, especially because we don't have as many items in our collection as they do, and they were able to do it rather seamlessly and inexpensively! This session gave me a lot of ideas for the future of our library collections, and gave me encouragement to pursue them.

(2) Memory Loss Kits: Building a Collection for People Living with Memory Loss fit in really well with a large population of patrons that we service here in Cambridge. We have an existing Parkinson's Support Group that meets at the library, and those individuals have started a "Memory Cafe"-esque meeting once a month in conjunction with our Senior Meals that are held in the community center. Having these kits available for a community that has already expressed interest in services for individuals suffering from memory loss makes sense for our library. They are relatively easy to put together (especially if you start out with the pre-made kits from places like Penworthy) and could serve a group that desperately needs additional services. This particular topic resonates with our community and I would love to have something like that started here.

(3) Games Learning and Libraries: Harnessing the Power of Play in Wisconsin was extremely interesting to sit for. Personally, as someone who has interacted with games and gamers their entire life, it was encouraging to see all the statistics about just how many people do the same.

In my experience, video game-based programming has always been relatively successful in the library setting, so that wasn't as much of a surprise, but talking about how to service that interest through collections (so that they are available all year long) made a lot of sense. We already have a well circulated puzzle collection, and have many board games (some of which are cataloged and others are not), but continuing to add to those collections, as well as considering video games, could reach another community of people that might only sample the library throughout the year (and not see themselves reflected in the collections). The future of gaming in the library is intriguing and I would be very interested to be part of its progress.

2. Please highlight a conference experience, other than attending a conference session. Did you talk to someone you didn't know at a session? Sit next to someone at a luncheon and have a meaningful conversation? Visit with an exhibitor? How did **this** experience affect your overall outlook of the conference?

Still being so new to Wisconsin, large conferences like this can be a little intimidating, especially when you can only send one staff member to attend. I was delighted to be recognized, and catch-up with colleagues I haven't seen in some time though. One of which is a Director outside our library system, that I had met at the New Director Boot Camp right after I was hired last year. We were able to catch-up, and realized that we were dealing with similar issues at the same time. Working in different library systems, I don't have a lot of opportunities to see them frequently throughout the year, so it was a really pleasant surprise to be able to connect with them at WLA. It is something I will look forward to every year, and certainly makes the experience a little more than just a learning opportunity. Interactions like that, with colleagues outside our library system, adds to the feeling of belonging, and further connects us in our profession. It is a unique opportunity that I always loved about large-scale conferences like WLA.

3. As a result of attending this conference, what three things do you plan on implementing at your library in the next six months?

Realistically, I don't think there are three specific things that I can confidently implement in six months, but there are several that have me thinking and wanting to learn more on my own.

(1) For sure, I am taking the information from the Board Appointments and Composition session, and trying to apply that to our existing and future Boards. It is going to take a lot of time and effort, but I will be happy when I know for certain that we are doing what is required of us.

(2) I think that the memory kits are most definitely something that I would like to add to our collections, but this will require some legwork before getting started. I feel confident that we could get a grant for the purchase of the materials for these kits, but I would have to wait a year before applying. Space is also something I would have to consider and find before adding them to our collection.

(3) I am very excited by the idea of Book Seek, but want to do some additional research of my own first. This project is at least a two-year undertaking itself, so I would want to do some more

research before jumping in, as well as get a conversation going with staff to see if they agree that this would be something that would benefit our library patrons.

(4) While I don't think that a library of our size needs to consider adding an extensive collection of video games, we do have an existing puzzle and board game collection that I was already planning on cleaning up and re-branding. We have also taken steps this past year to add game-based programming to our library, and would like to see that added to in the next six months.

4. What kind of support is needed for you to implement these three things? Support from your staff? Your Board of Trustees? Assistance from SCLS?

(1) For the Board appointments and composition, I plan to work closely with SCLS and hopefully Jefferson County Library Board, to ensure that all our boxes are checked off, and that we are fully in compliance to the best of our knowledge. It may take some time, and a lot of questions, but I am confident that SCLS will be our best support in this project.

(2) For the Memory Kits, I think that support will come in the form of donations, and input from the community. As I mentioned, we have a fairly active community of people who suffer with or care for people with memory loss. It would be extremely valuable to get their input on the kits, and have the financial support of the community to see the project through.

(3) Book Seek would take a lot of staff support, since we would be doing the majority of the heavy lifting. While I may appoint myself the organizer of the project, and assign all the categories, it is going to require extensive staff time to remove items from the shelves, weed the collection, re-label, learn the new system and then teach it to our community.

(4) Similarly to the Memory Kits, we have a healthy amount of teens who pass through the library throughout the week. Engaging them in the process of updating our collections, getting their feedback on what they would like to see added to the collections and over all being able to test things out on them is the best support I can think of at this time.

5. How might your conference experience been improved to be more beneficial/impactful to you?

While I appreciate giving attendees breaks in between sessions, I think that they need to schedule them a little better in order to get the full impact that they are looking for; instead of extended breaks between the early afternoon and the later afternoon sessions, it would be more beneficial to have a longer lunch, that way, people can eat and socialize before a midday Keynote speaker. That would also allow for the minimization of clinking sounds and distraction during those sessions (I always feel bad for lunch speakers because it is so distracting to be up there while plates are clinking and people are eating/being served). Plus a longer lunch would put a distinctive line between the morning and afternoon sessions, allowing attendees the time to not only socialize with colleagues, but choose to get lunch off site (and make it back in time for next sessions) without feeling rushed.

Date	Activity	Age Group	# Attended	Activity Type	Organizer	Notes
11/1/2024	Storytime (Sandwich)	Kids (under 5)	29	Series		Notes
11/6/2024	Storytime(Thanks)	Kids (under 5)	7	Series		Notes
11/6/2024	Adult Coloring	Adults	2	Single		Notes
11/8/2024	Storytime(Thanks)	Kids (under 5)	39	Series		Notes
11/11/2024	Dinovember(UW Geology Museum)	Kids	20	Single		Notes
11/11/2024	Monday Night Book Club	Adults	10	Club		Untamed by Glennon Doyle
11/12/2024	Book Club	Adults	4	Club		Extension of MNBC; Untamed by Glennon Doyle
11/13/2024	Storytime(Dino)	Kids (under 5)	10	Series		Notes
11/13/2024	Grief Support	Adults	7	Single		Notes
11/14/2024	Turkey BINGO	All Ages / General	33	Single		Notes
11/15/2024	Storytime(Dino)	Kids (under 5)	43	Series		Notes
11/16/2024	Friday Flicks	Adults	16	Series		Someone Like You
11/19/2024	Writing Workshop	Adults	2	Club		Members accidentally were not called until the night before. They have however already been informed of the next meeting, which will be at an earlier time to see if that generates more people
11/20/2024	Storytime(Fiesta)	Kids (under 5)	11	Series		Notes
11/20/2024	Leaf Bowls	Adults	3	Single		Notes
11/21/2024	Learn & Play	Kids (under 5)	##	Series		CANCELLED by committee
11/22/2024	Bilingual Storytime	Kids (under 5)	56	Series		Launch of the World Language Collection; Family of Lucy Flynn attended
11/25/2024	Gratitude Crafts	All Ages / General	0	Single		Notes
11/26/2024	Book Club	Adults	3	Club		NEW book club; Circe by Madeline Miller
m/d/yyyy	Scrabble	All Ages / General	5	Self-Running		11/12, 11/19, 11/26
11/12/2024	Chess Club	All Ages / General	5	Club		Notes

Total Attendance	305
Total Programs	21

Kids Under 5	8
School Age Kids	1
Teens	0
Adults	7
All Ages	4
Self-Running	1

Passive Programming

Storywalk Guesstimate	75
Coloring Sheets	40

Nov-24

Category	W1 M	W1 T	W1 W	W1 TH	W1 F	W1 S	W2 M	W2 T	W2 W	W2 TH	W2 F	W2 S	W3 M	W3 T	W3 W	W3 TH	W3 F	W3 S	W4 M	W4 T	W4 W	W4 TH	W4 F	W4 S	W5 M	W5 T	W5 W	W5 TH	W5 F	W5 S	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	This Mo	Last Mo
Week dates					11/1/24	11/2/24					11/3/24	11/9/24					11/10/24	11/16/24					11/17/24	11/23/24					11/24/24	11/30/24							
Drive Up																																					
Daily Patrons					10	3	6	8	9	9	10	5	8	6	7	7	8	3	7	4	11	1	8	6	7	7	9		7	1	13	47	39	37	31	167	195
Phone Calls					8	2	5	7	5	5	3	1	9	6	7	7	3	1	2	4	14	3	3	2	5	4	7		3		10	26	33	28	19	116	129
Pick List					45	65	97	86	54	48	57	55	127	63	73	69	46	74	156	77	50	62	49	73	131	60	46			41	110	397	452	467	278	1704	1578
E-Mails																2															0	0	2	0	0	2	5
Copies/Prints																2		1		1							1				0	0	3	1	2	6	7
Faxes																															0	0	0	0	0	0	0
Library Cards																															0	0	0	0	0	0	1
Acct Lookups*					8	3	4	9	9	9	10	5	8	6	7	7	8	3	7	5	11	1	8	5	4	6	7		7	1	11	46	39	37	25	158	182
Reference ?s*							2	1	1	1							1				1				1				1		0	5	3	1	2	11	24
Red Bins Sent							6	4	4	4	4		7	4	4	4	4		6	4	4	3		5	5	5				6	0	22	23	22	15	82	79
Red Bins Rec'd					3		3	5	4	4	4		3	4	4	3	3		3	6	4	4	4		2	4	5				3	20	17	21	11	72	87
Other					1																										1	0	0	0	0	1	0
Inside Circ Desk																																					
Daily Patrons					73	39	73	81	77	65	64	49	95	94	60	76	60	32	43	60	69	43	89	27	51	102	53		21	25	112	409	417	288	252	1478	1669
Copy/Scan/Print					3	2	6	2	4	6	7	1	5	9	4	4	4	1	8	5	3	6	4	1	8	5	6		2		5	26	26	19	21	97	111
Faxes					1	1			1				1	2	3	1	1		1	1	1	1	1		3	2			1		2	0	7	3	6	18	17
Tech Assist					1				1	2	3	1	3	2		2	1					3			2	1	1		4	1	1	7	8	3	8	27	24
Library Cards					2	2	1	3		1	1									2	2					1	1			1	4	6	0	2	2	14	16
Acct Lookups*					7	2	4	3	2	9	7	2		2	1	7	7		1	2	4	1	6	2	2	1	9		2	1	9	23	17	15	14	78	102
Reference ?s*					9	2	5	2		6	3	1			1	2	6		2				3		3		5		1	1	11	15	9	3	10	48	72
Newspaper					1	1			2	1					1	2			2	2					2	1					2	3	3	2	3	13	14
Other					1	1		1	2				2	1	2	2	2		1	1	1		2		1				1		2	4	9	4	1	20	27
From Reservation Sheet:																																					
Comp Use (Hrs)					10	6	21	22	16	14	16	8	23	19	18	17	19	17	21	23	14	10	16	6	26	15	11		15	8	16	97	113	90	75	391	416
Comp Use (Ppl)					5	3	11	8	3	4	6	2	11	8	6	5	5	7	7	7	5	6	8	2	12	5	3		6	4	8	34	42	35	30	149	161
Room Resv (Hrs)							4	3	8.5	2	2		2	5.5	1	1	2.5		4.5	4	1	6	8	4	1	3.25	2				0	19.5	15.5	12	6.25	53.25	68
Attendees						3	3	2	14	1	7		8	9	2	1	5		14	3	2	7			2	4	2			8	0	27	25	26	8	86	83

9/2-11/30/24 — Storywalk
11/6-11/22/24 — Storytimes Wed & Fri at 10am
11/2/24 — FOL Art & Craft Fair @ CHS
11/5/24 — Election Day
11/6/24 — Adult Coloring 6-7pm
11/11/24 — Dinovember 5-6pm
11/13/24 — Grief Support 6-7pm
11/14/24 — Turkey Bingo 6-7pm
11/15/24 — Friday Flick at 1pm
1/19/24 — Writing Workshop 5-7pm
11/20/24 — Leaf Bowls 6-7pm
11/22/24 — Fiesta Storytime at 10am
11/25/24 — Thanksgiving Gratitude Crafts 3-6pm
11/26/24 — Book Club Discussion 6-7pm
11/28/24 — Thanksgiving Day - Library Closed

2024 Monthly Statistics	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
CIRCULATION ACTIVITY													
2024 Total CKO current month	3,578	3,568	3,916	3,325	3,510	3,127	3,791	3,309	2,914	3,262	3,179		37,479
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%	-2.66%	-1.45%		
% + or - CKO YTD	5.48%	5.40%	2.28%	2.88%	1.56%	0.29%	1.04%	-0.07%	-1.54%	-1.64%	-1.62%		
% CBR Items	54.64%	55.27%	55.80%	55.28%	62.39%	61.59%	64.23%	60.26%	55.56%	52.51%	54.26%		
% SCLS Items	45.36%	44.73%	44.20%	44.72%	37.61%	38.41%	35.77%	39.74%	44.44%	47.49%	45.74%		
Loaned to Other Libraries	2,233	2,410	2,448	2,384	2,091	2,225	2,326	2,357	2,275	2,346	2,300		25,395
Borrowed from Other Libraries	1,623	1,596	1,731	1,487	1,320	1,201	1,356	1,315	1,295	1,549	1,454		15,927
2024 CKI current month	2,565	2,831	2,991	2,854	2,759	2,536	2,897	2,735	2,246	2,614	2,471		29,499
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	2,834	2,819		31,930
Patrons: Children	280	209	334	208	461	409	402	403	309	255	205		3,475
Patrons: Staff	233	235	303	169	123	141	159	150	87	173	155		1,928
New Patron Registration	16	19	17	18	23	40	23	25	12	12	11		216
Dane County: Village	1,174	1,138	1,203	1,053	1,071	988	1,039	1,050	946	1,025	1,064		11,751
Dane County: Rural (no lib)	627	516	578	597	612	571	856	599	487	481	440		6,364
Dane County: City (w/ lib)	138	57	144	76	65	108	51	82	104	171	114		1,110
Jefferson County: Village	67	54	89	56	74	45	64	48	33	65	28		623
Jefferson County: Rural (no lib)	1,438	1,640	1,718	1,333	1,520	1,343	1,561	1,384	1,196	1,292	1,356		15,781
Jefferson County: City/Vil (w/ lib)	125	133	182	143	96	44	117	84	71	69	61		1,125
Other Counties: Rural (no/ lib)	0	0	0	0	1	0	0	3	0	2	2		8
Other Counties: City/Vil (w/ lib)	9	3	2	1	1	1	8	11	7	30	18		91
HOLD ACTIVITY													
2024 Holds Placed	1,663	1,438	1,516	1,306	1,129	1,184	1,233	1,082	1,159	1,422	1,209		14,341
% YTD change from 2023	5.59%	0.98%	0.02%	-0.45%	-2.34%	-1.51%	-0.51%	-1.24%	-3.87%	-3.01%	-3.42%		
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	180	330		1,959
Holdings Deleted	439	68	62	61	165	51	545	261	230	247	382		2,511
INTER LIBRARY LOAN													
ILL	3	10	9	4	6	4	11	3	4	3			57
MATERIAL TYPE													
Print													
Books: YA/Adult	1,398	1,384	1,455	1,343	1,350	1,325	1,514	1,484	1,329	1,294	1,282		15,158
Books: Juvenile	1,017	1,051	1,219	954	1,342	953	1,241	1,056	863	1,101	982		11,779
Magazines: YA/Adult	58	50	34	35	40	81	67	57	38	50	41		551
Magazines: Juvenile	1	1	1	9	5	2	5	5	1	1	4		35
Audio Books													
Books on CD: YA/Adult	55	88	90	57	90	119	88	75	81	98	75		916
Books on CD: Juvenile	1	3	1	2	5	3	1	1	2	0	1		20
Playaway: YA/Adult	7	5	8	8	6	5	4	8	9	9	11		80
Playaway: Juvenile	4	4	0	2	1	1	2	8	4	1	2		29
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	50	66		890
CD: Juvenile	2	4	2	8	4	5	8	3	1	1	6		44
Visual/AV													
DVDs: YA/Adult	632	640	615	556	388	387	488	290	329	427	416		5,168
DVDs: Juvenile	32	35	44	52	30	48	97	70	50	87	104		649
DVDs: TV Shows	205	195	222	160	152	109	114	120	100	102	155		1,634
Software: YA/Adult	0	0	3	2	0	0	1	0	0	0	0		6
Software: Juvenile	0	2	2	0	0	0	0	0	0	0	1		5
Video Games: YA/Adult	5	8	18	8	5	11	9	5	5	2	4		80
Video Games: Juvenile	0	0	5	1	2	0	0	0	0	0	0		8
Misc AV: YA/Adult	3	6	4	9	10	28	27	20	6	15	2		130
Misc AV: Juvenile	0	0	0	0	0	0	0	0	0	0	12		12
ENRICHMENT PASSES													
WI State Park Pass (checkouts)	0	0	0	0	2	4	6	4	0	4	0		20
Milw Co Zoo Pass (checkouts)	1	2	2	6	6	8	14	13	3	8	0		63
Milw Co Zoo Pass (people)	3	2	7	26	26	40	42	39	9	16	0		210
OVERDRIVE													
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
WIRELESS USE													
2024 Users-Total Unique Clients	286	270	290	305	295	372	307	366	320	314	314		3,439
Average # of Clients Per Day	23	25	24	27	24	27	24	27	27	25	23		276
Average Usage per Client (MB)	344.10	358.90	349.80	389.20	328.80	487.20	420.90	367.80	480.90	363.60	361.40		4,252.60

Expenses

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	YTD TOTAL
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	$1,674.80	$30,399.81
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	$3,527.36	$80,483.70
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	$10,555.38	$124,294.13
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	$1,551.82	$16,395.58
Cash Drawer												
Materials	$6.00	$4.50	$4.50	$7.50	$7.50	$22.37	$10.00	$8.00	$8.00	$10.00	$4.00	$92.37
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					$15.68		$45.61
Supplies		$40.87								$18.13		$59.00
Misc.			$4.99	$4.99	$28.70		$28.04	$10.00	$7.49		$23.22	$107.43
Janitorial												$ -

Revenues

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	YTD TOTAL
Total Donations		$500.00				$525.00	$100.00	$16.00			$150.00	$1,291.00
Total Monies Received	$365.54	$158,228.34	$5,910.00		$693.23	$705.00	$792.54	$225.00	$4,027.99	$410.00	$3,673.28	$175,030.92
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	$204.43	$100.21	$95.16	
Fees	$(64.68)	$(64.44)	$(65.96)	$(69.23)	$(68.49)	-$73.04	$(72.24)	$(73.82)	$(77.82)	$(75.91)	-$74.75	
Gains/Losses	$(39.32)	$1,349.58	$1,246.16	$(1,733.65)	$1,664.86	$104.80	$1,366.65	$666.51	$838.91	$(1,118.18)	$1,920.47	
Cash Drawer Deposits	$157.75	$185.50	$281.95	$303.60	$319.00	$242.00	$411.74	$221.00	$214.25	$292.67	$218.50	$2,847.96
Faxes	$9.00	$14.50	$18.25		$28.00	$10.50	$12.00	$8.25	$11.25	$24.00	$12.50	$148.25
Copies	$183.65	$170.00	$226.45	$275.60	$243.85		$328.74	$164.75	$203.00	$237.17	$180.00	$2,213.21
Laminating		$1.00				$12.00	$1.00	$3.00		$2.00	$11.00	$30.00
Earbuds/Flash Drives							$10.00					$10.00
Card Replacements					$1.00	$2.00	$1.00	$3.00		$1.00		$8.00
Lost/Damaged Materials			$37.25	$28.00	$46.15		$59.00	$26.00		$28.50	$15.00	$239.90

Foundation Previous Month Ending Value	$61,413.13
Foundation Current Month Ending Value	$63,354.00

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 11/30/2024	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
TAXES		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
INTERGOVERNMENTAL REVENUES		167,908.22	167,852.80	158,153.61	9,699.19	106.13
150-00-45190-000-000	LIBRARY FEES & FINES	361.02	707.79	0.00	707.79	0.00
FINES, FORFEITS AND PENALTIES		361.02	707.79	0.00	707.79	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	2,606.46	0.00	2,606.46	0.00
150-00-46712-000-000	FAX SERVICE	169.75	142.25	0.00	142.25	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
PUBLIC CHARGES FOR SERVICES		7,193.82	4,314.81	0.00	4,314.81	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	3,035.40	0.00	3,035.40	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	4,426.23	4,500.00	-73.77	98.36
CONTRIBUTED CAPITAL		2,962.32	8,461.63	4,500.00	3,961.63	188.04
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	4,000.00	0.00	4,000.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
FRIENDS OF CAMBRIDGE LIBRARY		1,237.00	4,000.00	0.00	4,000.00	0.00
Total Revenues		284,662.38	185,337.03	267,653.61	-82,316.58	69.25

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 11/30/2024	2024 Budget	Budget Status	% of Budget
150-00-55110-110-000	LIBRARY - SALARY	61,079.81	55,880.00	55,120.00	-760.00	101.38
150-00-55110-120-000	LIBRARY - WAGES	67,168.29	75,682.67	94,042.00	18,359.33	80.48
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	6,732.23	6,984.04	251.81	96.39
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	9,837.40	11,410.89	1,573.49	86.21
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	153.62	350.00	196.38	43.89
150-00-55110-135-000	LIB - LIFE INS	970.24	692.82	0.00	-692.82	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	11,968.61	15,700.00	3,731.39	76.23
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	6,907.27	4,800.00	-2,107.27	143.90
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	13,784.75	11,500.00	-2,284.75	119.87
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	1,011.10	1,000.00	-11.10	101.11
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	4,304.64	3,000.00	-1,304.64	143.49
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	2,867.60	4,000.00	1,132.40	71.69
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	2,430.63	4,000.00	1,569.37	60.77
150-00-55110-311-000	LIB - POSTAGE	361.72	292.54	480.00	187.46	60.95
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	2,736.83	2,000.00	-736.83	136.84
150-00-55110-330-000	LIB - TRAVEL & TRAIN	821.06	900.48	1,000.00	99.52	90.05
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	22,906.32	18,000.00	-4,906.32	127.26
150-00-55110-342-000	LIB - A/V ACQUISITION	5,923.16	4,064.88	5,500.00	1,435.12	73.91
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	33.12	200.00	166.88	16.56
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	7,707.65	1,000.00	-6,707.65	770.77
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
CULTURE, RECREATION AND EDU.		**289,564.86**	**261,889.18**	**280,736.47**	**18,847.29**	**93.29**
150-00-57000-000-000	CAPITAL OUTLAY-Equipment	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY-Equipment		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Expenses		**289,564.86**	**261,889.18**	**280,736.47**	**18,847.29**	**93.29**

| **Net Totals** | | **-4,902.48** | **-76,552.15** | **-13,082.86** | **63,469.29** | **585.13** |

PETTY CASH 2024

Start

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	$ 337.58		$3,882.96
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	$ 131.58		$1,527.62

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	$ 206.00		$2,678.97
Faxes 150-00-46712-000-000	$ 8.75	$ 14.50	$ 14.75	$ 9.50	$ 28.00	$ 10.50	$ 12.00	$ -	$ 11.25	$ 24.00	$ 12.50		$ 145.75
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
Total	$ 157.75	$ 184.50	$ 281.95	$ 303.10	$ 319.00	$ 242.00	$ 402.00	$ 221.00	$ 203.25	$ 292.67	$ 218.50	$ -	$2,825.72

$ (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	$ 4.00		$ 92.37
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		$ 23.22		$ 107.48
Janitorial Supplies 150-00-55110-240-100													$ -
Total	$ 25.34	$ 53.42	$ 17.54	$ 36.22	$ 80.29	$ 22.37	$ 50.98	$ 40.99	$ 26.69	$ 52.84	$ 27.22	$ -	$ 433.90

Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/Withdrawal	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	$ (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
November 30, 2024	$ 61,413.13	$ -	$ 61,413.13	$ (74.75)	$ 95.16	$ 1,920.47	$ -	$ 63,354.00

Cambridge Community Library

Samantha Seeman, Library Director

101 Spring Water Alley
Cambridge, WI 52523

608-423-3900 ☎
sseeman@cambridgelib.org ✉
www.cambridgelib.org 🌐

December 2024

Dear Cambridge Foundation,

On behalf of the Cambridge Community Library Board, and Cambridge Community Library staff, I would like to thank you for your continued support through the years by generously donating toward our projects. Those donations have helped to fund the building, maintenance and development of various facility, equipment and services that the library provides for the residents of Cambridge, and its surrounding areas. Last year, we were able to purchase furniture for a Makerspace that we have been talking about for a number of years. We are excited to offer unique program opportunities throughout the year this year, and look forward to our community being able to pop in to be creative.

At a recent Library Conference, we learned that games and gaming is a medium that is growing across the country exponentially. There is an opportunity for libraries to make gaming equitable for their community, by providing access to different kinds of games and game-based programs. We already have a decent sized board game collection for use at our library, and a significant puzzle collection, but they have not all been cataloged properly, and are kind of a burden to store. We would like to request $800 to re-package, catalog and store our existing board game and puzzle collection, for easier access for our patrons. These new packages would make browsing the collections much easier, and more likely to be checked out. It would also add to the cleanliness and organization of the building, since it will condense and make them more attractive.

In addition, we have noticed an increase in audio-reading with our community. The Library Board and I have talked about ways to meet the community's needs for audio materials and discovered a relatively new and easy to use audio player called Yoto. They are unique audio players designed for children that have cards you can insert and listen to without screens, ads or wifi. Dwight Foster (Fort Atkinson) library has a few players and cards that they lend out to their patrons, and we would love to try that out here as well. To get us started, we would like to purchase (3) player kits (which would include a Yoto player, a protective case, headphones, and charger), and a number of cards to choose from, as well as a storage case for the cards. In order to launch this new collection, we are requesting $2,100.

For both of these projects, we would like to request a total of $2,900.

The Cambridge Community Library staff have been working extremely hard this past year to bring more events and projects to the community in 2024, and I believe that we were successful. We have seen at least 300 more people come into the library than we did last year, and have had over 250 more people attend programs than the year before. Our goal is to continue to grow those numbers, and we do that by offering more programs, services and materials that the community wants to see. If we want to continue to grow our community, we are going to need a little help, especially facing budget cuts for 2025. Cambridge is so special, it deserves the very best possible materials and services. Adding the Yotos, and improving our puzzle and game collection will give us unique materials that have been thoughtfully considered based on the people who live in Cambridge and use the library. But we need assistance to bring these materials to the library.

Thank you so much for your consideration.

Sincerely,

Samantha Seeman

Library Director

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **Cambridge Library Board** (hereinafter "the local Library Board") serving the municipality of Cambridge.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.

2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 28, 2025 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).

3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4) (c) of the Wisconsin Statutes.

4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of $43,371. This sum represents
   a. The net payment due after averaging use and cost data from 2019, 2022 and 2023: $46,498
   b. Subtraction of Central Service Costs: $1,933
      i. *Administrative: $319*
      ii. *Delivery: $585*
      iii. *Outreach: $1,029*
   c. Cross-municipal usage adjustment: -$1,194.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of $9,499.

6. The County Library Board shall make payment by June 30, 2025.

7. This agreement shall be in effect from January 1, 2025and shall continue in full force and effect until December 31, 2025 unless sooner terminated.
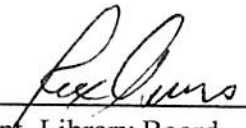
LOCAL LIBRARY BOARD

BY:

_____
President, Library Board

BY:

_____
Secretary, Library Board

DANE COUNTY LIBRARY BOARD

BY:

_____
President, Library Board

BY:

_____
Director

	Total	Payer	Description
SEC. 4	$43,371	Dane County	Reimbursement for operation services to County residents
SEC. 5	$9,499	Dane County	Reimbursement for facility services to County residents
TL Pymt	**$52,871**	Dane County	Net payment

Cambridge Community Library
Holiday Closures 2025

Holiday Observations

Per the Cambridge Community Library Handbook, the following holidays are considered paid for all employees. The handbook also states that if a holiday falls on a Saturday, the proceeding Friday is the observed holiday. If the official holiday falls on a Sunday, the official observance of that holiday is the following Monday.

Wednesday, January 1st – New Year's Day

Monday, May 26th – Memorial Day

Friday July 4th – Independence Day

Monday, September 1st – Labor Day

Thursday, November 27th – Thanksgiving Day

Wednesday, December 24th – Christmas Eve

Thursday, December 25th – Christmas Day

Wednesday, December 31st – New Year's Eve * early closure (2pm)

Paid Holidays

"Part time library employees receive holiday pay dependent upon the day of the week the holiday falls on. Part time library employees receive holiday pay coinciding with their regularly scheduled work day and they are compensated based on the normally scheduled number of work hours for that day."