

Board of Trustees – Table of Contents

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Cambridge Community Library Board of Trustees
Monthly Agenda for February 2025
On February 12th
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:

POLICIES

1. Collection Development and Maintenance policy review
2. Reconsideration of Materials form review
3. Trustee Bylaws (final edits)

OLD BUSINESS

1. Narcan in the Library
2. Annual Report Progress
3. Drive-Up Window Update

NEW BUSINESS

1. 10 Year Anniversary
2. Donations and Gifts / Thank You Notes

FUTURE AGENDA ITEMS; Strategic Plan

NEXT BOARD MEETING DATE(S); Wednesday March 5th (Policy Retreat)

Wednesday March 12th Board Meeting

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: March 12th

**Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
January 15, 2025
6:30 PM**

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

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

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Trustee Hollenbeck made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report, seconded by Trustee Simdon Budewitz. Discussion. Protective Services has been contacted due to the fire inspection. They will determine how the system is working. Someone will be coming out to look at the AED. Heat did not work on 1/13 and 1/14. Freeze stat is part of the HVAC system. Director Seeman will call Harker to replace. Working on getting a Narcan kit and training. Director Seeman pointed out that 57.3% of our library items circulated in 2024. 2023 was 55.2%. Overdrive check-outs are up by 350. 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 \$24,251.97, seconded by President Trendel. Discussion. 1/4/25 was the date for staff increases to begin, but the Village started the increase the pay period prior. The Budget Comparison Report has issues with the Village zeroing items out. The new Treasurer, Lucy, has fixed it. Operations will be adjusted for next month to include auditor's expenses. Roll call vote. Treasurer report approved.

Village Report: Lucy is the new Treasurer for the Village. Fire Chief Blount has resigned effective 3/6/25. Village President McNally and Board Trustee Kris Bruenig are running for President. There are 3 open seats for the board.

Friends of the Library Report: The annual meeting has been moved to 2/13/25. The Friends gave Director Seeman a check for \$11,000 that they committed to. They also paid for the library's ABC Collection.

School District Report: 1st semester ends 1/24/25.

Action Agenda:

Old Business

1. Establishing a Reserve-Director Seeman is looking at types of accounts we can have control over for reserves. The board is contemplating 3-6 months of reserves. Realistically, 4 months might be the best amount. Trustee Hollenbeck made a motion that the CCL Board will establish a policy to have financial reserves equal to 4 months of expenses, seconded by Trustee Redington. Discussion. Will add to the policy retreat agenda. Roll call vote. Approved.
2. Board Expansion/New Trustees-Director Seeman has received 2 additional applicants. The board will interview them at the 2/5/25 policy retreat. The board is submitting Deb Brown to the Village for approval.
3. Policy Retreat Agenda-Interviewing board candidates. Adding reserve policy. Review and potentially add new by-laws for the Library Board and review the Friends of the Library by-laws.

New Business

1. Jefferson County Contract for Library Services-Trustee Hollenbeck made a motion to approve the contract for Jefferson County Library Services, seconded by Trustee Martin. Discussion. Vote. Approved. Trustee Redington, Trustee Hollenbeck and President Trendel will need to sign the contract.
2. Annual Report Progress-Director Seeman is gathering data and statistics. The report is due by 2/24/25. Draft is due to SCLS by 2/13/25 for review. Trustee Redington made a motion for President Trendel to review and sign the annual report with the full authority of the library board, seconded by Trustee Martin. Discussion. Vote. Approved.
3. Donations and Gifts/Thank You Notes-Donations were received from The Gould's, David Lathrop and the Friends of the Library.

Upcoming meeting:

2/5/25 6:30 PM-Policy Retreat

2/12/25 6:30 PM-Next library board meeting

President Trendel made a motion to adjourn, seconded by Trustee Hollenbeck at 7:57 PM. Discussion. Vote. Approved.

Submitted by Kristin Martin

2025 Director's Report
Library Board of Trustees Meeting
February 12th @ 6:30pm

Updates

- The Winter Reading Challenge is live as of January 20th. Participants need to read three books to complete the challenge. They can roll the die and move around the board to get reading prompts. Participation requires in person logging and "rolling." Prize for those who finish is a tote bag with Cambridge Community Library printed on the front.
- We are currently inquiring about costs to fix our drive-up window. When we have some quotes it will be added to the agenda for discussion.

Continuing Education / Training

- Staff participated in Deep Fakes related cyber training from Infosec
- Youth Staff attended
 - Sparking Community Connections: Rural Library Partnerships (through Wild Wisconsin Web Conference) – January 23
 - Try for in person meetings and work to become a trusted partner
 - Get involved, get feedback, market and reinvest in the community
 - Host coffee with the mayor, scavenger hunts, give prizes for completing surveys
 - Color My World: Early Literacy Ideas with Shawn Brommer – January 17
- Circulation Staff attended
 - Big Waves Start as Ripples: Library Work as Peace Work (through Wild Wisconsin Winter Web Conference) – January 24

Gifts / Donations / Monies Received

Upcoming Time Off / Out of Building

- I have a planned couple of days off in February for a trip to North Carolina. I will be gone Friday February 14th through Wednesday February 19th.

2025 Director's Report
Library Board of Trustees Meeting
February 12th @ 6:30pm

Program Highlights (January)



Date	Activity	Age Group	# Attended	Activity Type	Organizer	Notes
Jan-8	Teen Vision Boards	Teens	0	Single	Stephanie	Notes
Jan-13	Book Club	Adults	11	Club	Samantha	Mad Honey by Jodi Picoult
Jan-14	Chess Club	All Ages / General	4	Club		Notes
Jan-14	Scrabble	All Ages / General	2	Self-Running		Notes
Jan-15	Cybersecurity for Homes	Adults	0	Single	Stephanie	Notes
Jan-16	Lego Night	All Ages / General	4	Single	Patty	Notes
Jan-16	CANCELED Book Club (2nd meeting)	Adults	0	Club	Samantha	Mad Honey by Jodi Picoult
Jan-17	Friday Flick	Adults	22	Series	Patty	The White Bird
Jan-22	Storytime(snow)	Kids (under 5)	4	Series	Patty	Notes
Jan-24	Storytime(snow)	Kids (under 5)	12	Series	Patty	Notes
Jan-28	Book Club	Adults	4	Club	Samantha	The Wishing Game by Meg Shaffer, covered by Stephanie (Samantha out for berevement)
Jan-28	Scrabble	All Ages / General	3	Self-Running		Notes
Jan-29	Storytime(snakes)	Kids (under 5)	9	Series	Patty	Notes
Jan-29	Facebook for Seniors	Adults	3	Single	Stephanie	Though small attendance amount, those who did attend were very enthusiastic about these types of programs targeting seniors. Those who attended are interested in receiving digital emails/newsletter reminders so that they don't miss events.
Jan-31	Storytime(snakes)	Kids (under 5)	22	Series	Patty	Notes

Total Attendance	100
Total Programs	15
Kids Under 5	4
School Age Kids	0
Teens	1
Adults	6
All Ages	4
Self-Running	2

Passive Programming

Coloring Sheets	28
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Jan-25

	Week 1 1/1/25 - 1/4/25							Week 2 1/5/25 - 1/11/25							Week 3 1/12/25 - 1/18/25							Week 4 1/19/25 - 1/25/25							Week 5 1/26/25 - 1/31/25							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										
Drive Up																																																				
Daily Patrons				6	10	7	8	13	12	9	9	9	3	3	6	7	8	8	11	5	2	3	11	9	6	2	2	5	6	12					23	54	45	33	23	178	145											
Phone Calls				4	3	3	4	4	6	3	8	3	3	3	5	3	5	7	7	4	4	8	7	5	7	7	7	8	2					10	28	30	31	17	116	96												
Pick List				C	84	87	53	112	86	61	38			93	64	59	44	43		98	82	52	79	68	56	114	59	73						224	389	303	435	246	1597	1311												
E-Mails				L	2		1													1				2										3	0	0	3	0	6	5												
Copies/Prints				O	2		1	1									1			1														2	2	1	2	0	7	6												
Faxes				S																														0	0	0	0	0	0	2												
Library Cards				E																														0	0	0	0	0	0	3												
Acct Lookups*				D	3	10	7	6	12	5	9	2	2	6	6	7	7	11	7	1	3	12	10	6	2	5	6	12						20	46	44	34	23	167	139												
Reference ?*							3	1	1					1								1	1				1							0	5	3	2	1	11	11												
Red Bins Sent							5	4	7	3	3	4	4	7	6	4	3	4	4	5	3	4	4		7	6	3	4						12	21	24	23	13	93	77												
Red Bins Rec'd							6	4	7	6	4	8	4	4	5	4	3	3	3	3	3	6	3	3	3	4	4	5						10	29	19	18	13	89	69												
Other																																		0	0	0	0	0	0	4												
Inside Circ Desk																																																				
Daily Patrons				67	47	32	50	56	69	53	56	47	39	22	36	30	58	79	64	34	54	75	66											146	331	280	265	195	1217	1213												
Copy/Scan/Print				6	3	3	4	5	5	1	3	4	1	3	2	2	5	2	4	1	5	5	10	8											12	22	17	14	23	88	87											
Faxes				2			1	2						1	1	5	2	2	2															2	3	3	9	0	17	12												
Tech Assist				4	2		2	3				2	2	2	2																			6	7	5	4	2	24	26												
Library Cards				1			1	1	1	1		2	1	2	1	1	1	1																1	5	4	2	5	17	12												
Acct Lookups*				3	3			2	4	7	4	2	3	3	2	1	5	3	6	8	1	5													6	17	12	15	14	64	78											
Reference ?*				5	3		2	3	2	5	1	1	2	3	1	1	1	2	1	1	2	2	1	1											8	14	10	4	3	39	40											
Newspaper				2			1	1	1	1	2			2	1	1	1	2																2	6	3	4	2	17	13												
Other								2						1	1	1	1	1	1															0	2	3	4	2	11	17												
From Reservation Sheet:																																																				
Comp Use (Hrs)				17	12	4	13	17	17	11	11	8	14	9	14	7	4	14	15	12	3	18	20	21	15	10								33	77	57	55	84	306	316												
Comp Use (Ppl)				6	5	3	3	5	8	3	4	4	3	5	1	5	3	3	5	5	2	4	4	8	10	5	4								14	27	20	23	31	115	108											
Room Resv (Hrs)				2	1.5	2	7	2.5	1	4.5	2	2	6.5	2.5	1.5	4	4.5	1																			3.5	19	21	10.5	13.5	67.5	39.75									
Attendees				3	7	5	2	3	1	2	6	5	8	5	2	2	3	1																			10	19	25	7	23	84	62									

- 1/1/2025 New Year's Day (closed)
- 1/8/2025 Teen Vision Boards (4-5pm)
- 1/15/2025 Cybersecurity for Homes (3-4pm)
- 1/16/2025 Family Lego Night (5-6:30pm)
- 1/17/2025 Friday Flick: White Bird (1pm)
- 1/20/2025 Bookopolis Winter Reading Challenge begins (through March 15)
- 1/21/2025 Frigid Temps: schools closed; library closed at 2pm
- 1/22/2025 Storytime Begins (Weds & Fri @ 10am)
- 1/28/2025 New Book Club: The Wishing Game (6-7pm)
- 1/29/2025 How to Use Facebook Webinar (2-3pm)

	Jan	Feb	March	April	May	June	July	Aug	YTD TOTAL
Expenses									
Materials Expenses	\$ 5,963.22								\$ 5,963.22
Operations Expenses	\$ 25,909.89								\$ 25,909.89
Personnel Expenses	\$ 11,061.91								\$ 11,061.91
Benefits Expenses	\$ 5,326.51								\$ 5,326.51
Cash Drawer									
Materials	\$ 8.00								\$ 8.00
Postage									
Programming	\$ 11.97								\$ 11.97
Supplies									
Misc.	\$ 15.77								\$ 15.77
Janitorial	\$ 8.04								\$ 8.04

Revenues									
Total Donations									
Total Monies Received									
Donation Box Deposit									
SCLS Foundation									
Interest									
Fees									
Gains/Losses									
Cash Drawer Deposits	\$ 210.00								\$ 210.00
Faxes	\$ 10.50								\$ 10.50
Copies	\$ 179.30								\$ 179.30
Laminating									
Earbuds/Flash Drives									
Card Replacements	\$ 1.00								\$ 1.00
Lost/Damaged Materials	\$ 19.20								\$ 19.20

YTD TOTAL

\$ -
\$ -
\$ -

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

	Beginning Drawer Balance	Income	Expenses	Deposit Amount	End Drawer Balance	Date Counted
January	\$340.54	\$245.30	\$43.78	\$210.00	\$130.54	1/31/2025
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

	Faxes	Copies	Fees / Fines (Acct)	Lost/Damaged Materials	Replacement Cards	Total Earbuds	Total Zip Drives	Total Laminating	Total Misc	Charged to Acct
January	\$10.50	\$214.60	\$9.20	\$10.00	\$1.00					\$245.30
February										\$0.00
March										\$0.00
April										\$0.00
May										\$0.00
June										\$0.00
July										\$0.00
August										\$0.00
Sept										\$0.00
Oct										\$0.00
Nov										\$0.00
Dec										\$0.00
TOTALS:	\$ 10.50	\$ 214.60	\$9.20	\$ 10.00	\$ 1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$245.30

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Collection Development Policy for Cambridge Community Library

Introduction

The Board of Trustees of the Cambridge Community Library has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which the selections are made.

This policy guides the maintenance of a local collection that balances the limits of budget and space with meeting the needs of its patrons and the community. The broad, general-interest subject matter of the local collection will be complemented by access to materials from the other member libraries of the South Central Library System to provide wide availability of materials for the public.

Cambridge Community Library supports the individual's right to have access to ideas and information representing all points of view. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements (see Appendix) in support of acquiring and managing collections.

Responsibility for Selection

All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase. The ultimate responsibility for selection of materials rests with the Library Director, who operates within the framework of policies determined by the Cambridge Community Library Board of Trustees. The Director has the authority to reject or select any item contrary to the recommendations of the staff.

Digital materials may be selected at the consortium or state level.

Criteria for Selection

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. With a patron base that can include infants to the elderly, public libraries are diverse and represent a broad demographic. The Library's selection criteria takes into account the various interests and needs of the patrons the library serves. The collection provides items of differing complexity reflecting a broad range of human experience in a variety of material formats, including print, audio-visual, and electronic, to serve the needs of the entire community.

Since the library does not promote particular beliefs or views, the collection will contain various positions on important subjects, including views that may be unpopular or controversial. The selection of any material or resource does not constitute an endorsement. Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse community. Responsibility for choosing what an individual will read or view rests with that individual.

Responsibility for the use of library materials by children rests with their parents or legal guardians.

To build a collection of merit, purchased and donated materials are evaluated according to the following objective guidelines. An item need not meet all of these criteria in order to be acceptable. An item may be judged on scholarship, artistic merit, historical documentation, or the ability to satisfy the recreational and entertainment needs of the entire community.

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal or demand from local and system patrons
- Suitability of subject and style for intended audience
- Cost and budget
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Availability from other system libraries
- Attention by critics and professional reviewers

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration will be given to requests from library patrons and to books discussed on public media. Materials will be judged on the basis of the work as a whole, not on a part taken out of context.

Materials selected for children will meet the general need of the community with consideration given to vocabulary suitable to the age of the intended audience and quality of illustrations. Materials covering topics that make them valuable to children with special needs, talents, problems, or interests are also considered.

Materials may be selected that are for use only within the Library.

Multiple copies may be purchased based on system-wide demand, local interest, and budget.

Interlibrary Loan

Cambridge Community Library belongs to the South Central Library System. Through LINKcat, our patrons have access to the shared collections of over 50 libraries in addition to what is available from our local collection. In exchange, we agree to lend our materials to other libraries through the same interlibrary loan system. If the patron's need is beyond this extensive collection, the ability to utilize outerlibrary loan to request materials from libraries nationwide is available.

Gifts and Donations

Donations of used books and other materials are directed to the Friends of the Cambridge Community Library. The Friends have agreed that the library staff may have first selection of any

donated items that would be a useful addition to our collection. The Friends may sell, donate to another local organization, or dispose of any donations they receive.

Memorial gifts for additions to the collection are accepted using the same selection criteria as for purchased materials. Suitable bookplates will be placed in the books. Selection of the titles is made in consultation with the Library Director.

Maintenance of Library Materials

Most library materials are processed in such a way to ensure their maximum use under normal circumstances. All materials returned to the library are inspected for damage. Items that are damaged, but still usable, are mended before being returned to circulation.

Withdrawal of Materials

Keeping a library collection up-to-date and attractive requires a continual withdrawal and replacement process. This weeding effort ensures the best use of the available space to meet patron needs.

Materials in the following categories are candidates for weeding:

- Materials that are badly damaged or worn out from use
- Materials that are no longer factual or accurate
- Popular or buzzworthy materials which are no longer timely
- Materials that have had little recent use and are of questionable value
- Materials which have a newer edition
- Materials that contain outdated or harmful representations of groups of people
- Materials that exceed the space available for them

Replacement of materials that are withdrawn is not automatic. Consideration will be given to:

- The number of copies within the library system and duplicate copies locally
- Adequate coverage of the subject elsewhere in the collection
- Demand for that title or materials on that subject
- Existence of an updated edition

Withdrawn materials may be given to the Friends of the Library for their book sale or disposed of by other means. When a patron pays for a damaged item, they may have the withdrawn item.

Requests for Reconsideration

The Library Board recognizes the choice of library materials by library users is an individual matter, and some materials may be deemed inappropriate or offensive by patrons. While an individual may reject materials for themselves, they cannot exercise censorship to restrict access to the materials of others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the principles set forth in this policy.

Responsibility for the reading, listening, and viewing of library materials selected by children, as well as their use of the library, rests with their parents or legal guardians. At no time will the library staff act in place of a parent. Selection of materials will not be inhibited by the possibility that items may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft. Library materials will not be considered for exclusion from the collection based solely on single words or passages taken out of context.

Procedure for Requests for Reconsideration

A patron expressing a concern or objection to library material should receive respectful attention from the staff member first approached. This staff member should use their own best judgment in attempting to answer the concerns or clarify the situation. If the patron is not satisfied, the staff member should refer the person to the Library Director. After talking with the Library Director, the patron may ask for reconsideration in the following manner:

- A "Request for Reconsideration of Library Materials" form must be completed, signed, and returned to the Library Director. Patrons must reside in Cambridge (Dane or Jefferson Counties), and possess an active library card to have their request considered and only one request per patron will be considered at a time.
- The Request for Reconsideration will be acknowledged in writing by the Library Director within ten (10) days or as soon as possible, via email.
- The Library Director will evaluate the item in question. This will be completed in no more than thirty (30) business days of the initial request for reconsideration. The Director's recommendation will be emailed to the patron. Once a title has been reconsidered, it will not be reviewed for a period of 5 years.
- Patrons may appeal the decision of the Library Director to the Cambridge Community Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board. The decision of the Board regarding the item is final. Again, once a title has been reconsidered, it will not be reviewed for a period of 5 years.
- No materials will be removed from the collection without Board action. During the process of reconsideration, the material in question will remain on the shelf.

Appendix

- Request for Reconsideration of Library Materials form
- [Library Bill of Rights](#)
- [Freedom to Read Statement](#)
- [Freedom to View Statement](#)

Approved: 4/10/2024

Request for Reconsideration of Library Materials

Approved 4/10/24

Those who object to specific library materials must submit their complaint on a Request for Reconsideration of Library Materials form (below) that will be considered according to the policies established by the Library.

All library users are encouraged to read the library's Collection Development and Maintenance Policy before submitting their request. The Library Director will review the request and notify the complainant in writing of the decision. The Director's decision may be appealed to the Library Board of Trustees in writing. Once a reconsideration has been determined, it can not be reviewed again for a period of 5 years.

I would like to reconsider:

Title: _____

Author: _____

Item Type (book, audiobook, DVD, CD, etc.): _____

What brought your attention to the item in question?

Did you read/review the item in its entirety?

- Yes
- No

What part or parts of the item in question are you requesting for reconsideration?

Have you read any professional reviews of this item?

- Yes; Please list 1-2: _____
- No

Have you read and understand the library's Collection Development and Maintenance Policy?

- Yes
- No

Please list any material with a similar theme or purpose that you would suggest to replace it.

Request for Reconsideration of Library Materials

Approved 4/10/24

Name (first and last): _____

Library Card #: _____

Phone Number: _____

Email Address: _____

Date: _____ Signature: _____

-
- Request received by Director
 - Decision emailed
 - Appealed to Board of Trustees; Date of Meeting: _____

Approved: _____ Declined: _____

Cambridge Community Library Board of Trustees

The Cambridge Community Library operates under a Board of Trustees. There are seven (7) Board members. Board members are recommended to the Village of Cambridge Board, by the current Library Board, and are appointed by the Village of Cambridge Board. Additional members of the Board of Trustees may be appointed by Jefferson County, if they wish to have representation on the library's Board of Trustees. The Cambridge Community Library Board of Trustees operates under the following by-laws:

CAMBRIDGE COMMUNITY LIBRARY BOARD

BY-LAWS

Article I

Identification & General Powers

Section 1. This organization shall be called "Cambridge Community Library Board of Trustees" (the "Library Board") existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Section 2. The Library Board shall audit and approve all expenditures with a copy to be forwarded to the Village Board. After approval of the library budget, the Library Board retains the exclusive control of the expenditures, operating reserve & operating budget.

Section 3. The Library Board shall appoint a qualified Library Director who shall be executive and administrative officer of the Library on behalf of the Library Board and under its review and supervision. The Library Director will be responsible for the hiring, direction, and supervision of staff, the care and maintenance of property, ensuring an adequate selection of books and materials, maintaining effective and efficient library service to the public, and for the Library's financial operation within the limitations of the budgeted appropriation. The Library Director shall report to the Library Board at regular meetings regarding performance of these duties, including hiring or promotion of staff, financial condition and expenditures, significant operational issues or concerns, and special initiatives or activities of the Library.

Section 4. Trustee appointments shall be for three years. After completion of one full term, a trustee may be reappointed for a total of three consecutive terms.

Section 5. A trustee may resign by giving notice to the Library Board president, who shall advise the Library Board of such resignation. When a resignation occurs, a replacement trustee

shall be appointed to fill the unexpired term. They are eligible for reappointment for a total of three consecutive, three year terms.

Section 6. Trustees shall be allowed three (3) absences from regular meetings within a calendar year. Trustees are expected to notify the Library Director when they must miss a meeting. When a trustee's absences exceed the stated allowance, the member may be considered for removal from the Library Board.

Section 7. A trustee may be removed by a majority vote of the Village of Cambridge Board of Trustees. A proposal to remove a trustee may be made to the Village Board by the Library Board Representative (on the Library Board), the Library Director, or by a majority of the Library Board. In addition, a liaison trustee shall be automatically removed if that individual ceases to be affiliated with the liaison organization.

Article II

Meetings

Section 1. All Library Board meetings shall be held in compliance with Wisconsin's open meetings law (Wis. Stats. Sections 19.81 to 19.98).

Section 2. Proceedings of all meetings shall be governed by *Robert's Rules of Order*, except when in conflict with these by-laws.

Section 3. Regular meetings shall be held each month at the Cambridge Community Library or in the Amundson Community Room. Meetings may also be held virtually, to accommodate public health concerns or other extenuating circumstances.

Section 4. Meeting agendas and notices shall indicate the time, date, and place of the meeting, and shall indicate all subject matters intended for consideration at the meeting.

Section 5. Four of the monthly meetings shall be designated as quarterly meetings, when, in addition to other matters which may properly come before the Library Board:

- February – to receive and approve the annual report of the Library Director
- May – to make recommendations to the Village Board for the appointment of members of the Library Board to take the place of those whose terms expire in July
- July – to elect new officers
- October – to adopt a budget to be submitted to the Village Board with such recommendations and information as may be proper

Section 6. Special meetings of the Library Board may be called by an officer of the Library Board, whenever they may be necessary, or at the written or email request of two or more members; but only such business shall be transacted at special meetings as shall be mentioned in

the call. Special meetings may be called on twenty-four (24) hours notice, either in writing or by telephone or email.

Section 7. At the ordinary monthly meetings, four (4) members of the Library Board shall constitute a quorum; but at the quarterly meetings designated in Section 5, no business shall be transacted unless a $\frac{2}{3}$ majority of the Library Board is present. For such quarterly meetings, five (5) members shall be necessary to constitute a $\frac{2}{3}$ majority.

Section 8. The order of business at all meetings of the Library Board shall be as follows:

- a. Roll Call/Call to Order
- b. Introduction of Guests
- c. Public Input
- d. Monthly Reports
 - a. Approval of Previous Meeting Minutes
 - b. Director's Report
 - c. Monthly Stats & Reports
- e. Treasurer's Report
 - a. Monthly Expenses
 - b. Petty Cash Reconciliation
 - c. SCLS Foundation
- f. Village Report
- g. Friends of the Library Report
- h. School District Report
- i. Committee Reports
- j. Action Agenda
 - a. Policies
 - b. Old Business
 - c. New Business
- k. Next Meeting Date & Future Agenda Items
- l. Adjourn

Article III

Officers

Section 1. The officers shall consist of a president, secretary, and a treasurer. The three officers shall be elected at the July quarterly meeting and shall serve for a minimum of a two (2) year term from the time of their election; but all officers shall hold their position until their successors are elected.

Section 2. The duties of the officers shall be those usually exercised by such officers.

Section 3. The President shall preside at the meetings of the Library Board, and present to the meeting, either in writing or verbally, an agendum containing the matters which, in their opinion, should come before the Library Board at each meeting; shall appoint committees, unless

otherwise prescribed; and between meetings of the Library Board shall have general supervision of library affairs.

Section 3.1. In the absence of the President, the Treasurer or Secretary will conduct the meetings.

Section 4. The Secretary shall keep a true and accurate record of all meetings of the Library Board, shall issue notice of all regular and special meetings, and shall perform other duties as are generally associated with that office.

Section 5. The Treasurer shall review monthly expenses as prepared by the Library Director, and shall perform such duties as are generally associated with that office. In the absence of the Treasurer, their duties shall be performed by such other members of the Library Board as the Library Board may designate.

Section 5.1. The Village Clerk shall be responsible for the disbursement of all accounts payable and payroll as indicated by the Library Board.

Section 6. A trustee resigning from the Library Board before their term has expired is requested to submit a letter of resignation to the Library Board President at least one month prior to resignation.

Section 7. Standing committees and special committees may be appointed by the President or chosen by the Library Board, and their duties shall be such as are prescribed in the resolution under which they are appointed or elected.

Article IV

Amendments and Review

Section 1. These by-laws may be reviewed at least annually in the first quarter of the calendar year of the Library Board.

Section 2. The by-laws may be amended by the majority vote of the Library Board provided that written notice of all proposed amendments is provided to trustees at least five days prior to the meeting at which such amendment is proposed.

Revised:	1999	Adopted:	01/05/2000
Revised:	2005	Adopted:	02/2005
Revised:	2016	Adopted	01/04/2016
Revised:	2022	Adopted:	2022
Revised:	2024	Adopted:	2024
Revised:	2025	Adopted:	2/2025



INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION					
1. Name of Library Cambridge Community Library			2. Public Library System South Central Library System		
3b. Head Librarian First Name Samantha	3c. Head Librarian Last Name Seeman	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 06/30/2028	
6a. Street Address 101 Spring Water Aly.	6b. Mailing Address or PO Box PO Box 490	7. City / Village / Town Cambridge	8a. ZIP 53523	8b. ZIP4 0490	9. County Dane
10. Library Phone Number 6084233900	11. Fax Number (608)423-7330	12. Library E-mail Address of Director ssecman@cambridgelib.org			
13. Library Website URL www.cambridgelib.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
20. Square Footage of Public Library 8,258	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No	22. UEI Number 39-6029667		
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)		
19a. Winter hours open per week	48	0	0		
19b. Number of winter weeks	52	0	0		
19c. Summer hours open per week	0	0	0		
19d. Number of summer weeks	0	0	0		
19e. Total weeks per year	52	0	0		
19f. Total hours per year for this location	2,496	0	0		

II. LIBRARY COLLECTIONS								
		a. Number Owned / Leased	b. Number Added					
1. Books in Print		31,894	1,337					
2. Physical Subscriptions		50						
3. Physical Audio Materials		2,113	44					
4. Physical Video Materials		4,920	322					
5. Other Physical Materials		210						
6. Total Physical Items in Collection		39,137						
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State				
7. E-books		No	Yes	No				
8. E-serials		No	Yes	No				
9. E-audio		No	Yes	No				
10. E-video		No	No	No				
11. Research Databases		Yes	No	Yes				
12. Online Learning Platforms		Yes	No	Yes				
III. LIBRARY SERVICES								
1. Physical Circulation Transactions			2. Interlibrary Loans					
a. Total Circulation 39,806	b. Children's Materials 14,202	c. Other Physical Items 503	a. Items Loaned <i>Provided to</i> 27,559	b. Items Received <i>Received from</i> 17,294				
			Method for Counting ILL Transactions	Total ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>				
Integrated Library Systems (ILS)								
WISCAT								
Other (includes OCLC, manual tracking or other methods)								
3. Electronic Content Circulation Transactions								
a. E-books 2,071	b. E-serials 470	c. E-audio 4,771	d. E-video 0	e. Children's E-materials 278	f. Total E-materials 7,312			
4. Number of Registered Users			5. Overdue Fines		6. Reference Transactions		7. Library Visits	
a. Resident 926	b. Nonresident 1,602	c. TOTAL 2,528	No	a. Method Actual Count	b. Annual Count 773	a. Method Actual Count	b. Annual Count 19,626	
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet				
a. Number of Public Use Computers 9	b. Number of Public Use Computers with internet access 9	c. Method Actual Count	d. Annual Count 1,767	a. Method Actual Count	b. Annual Count 25,741			

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	67	28	6	52	26
Total Attendance	1,323	748	21	438	809

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	179	0	0	0	
Total Attendance	3,339	0	0		
Total Program Views				0	

Describe the library's in-person programs:

educational and fun interest based crafts for kids and adults, family style events, book club meetings, discussion groups, speakers/lectures, Story times, movies, support groups

Which platforms does the library use to host the library's live, virtual programs:

none

Describe the library's live, virtual programs:

we did not have any live, virtual programs this year

Which platforms does the library use to host the library's pre-recorded programs:

none

Describe the library's pre-recorded programs:

we did not pre-record any programs this year

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Jennifer	Trendel	313 High St.	Cambridge	53523	jtrendel@gmail.com
2. Kristin	Martin	403 Blue Jay Way	Cambridge	53523	lkmartin1973@gmail.com
3. Paula	Hollenbeck	310 W Main St	Cambridge	53523	paulahollenback@cambridg
4. Cari	Redington	W8971 Ripley Rd	Cambridge	53523	cari.redington@gmail.com
5. Jennifer	Simdon Budewit	W9203 Blue Spruce Ln	Cambridge	53523	jsimdon@cambridge.k12.w
6. Deborah	Brown	205 Canterbury Court	Cambridge	53523	deborahbrown11@gmail.cc
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

6

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Cambridge	\$105,000
Subtotal 1		\$105,000

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$57,804
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Dodge	\$68		
Green	\$163		
Jefferson	\$100,100		
Sauk	\$20		
Subtotal 2b			\$100,351

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$450		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
Subtotal 3			\$450

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
SCLS Continuing Education Scholarship	\$1,009
Subtotal 4	\$1,009

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income	\$18,968
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8. Total Operating Income Add 1 through 7	\$283,582
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9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$95,000	
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes	

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations	
\$149,162		\$18,394	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$20,000	\$4,700	\$5,500	\$200
			Subtotal 3
			\$30,400
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
SCLS Tech/ ILS Fee	SCLS ILS & Tech	Contract	\$23,642
	SCLS Overdrive Magazines	Contract	\$249
	SCLS Overdrive Advantage	Contract	\$291
	SCLS Overdrive		\$1,502
		Contract	
			Subtotal 4
			\$25,684
5. Other Operating Expenditures			\$59,804
6. Total Operating Expenditures Add 1 through 5			\$283,444
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$1,009

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income			
Do not report any expenditures reported above. Provide a brief description of any expenditures.			
Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
		\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

1. Total Amount of Other Funds at the End of Year	\$211,486
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IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY

1. Total Amount of Section IX Funds at End of Year	\$0
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XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			26,462
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	1,239	6,927	8,166
3. Circulation to Nonresidents Living in Another County in the Library System	5	4	9
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	1,267	17,019	18,286
5. Circulation to All Other Wisconsin Residents	1	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards? No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Columbia	0	f. Rock	0
b. Dodge	4	g. Sauk	0
c. Green	4	h.	
d. Iowa	0	i.	
e. Jefferson	17,015	j.	

XII. TECHNOLOGY (Not included in 2024 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	1	1	0
Total Self-Directed Activity Participation	23	15	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	28	32	62
Total Self-Directed Activity Participation	97	606	741
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Patty	Hoggatt	youthservices@cambridgelib.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Stephanie	DeCleene	stephaniedecleene@cambridgelib.org	



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Jennifer Trendel	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Samantha Seeman	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.	County Dane
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The Cambridge Community Library Board of Trustees hereby states that in 2024 the South Central Library System

Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Jennifer Trendel	Date Signed
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COMMENTS

SECTION I

Standard winter hours open per week

Library Board voted to approve extension of hours at our January 10, 2024 meeting--2025-01-30

SECTION II

1a. Books in Print (end of year total)

We started a building-wide weeding project in 2024--2025-01-30

2. Physical Subscriptions

Reduction in Subscriptions Budget--2025-01-30

SECTION III

Total Children's Synchronous Programs Ages 6 to 11

scheduled the same number of programs as last year--2025-01-30

SECTION V

Current Year Appropriation

Village having financial problems--2025-01-30

Other Library Funds

Additions

SCLS Foundation gains--2025-01-30