

Board of Trustees – Table of Contents

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Cambridge Community Library Board of Trustees
Monthly Agenda for March 2025
On March 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:

OLD BUSINESS

1. January 2025 Expenses Paid
2. Review of Safer Communities OAK Box Agreement
3. Drive-Up Window Update
4. Annual Report Graphic
5. Jefferson County Board Appointments

NEW BUSINESS

1. Hiring Progress
2. Cambridge Foundation Grant
3. Adjacent County Reimbursement (SCLS Authorization form)
4. Donations and Gifts / Thank You Notes

FUTURE AGENDA ITEMS;

NEXT BOARD MEETING DATE; Wednesday April 9th

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: April 9th

**Cambridge Community Library
Board of Trustees Special Meeting Minutes
February 5, 2025
6:00 PM**

Present/Roll Call: Jennifer Trendel, Kristin Martin, Samantha Seeman, Paula Hollenbeck, Jennifer Simdon Budewitz, Cari Redington and Deborah Brown.

Call to Order: President Trendel called the meeting to order at 6:02 PM.

Introduction of Guests: Sara Babcock & Matthew Gausman for Trustee Interviews

Public Input: None

Action Agenda:

1. Trustee Interviews-Trustee Hollenbeck made a motion to recommend Matthew Gausman to the library board, seconded by Trustee Martin. Discussion. Vote. Approved unanimously.

Policies

2. Policy for Establishing a Reserve-Discussion. Draft for approval at 3/5/25 Policy Retreat.
3. Library Board of Trustee Bylaws-Trustee Hollenbeck made a motion to adopt bylaw changes for 2025 as discussed during the meeting, seconded by Trustee Redington. Discussion. Vote Approved.
4. Friends of the Cambridge Community Library Bylaws-Reviewed and made suggestions to be brought to the FOL Board.

Upcoming meeting:

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

3/5/25 6:00 PM-Policy Retreat

Trustee Martin made a motion to adjourn, seconded by Trustee Brown at 7:27 PM. Discussion. Vote. Approved.

Submitted by Kristin Martin

**Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
February 26, 2025
6:30 PM**

Present/RollCall: Jennifer Trendel, Kristin Martin, Samantha Seeman, Paula Hollenbeck, Jennifer Simdon Budewitz, Matthew Gausmann and Deborah Brown. Cari Redington absent-excused.

Call to Order: President Trendel called the meeting to order at 6:30 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 Brown. Discussion. Library Assistant, Stephanie, is leaving and Director Seeman has started the hiring process. She has received 14 applications so far. One has an interview scheduled for next week with more to come. In-house statistics aren't complete. Will receive an updated version next month. Vote. Approved.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Brown. Discussion. Village Treasurer, Lucy, will have Workhorse updated for next month. The SCLS Foundation Report will be distributed at next month's meeting due to not being received on time. We will add the amount of monthly expenses paid for January next month. Roll call vote. Treasurer report approved.

Village Report: Spring Water Alley may be redone. The Village Board approved renaming it to Spring Water Street in February. The community room will have the tile floors replaced with carpeting and the walls will be repainted.

Friends of the Library Report: The annual meeting was 2/13/25. The Chocolate Friendly will be 4/10/25 at 6:30 PM in the library. The library will close at 6:00 PM for the event. The Membership Drive will take place in March. Director Seeman and Trustee Brown spoke with the FOL Board regarding the bylaws. Trustee Brown indicated that Enbridge is looking to help in the community, along with Koshkonong Solar.

School District Report: The school district has hired a firm for the Superintendent search. 2 wrestlers are moving forward to State.

Action Agenda:**Policies**

1. Collection Development and Maintenance policy review- No action needed.
2. Reconsideration of Materials-No action needed.
3. Trustee Bylaws (final edits)-Trustee Hollenbeck made a motion to approve and adopt the revised bylaws, seconded by President Trendel. Discussion. Vote. Approve.

Old Business

1. Policy Retreat: Employee Handbook reschedule-4/23/25 at 6:00 PM
2. Narcan in the Library-Director Seeman is looking to go through Safer Communities. They will supply the kits. It will be a "help yourself" kit. They also offer training.
3. Annual Report Progress-The annual report is complete and has been sent in.
4. Drive-Up Window Update-Vogel Brothers took measurements and pictures of the drive-up and book return. They gave a very rough estimate of \$15,000-\$18,000 for the window. They will give a separate estimate for the book return. Public Works came to look at the water issue. They think it's stemming from the hot water heater. The hot water was turned off and the tank was shocked. Water now comes out clear and without an odor. Boiler inspection had some issues. Harker will come to fix it

New Business

1. 10 Year Anniversary-Looking to have an ice cream social in August paired with an end of summer program.
2. Donations and Gifts/Thank You Notes-No donations or gifts. The Board signed thank yous for last month's donations and gifts.

Upcoming meetings:

3/12/25 6:30 PM-Library Board Meeting

4/9/25 6:30 PM-Library Board Meeting

4/23/25 6:00 PM-Policy Retreat

Trustee Martin made a motion to adjourn, seconded by Trustee Hollenbeck at 7:44 PM. Discussion. Vote. Approved.

Submitted by Kristin Martin

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

Updates

- The Winter Reading Challenge is wrapping up in the next few days. We didn't have a huge amount of participation (40 signed up, 11 finished), but those that did participate loved the concept and thought it was a fun way to spend a few weeks reading. We have a bunch of prize tote bags leftover, which means we will have them for use this summer as prizes.
- We had our Spring Maintenance with Harker this week. They also installed the missing pressure gauges for our boilers while they were here.
- Dane County recently received an open records request from WI Assembly Committee on Government Operations, Accountability and Transparency. The request asks for information from County departments about the following:
 - Grants received focused on diversity, equity, inclusion and belonging
 - Policies implemented or changed with regards to diversity, equity, inclusion and belonging
 - Training centered around diversity, equity, inclusion and belonging

The Cap Times wrote an article about this committee and what their goals are.

https://captimes.com/news/government/doge-the-wisconsin-version-heres-what-it-could-look-like/article_2fc62bde-f84d-11ef-9ba2-437d5c1b3764.html

Continuing Education / Training

- Staff participated in Internet of Things related cyber training from Infosec
- Youth Staff attended **CCBC Award Books Webinar**

Gifts / Donations / Monies Received

- **Donations**
 - Shirley Rucks and Harold Schuh made donations this month
 - \$145 (Counter Donation Box)
- **Monies Received**
 - \$23.79 Sauk County reimbursement
 - \$23.79 Green County reimbursement
 - \$24 Columbia County reimbursement
 - \$10 Prairie Lakes System reimbursement
 - \$95,100 Jefferson County reimbursement
 - \$16.99 book fee (from Waunakee)

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

Upcoming Time Off / Out of Building

- Thursday March 13; 9-11 am - Dane County Librarians Meeting
- Thursday March 20; 9 am – 2 pm – All Director's Meeting (SCLS) + Professional Development

Program Highlights (February)



Date	Activity	Age Group	# Attended	Activity Type	Organizer	Notes
2/5/2025	Storytime(bears)	Kids (under 5)	9	Series	Patty	Notes
2/7/2025	Storytime(bears)	Kids (under 5)	13	Series	Patty	Notes
2/10/2025	Monday Night Book Club	Adults	11	Club	Samantha	The Immortal Life of Henrietta Lacks
2/11/2025	Chess Club	All Ages / General	3	Club		Notes
2/12/2025	Storytime(hearts)	Kids (under 5)	4	Series	Patty	snowy weather
2/12/2025	Chair Yoga	Adults	6	Single	Stephanie	Notes
2/14/2025	Storytime(hearts)	Kids (under 5)	22	Series	Patty	Notes
2/19/2025	Storytime(pigs and pancakes)	Kids (under 5)	6	Series	Patty	Notes
2/19/2025	Dementia Support	Adults	##	Single	Stephanie	Needs to be rescheduled, presenter cancelled due to berevement
2/21/2025	Storytime(pigs and pancakes)	Kids (under 5)	22	Series	Patty	Notes
2/21/2025	Friday Flick	Adults	12	Series	Patty	Here
2/26/2025	Storytime(Birds)	Kids (under 5)	8	Series	Patty	Notes
2/26/2025	Between the Pages Book Club	Adults	2	Club	Stephanie	Their Eyes Were Watching God
2/27/2025	Popcorn & Puzzles	All Ages / General	21	Single	Patty	Notes
2/28/2025	Storytime(Birds)	Kids (under 5)	39	Series	Patty	Notes
m/d/yyyy	Scrabble	All Ages / General	8	Self-Running		Notes

Total Attendance	186
Total Programs	16

Passive Programming	35
Coloring Sheets	

Kids Under 5 8
 School Age Kids 0
 Teens 0
 Adults 5
 All Ages 3
 Self-Running 1

Inhouse Tally Stats 2025

Feb-25

Drive Up	Week 1 2/1/25							Week 2 2/2/25 - 2/8/25							Week 3 2/9/25 - 2/15/25							Week 4 2/16/25 - 2/22/25							Week 5 2/23/25 - 2/28/25							Weekly Totals			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						
Daily Patrons						2	10	6	10	10	12	6	12	4	3	12	4													2	54	35	35	48	174	196												
Phone Calls							8	4	4	3	1	1	4	3	7	4	6	1	10	9	5	4	7	6	6	3	4	6	5	0	21	25	41	24	111	128												
Pick List						42	127	72	56	56	27	46	120	64	59	57	35													42	384	335	363	345	1469	1696												
E-Mails																													0	1	0	0	0	1	7													
Copies/Prints																													0	0	0	0	0	0	8													
Faxes																													0	0	0	0	0	0	0													
Library Cards																													0	0	0	0	0	0	0													
Acct Lookups*						2	9	6	8	10	12	5	12	4	3	12	4												2	50	35	33	42	162	185													
Reference ?s*																													0	1	4	6	3	14	13													
Red Bins Sent						4	6	4	4	3		4	6	6	5	3		3	6	4	4	3		4	5	4	4	3	4	21	23	21	16	85	96													
Red Bins Rec'd							4	3	5	4	3		3	6	4	4	2		4	5	3	3	3		3	5	5	3	4	0	19	19	18	20	76	96												
Other																													0	0	1	0	0	1	0	0												
Inside Circ Desk																																																
Daily Patrons						49	58	50	61	63	82	42	59	67	37	49	59	19	57	58	73	56	78	37	72	55	65	65	69	49	356	290	302	326	1323	1331												
Copy/Scan/Print						7	4	9	7	7	5	3	6	5	2	5		5	3	6	3	3	3	4	6	7	5	2	2	7	35	18	19	22	101	98												
Faxes						1	1				1	1			1	1													1	2	2	1	1	7	18													
Tech Assist						1	1	2	4	2	1	1	2	2	1	1	3		1	5	1	1	1	1	2	3	2	1	1	11	8	8	9	37	25													
Library Cards						2					1		1			1	1						1	1					2	1	3	1	2	9	20													
Acct Lookups*						3	3	2	2	2	6	1	2	5	4		4		1	1	5	2	4	3	3	3	2	3	16	13	12	8	52	73														
Reference ?s*						1	2		1		2	2	2		1	2	1					2	2	1	1	1	1	3	1	7	6	4	6	24	42													
Newspaper						1			2	1	1	1	1	1	1	2	2		1			2	1		1	5	6	3	1	1	5	6	3	1	16	19												
Other							1	1	2	3	1	1	2	1	1	2	1		1	2	3	1	2		1	1	1	2	0	5	4	8	4	21	11													
From Reservation Sheet:																																																
Comp Use (Hrs)						8	23	24	23	17	13	11	19	18	8	12	24	5	5	5	9	10	13	9	19	24	20	14	15	8	111	86	51	92	348	306												
Comp Use (Ppl)						4	7	8	9	6	5	5	8	5	2	4	8	2	3	2	6	3	2	7	5	8	7	2	4	4	40	29	23	26	122	115												
Room Resv (Hrs)						3	1.5	2		3	3	2	2	7		3	3	2	1	3.5	8.5	4	4	1.5	8	8	1	5.5	3	11.5	17	22.5	14.5	68.5	67.5													
Attendees						2	3	3		5	2	7	1	9		3	1	3	4	4	2	6	8	8	8	1	6		2	20	17	32	15	86	84													

1/20/2025 Bookopolyl Winter Reading Challenge (1/2/25 - 3/15/25)
 Jan-Feb Adult Programming Survey
 2/5/2025 Storytime (Wed & Fri 10am)
 2/12/2025 Chair Yoga (postponed due to snow)
 2/12/2025 Closed at 5pm due to snow
 2/13/2025 FOL Annual Meeting: Scandinavian Noir Speaker. 6:30pm
 2/19/2025 Dementia Support. 6-7pm

2/21/2025 Friday Flick (Here). 1pm
 2/25/2025 Black History Month Book Discussion. 6-7pm
 2/27/2025 Puzzles, Popcorn & Puzzle Swap! 4-6pm

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	Wk1	Wk2	Wk3	Wk4	Wk5	This Mo	Last Mo									
Drive Up																																																			
Daily Patrons				6	10	7	8	13	8	13	12	9	9	3	6	7	8	8	11	5	2	3	11	9	6	2	5	6	12	10	8					23	54	45	33	41	196	145									
Phone Calls				4	3	3	4	4	4	6	3	8	3	3	3	5	3	5	7	7	4	8	7	5	7		7	8	2	6	6					10	28	30	31	29	128	96									
Pick List				C	84	87	53	112	92	86	61	38			93	64	59	44	43		98	82	52	79	68	56	114	59	73	66	33					224	389	303	435	345	1696	1311									
E-Mails				L	2		1													1	1			2					1							3	0	0	3	1	7	5									
Copies/Prints				O	2		1	1										1			1			1					1							2	2	1	2	1	8	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	12	5	9	2	6	6	7	7	11	7	1	3	12	10	6	2	5	6	12	10	8						20	46	44	34	41	185	139									
Reference ?s*							3	1	1									2						1				1	1	1						0	5	3	2	3	13	11									
Red Bins Sent				7	5	4	7	3	3				4	7	6	4	3			4	5	3	4	4		7	6	3	4	3						12	21	24	23	16	96	77									
Red Bins Rec'd				6	4		7	6	4	4	8			4	5	4	3	3		3	3	6	3	3	3		4	4	5	4	3					10	29	19	18	20	96	69									
Other																																				0	0	0	0	0	0	4									
Inside Circ Desk																																																			
Daily Patrons				67	47	32	50	56	69	53	56	47	56	44	39	22	36	30	58	79	64	34	54	75	66	65	49							146	331	280	265	309	1331	1213											
Copy/Scan/Print				6	3	3	4	5	5	1	3	4	2	4	7	1	3		2	2	5	2	4	1	5	10	8	3	7						12	22	17	14	33	98	87										
Faxes				2			1	2					1	1	1			1	5	2	2	2						1							2	3	3	9	1	18	12										
Tech Assist				4	2		2	3				2	2				1	2		1	1	3	1					1							6	7	5	4	3	25	26										
Library Cards				1			1	1	1	1		2	1	1	1		2	1	1	1	1	1					3	2	1	2				1	5	4	2	8	20	12											
Acct Lookups*				3	3				2	4	7	4	2	1	3	3			1	5	3	6	8	1	5	6	3								6	17	12	15	23	73	78										
Reference ?s*				5	3		2	3	2	5	1	1	2	2	3	3			1	1	2	1	2					1	2	1					8	14	10	4	6	42	40										
Newspaper				2			1	1	1	1	2						1	2		1	1	2						2	1	1					2	6	3	4	4	19	13										
Other							2										2	2	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	5	8	14	9	14	7	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	3	5	1	5	3	3	3	5	5	2	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		4	4.5	1.5	4	4.5	1.5	4.25	3.25	1.5	3						3.5	19	21	10.5	13.5	67.5	39.75										
Attendees				3	7	5	2	3	1	2	3	1	5	8	5	2	2	3	1		2	3	3	4	3	4	7	2	7						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 Bookopoly 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)

2025 Monthly Statistics

CIRCULATION ACTIVITY

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD SUM	YTD AVG
2025 Total CKO current month	3,402	3,200											6,602	3,301
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	2,959	40,438	3,370
% + or - CKO monthly yr to yr	5.17%	-11.50%												-3.17%
% + or - CKO YTD	-4.92%	-7.61%												-6.27%
% CBR Items	52.85%	56.50%												54.68%
% SCLS Items	47.15%	43.50%												45.33%
Loaned to Other Libraries	2,614	2,265											4,879	2,440
Borrowed from Other Libraries	1,604	1,392											2,996	1,498
2025 CKI current month	2,564	2,543											5,107	2,554
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	2,367	31,866	2,656
USE COUNTS														
Patrons: Adult	3,052	2,793											5,845	2,923
Patrons: Children	188	270											458	229
Patrons: Staff	162	137											299	150
New Patron Registration	18	16											34	17
Dane County: Village	1,127	975											2,102	1,051
Dane County: Rural (no lib)	604	536											1,140	570
Dane County: City (w/ lib)	61	134											195	98
Jefferson County: Village	57	36											93	47
Jefferson County: Rural (no lib)	1,373	1,336											2,709	1,355
Jefferson County: City/Vil (w/ lib)	68	56											124	62
Other Counties: Rural (no/ lib)	3	2											5	3
Other Counties: City/Vil (w/ lib)	15	16											31	16
HOLD ACTIVITY														
2025 Holds Placed	1,453	1,239											2,692	1,346
% YTD change from 2024	-12.63%	-13.19%												-12.91%
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	1,147	15,488	1,291
CATALOG ACTIVITY														
Holdings Entered	188	163											351	176
Holdings Deleted	131	99											230	115
INTER LIBRARY LOAN														
ILL	11	10											21	11
MATERIAL TYPE														
Print														
Books: YA/Adult	1,622	1,410											3,032	1,516
Books: Juvenile	906	935											1,841	921
Magazines: YA/Adult	54	47											101	51
Magazines: Juvenile	7	3											10	5
Audio Books														
Books on CD: YA/Adult	63	58											121	61
Books on CD: Juvenile	0	1											1	1

2025 Total CKO current month
 2024 Total CKO current month
 % + or - CKO monthly yr to yr
 % + or - CKO YTD
 % CBR Items
 % SCLS Items
 Loaned to Other Libraries
 Borrowed from Other Libraries
 2025 CKI current month
 2024 CKI current month
USE COUNTS
 Patrons: Adult
 Patrons: Children
 Patrons: Staff
 New Patron Registration
 Dane County: Village
 Dane County: Rural (no lib)
 Dane County: City (w/ lib)
 Jefferson County: Village
 Jefferson County: Rural (no lib)
 Jefferson County: City/Vil (w/ lib)
 Other Counties: Rural (no/ lib)
 Other Counties: City/Vil (w/ lib)
HOLD ACTIVITY
 2025 Holds Placed
 % YTD change from 2024
 2024 Holds Placed
CATALOG ACTIVITY
 Holdings Entered
 Holdings Deleted
INTER LIBRARY LOAN
 ILL
MATERIAL TYPE
 Print
 Books: YA/Adult
 Books: Juvenile
 Magazines: YA/Adult
 Magazines: Juvenile
Audio Books
 Books on CD: YA/Adult
 Books on CD: Juvenile

Jan Feb March April May June July Aug YTD TOTAL

Expenses

Materials Expenses	\$ 5,963.22	\$ 2,298.62										\$ 8,261.84
Operations Expenses	\$ 25,909.89	\$ 5,951.37										\$ 31,861.26
Personnel Expenses	\$ 11,061.91	\$ 11,082.21										\$ 22,144.12
Benefits Expenses	\$ 5,326.51	\$ 1,437.62										\$ 6,764.13
Cash Drawer												
Materials	\$ 8.00	\$ 8.22										\$ 16.22
Postage		\$ 4.40										\$ 4.40
Programming	\$ 11.97	\$ 14.89										\$ 26.86
Supplies												\$ -
Misc.	\$ 15.77	\$ 14.10										\$ 29.87
Janitorial	\$ 8.04											\$ 8.04

Revenues

Total Donations	\$ 700.00											\$ 700.00
Total Monies Received	\$ 95,198.57											\$ 95,198.57
Donation Box Deposit	\$ 145.00											\$ 145.00
SCLS Foundation												
Interest	\$ 23.05											
Fees	\$ (75.02)											
Gains/Losses	\$ 1,363.77											
Cash Drawer Deposits	\$ 210.00	\$ 294.00										\$ 504.00
Faxes	\$ 10.50	\$ 3.50										\$ 14.00
Copies	\$ 179.30	\$ 231.50										\$ 410.80
Laminating		\$ 1.00										\$ 1.00
Earbuds/Flash Drives		\$ 10.00										\$ 10.00
Card Replacements	\$ 1.00											\$ 1.00
Lost/Damaged Materials	\$ 19.20	\$ 48.00										\$ 67.20

YTD TOTAL
 \$ 700.00
 \$ 95,198.57
 \$ 145.00

Foundation Previous Month Ending Value
 \$60,665.32
 Foundation Current Month Ending Value
 \$63,033.60

Fund: 150 - LIBRARY FUND

Account Number		2024	2025	2025 Budget	Budget Status	% of Budget
		Actual 12/31/2024	Actual 02/28/2025			
150-00-41111-000-000	PROPERTY TAX - LIBRARY	105,000.00	0.00	95,000.00	-95,000.00	0.00
TAXES		105,000.00	0.00	95,000.00	-95,000.00	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	57,803.00	0.00	0.00	0.00	0.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	249.80	81.58	0.00	81.58	0.00
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	100,100.00	95,100.00	0.00	95,100.00	0.00
150-00-43740-000-000	FOUNDATION GRANT	9,700.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES		167,852.80	95,181.58	0.00	95,181.58	0.00
150-00-45190-000-000	LIBRARY FEES & FINES	742.79	156.68	0.00	156.68	0.00
FINES, FORFEITS AND PENALTIES		742.79	156.68	0.00	156.68	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	1,843.20	1,100.00	0.00	1,100.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,989.46	401.30	0.00	401.30	0.00
150-00-46712-000-000	FAX SERVICE	166.50	25.50	0.00	25.50	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	0.00	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		4,999.16	1,526.80	0.00	1,526.80	0.00
150-00-48130-000-000	INTEREST INCOME - LIBRARY	0.00	0.00	0.00	0.00	0.00
150-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM	0.00	0.00	0.00	0.00	0.00
150-00-48830-000-000	SOUTH CENTRAL LIB SYS	3,035.40	0.00	0.00	0.00	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	1,000.00	0.00	0.00	0.00	0.00
150-00-48900-000-000	MISC REVENUES	4,436.73	8.00	0.00	8.00	0.00
CONTRIBUTED CAPITAL		8,472.13	8.00	0.00	8.00	0.00
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	4,150.00	11,000.00	0.00	11,000.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
FRIENDS OF CAMBRIDGE LIBRARY		4,150.00	11,000.00	0.00	11,000.00	0.00
Total Revenues		291,216.88	107,873.06	95,000.00	12,873.06	113.55

Fund: 150 - LIBRARY FUND

Account Number		2024	2025	2025 Budget	Budget Status	% of Budget
		Actual 12/31/2024	Actual 02/28/2025			
150-00-55110-110-000	LIBRARY - SALARY	60,120.00	9,120.00	59,280.00	50,160.00	15.38
150-00-55110-120-000	LIBRARY - WAGES	81,957.54	12,904.64	89,115.26	76,210.62	14.48
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	0.00	246.00	0.00	-246.00	0.00
150-00-55110-131-000	LIB - BENEFITS RETIRE	7,255.50	1,130.21	7,067.14	5,936.93	15.99
150-00-55110-132-000	LIB - BENEFITS SOC SEC	10,609.77	1,676.94	11,352.24	9,675.30	14.77
150-00-55110-133-000	LIB - HEALTH/DENTAL	0.00	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	159.37	101.88	350.00	248.12	29.11
150-00-55110-135-000	LIB - LIFE INS	765.24	48.96	700.00	651.04	6.99
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	0.00	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	2,597.59	0.00	2,000.00	2,000.00	0.00
150-00-55110-220-000	LIB - UTILITIES	13,244.32	2,511.16	15,700.00	13,188.84	15.99
150-00-55110-221-000	LIB - TELEPHONE	8,503.17	827.38	7,000.00	6,172.62	11.82
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	14,759.75	750.00	12,500.00	11,750.00	6.00
150-00-55110-240-100	LIB JANITORIAL EXPENSES	1,346.22	261.40	1,000.00	738.60	26.14
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	0.00	0.00	0.00	0.00	0.00
150-00-55110-290-000	LIB - PROGRAMMING	4,926.86	23.89	3,000.00	2,976.11	0.80
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	1,129.12	235.12	700.00	464.88	33.59
150-00-55110-292-000	LIB - COPY MAINT	3,481.01	241.54	3,000.00	2,758.46	8.05
150-00-55110-293-000	LIB - LINK	23,730.17	22,478.00	22,478.00	0.00	100.00
150-00-55110-310-000	LIB - OFFICE SUPPLY	2,840.45	279.75	4,000.00	3,720.25	6.99
150-00-55110-311-000	LIB - POSTAGE	306.36	0.00	400.00	400.00	0.00
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,745.80	484.78	2,000.00	1,515.22	24.24
150-00-55110-330-000	LIB - TRAVEL & TRAIN	1,522.38	0.00	1,000.00	1,000.00	0.00
150-00-55110-341-000	LIB - BOOKS ACQUISITION	25,237.73	2,191.30	23,000.00	20,808.70	9.53
150-00-55110-342-000	LIB - AV ACQUISITION	4,752.81	288.55	5,000.00	4,711.45	5.77
150-00-55110-343-000	LIB - ELEC ACQUISITION	4,703.40	3,006.75	3,000.00	-6.75	100.23
150-00-55110-344-000	LIB - MISC ACQUISITION	33.12	0.00	150.00	150.00	0.00
150-00-55110-390-000	LIB - MISC EXPENSES	483.63	79.99	500.00	420.01	16.00
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	0.00	3,800.00	3,500.00	-300.00	108.57
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	1,000.00	1,000.00	0.00
150-00-55110-800-000	LIB - EQUIPMENT	7,707.65	0.00	0.00	0.00	0.00
150-00-55110-810-000	LIB - CAPITAL	0.00	0.00	0.00	0.00	0.00
150-00-55110-820-000	LIB - BUILDING FUND	0.00	0.00	0.00	0.00	0.00
150-00-55130-000-000	LIBRARY - OTHER	52.95	0.00	170.00	170.00	0.00
CULTURE, RECREATION AND EDU.		284,971.91	62,688.24	279,812.64	217,124.40	22.40
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		284,971.91	62,688.24	279,812.64	217,124.40	22.40
Net Totals		6,244.97	45,184.82	-184,812.64	-229,997.46	-24.45

Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addn's/Withd rawl	Proration of Admin Fee	Interest/ Dividend Income	UnRealized Gains/(Losses)	Realized Gains/Losses	Ending Market Value
January 31, 2023	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ (19.97)	\$ 8.70	\$ 2,492.50	\$ -	\$ 52,481.23
February 28, 2023	\$ 52,481.23	\$ -	\$ 52,481.23	\$ (60.59)	\$ 57.72	\$ (1,245.13)	\$ -	\$ 51,233.23
March 31, 2023	\$ 51,233.23	\$ -	\$ 51,233.23	\$ (59.02)	\$ 214.24	\$ 522.25	\$ -	\$ 51,910.70
April 30, 2023	\$ 51,910.70	\$ -	\$ 51,910.70	\$ (60.97)	\$ 61.11	\$ 767.04	\$ (439.82)	\$ 52,238.06
May 31, 2023	\$ 52,238.06	\$ -	\$ 52,238.06	\$ (60.10)	\$ 62.15	\$ (647.71)	\$ -	\$ 51,592.40
June 30, 2023	\$ 51,592.40	\$ -	\$ 51,592.40	\$ (59.36)	\$ 327.96	\$ 1,555.92	\$ -	\$ 53,416.92
July 31, 2023	\$ 53,416.92	\$ -	\$ 53,416.92	\$ (61.45)	\$ 20.50	\$ 1,275.63	\$ -	\$ 54,651.59
August 31, 2023	\$ 54,651.59	\$ -	\$ 54,651.59	\$ (62.76)	\$ 67.12	\$ (993.34)	\$ -	\$ 53,662.61
September 30, 2023	\$ 53,662.61	\$ -	\$ 53,662.61	\$ (61.56)	\$ 168.54	\$ (1,792.76)	\$ 13.58	\$ 51,990.40
October 31, 2023	\$ 51,990.40	\$ -	\$ 51,990.40	\$ (60.36)	\$ 138.45	\$ (1,020.61)	\$ (102.82)	\$ 50,945.05
November 30, 2023	\$ 50,945.05	\$ -	\$ 50,945.05	\$ (58.73)	\$ 74.01	\$ 2,996.95	\$ -	\$ 53,957.28
December 31, 2023	\$ 53,957.28	\$ -	\$ 53,957.28	\$ (61.99)	\$ 375.63	\$ 2,021.20	\$ -	\$ 56,292.11
January 31, 2024	\$ 56,292.11	\$ -	\$ 56,292.11	\$ (64.68)	\$ 19.14	\$ (39.32)	\$ -	\$ 56,207.26
February 29, 2024	\$ 56,207.26	\$ -	\$ 56,207.26	\$ (64.44)	\$ 67.80	\$ 1,349.58	\$ -	\$ 57,560.20
March 31, 2024	\$ 57,560.20	\$ -	\$ 57,560.20	\$ (65.96)	\$ 217.99	\$ 1,246.16	\$ 21.63	\$ 58,980.02
April 30, 2024	\$ 58,980.02	\$ -	\$ 58,980.02	\$ (69.23)	\$ 74.12	\$ (1,733.65)	\$ 8.95	\$ 57,260.21
May 31, 2024	\$ 57,260.21	\$ -	\$ 57,260.21	\$ (68.49)	\$ 75.76	\$ 1,664.86	\$ -	\$ 58,932.34
June 30, 2024	\$ 58,932.34	\$ -	\$ 58,932.34	\$ (73.04)	\$ 313.83	\$ 104.80	\$ 19.18	\$ 59,297.12
July 31, 2024	\$ 59,297.12	\$ -	\$ 59,297.12	\$ (72.24)	\$ 73.80	\$ 1,366.65	\$ -	\$ 60,665.32
August 31, 2024	\$ 60,665.32	\$ -	\$ 60,665.32	\$ (73.82)	\$ 88.06	\$ 666.51	\$ 192.42	\$ 61,538.49
September 31, 2024	\$ 61,538.49	\$ -	\$ 61,538.49	\$ (77.82)	\$ 204.43	\$ 838.91	\$ -	\$ 62,507.00
October 31, 2024	\$ 62,507.00	\$ -	\$ 62,507.00	\$ (75.91)	\$ 100.21	\$ (1,118.18)	\$ -	\$ 61,413.13
November 30, 2024	\$ 61,413.13	\$ -	\$ 61,413.13	\$ (74.75)	\$ 95.16	\$ 1,920.47	\$ -	\$ 63,354.00
December 31, 2024	\$ 63,354.00	\$ -	\$ 63,354.00	\$ (76.90)	\$ 519.95	\$ (2,075.24)	\$ -	\$ 61,721.81
January 31, 2025	\$ 61,721.81	\$ -	\$ 61,721.81	\$ (75.02)	\$ 23.05	\$ 1,363.77	\$ -	\$ 63,033.60



2352 S Park St Ste 302
Madison, WI 53713
(608)-441-3060
info@safercommunities.net

Liability Waiver for OAK Box Installation

I, Samantha Seeman (Name), hereby acknowledge and agree that I am voluntarily participating in the installation of an OAK Box on my property by the nonprofit organization, Safe Community Coalition of Madison and Dane County, Inc (Referred to as "Safe Communities"), and that I am aware of the potential risks and hazards associated with such installation.

I understand and agree that Safe Communities is not responsible or liable for any damage to my property that may occur during the installation of the OAK Box. I agree to release, indemnify, defend, and hold harmless Safe Communities and its officers, directors, employees, and agents from any and all claims, damages, losses, expenses, and liabilities arising out of or in connection with the installation of the OAK Box, including but not limited to, any damage to my property or personal injury.

I acknowledge that I have had the opportunity to ask any questions and have them answered to my satisfaction and that I have read and fully understand the terms of this waiver. I voluntarily and knowingly waive any and all claims against Safe Communities arising out of the installation of the OAK Box.

This waiver is binding and enforceable and shall be governed by the laws of the state in which the OAK Box is installed. I have read this waiver, understand its terms and sign it voluntarily and without coercion.

Signature: _____

Organization Name: Cambridge Community Library

Date: _____



O.A.K Box Partnership Form

Thank you for agreeing to house an O.A.K Box at your organization! As one of over 100 partners hosting O.A.K. box locations, you are part of a community-wide effort to ensure that all Dane County residents are minutes away from a lifesaving dose of naloxone.

We have created a document that briefly goes over everything inside of your O.A.K. Box. If you have any questions don't hesitate to reach out.

<https://bit.ly/3Vmaddl>

We have requests of you, as host site, to help us ensure that boxes are fully stocked, in good working order and that people seeking naloxone are aware of publicly available locations. Would you please:

- promote your O.A.K Box location on social media using the social media kit/resources provided by Safe Communities (if your O.A.K. box location is open to the public)
- Ensure that a supply of materials and instructions are consistently available at this O.A.K. Box. Please jump on the Safe Communities' website to request a refill if you're running low on naloxone or other materials. Do this before you are completely out to ensure you always have the materials. <https://safercommunity.net/kf-oak-boxes/>
- Report any issues or damages regarding the O.A.K Box to info@safercommunity.net

Here at Safe Communities, we will:

- Provide naloxone to keep your O.A.K. box stocked. Once you've made a request, naloxone will be delivered to you within 72 hours (unless we notify you).
- Provide social media, newsletter/bulletin articles and other promotional resources at your request to help you (and us!) get the word out about your O.A.K. box location (if you're a public site).
- Biannually, check in with you by phone or email about how things are going.

Would you like us to install the box?

Yes

No

NOTE: Naloxone doesn't do well in cold or hot locations, so we can only site O.A.K boxes in a temperature-controlled environment. Sorry!

O.A.K. Box host agreement: *Sure, the partnership tasks listed above work for us! If we decide, down the road, that we'd like to stop hosting the O.A.K. box for whatever reason (not working for us, moving, change in staffing), we'll contact Safe Communities to arrange to have the box picked up.*

Organization Name: Cambridge Community Library

Authorized Signature: _____

Printed Name: Samantha Seeman

Date: _____

Safe Communities Coalition of Madison and Dane County, Inc.

Authorized Signature: _____

Printed Name: _____

Date: _____

March 4, 2025

Samantha Seeman, Library Director
Cambridge Community Library
101 Spring Water Alley
Cambridge, WI 53523

RE: Drive- Up Window Replacement
101 Spring Water Alley, Cambridge, WI

Dear Samantha,

Vogel Bros. Building Co. will provide the following scope of work for the Lump Sum Price of **Twenty-Six Thousand Four Hundred Ninety-Two Dollars (\$26,492)**, subject to additions and deductions by Change Order.

Work Included:

- Remove existing window and drive-up transaction box
- Rework existing casework and countertop on exterior wall to allow for new drive-up sliding window
 - Patch & paint interior wall
 - Patch vinyl base around casework
- Remove existing window & transom above transaction box
- Provide & install new sliding drive-up window & transom
 - Install sliding window at elevation to match the elevation of the existing transaction box
 - Trim new window exterior to match existing wood trim
 - Patch & paint exterior EIFS to match existing texture and color

Work Not Included:

- Any design & engineering or permits
- Any exterior work other than directly at the transaction box and window directly above
- Patching & painting of any other interior walls
- Any flooring finishes
- Any electrical, plumbing, HVAC, or fire protection work
- Any work not listed above

Assumptions/Clarifications:

- Assumes the existing transaction box is not hard-wired and can be unplugged to be removed
- Assumes all work to be completed during regular business hours (M – F 7:00am – 3:30pm)
- Assumes Vogel Bros will have access to the facility during regular business hours (M – F 7:00am – 3:30pm)

Cost Breakdown:

• General Conditions / Supervision	\$3,104
• Carpentry	\$6,900
○ Window demo	
○ Dust protection and barriers	
○ Rework casework and countertop	
○ Window caulking	
○ Window trim	
○ Cleanup after work has been completed	
• Project Management	\$320
• New window & installation	\$9,580
• Patching & painting interior and exterior	\$2,750
• Carpentry materials	\$1,000
○ Window trim	
○ Caulk	
○ hardware	
○ Construction barriers	
• General Contractors Fee	\$2,365
• Insurance	\$473

Grand Total **\$26,492**

Date of Commencement and Substantial Completion:

The date of commencement of the Work shall be mutually agreed upon by Cambridge Community Library & Vogel Bros.. Substantial Completion of the Work shall be achieved not later than (2) weeks from commencement.

Payment Terms:

Net 30 days from billing date. Finance charge of 1.5% per month on all past due balances.

Other Provisions:

Pricing is valid for 30 days from the date of this letter agreement

Indemnification:

To the fullest extent permitted by law, Vogel Bros. Building Co. shall defend, indemnify and hold harmless the Owner and its agents, consultants, and employees from all claims for bodily injury and property damage that may arise from the performance of the Contract Work to the extent of the negligence attributed to such acts or omissions by Vogel Bros. Building Co., its subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

Insurance:

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and property insurance written on a builder's risk "all-risk" or equivalent policy form comprising the total value of the entire project.

Counterparts:

The undersigned parties agree that this Agreement may be executed in multiple counterparts, each of such counterpart shall be deemed to constitute one and the same instrument and each of said counterparts shall be deemed an original hereof. Facsimile and electronic PDF signatures of this Agreement shall be treated as original signatures.

This Agreement is entered into as of the day and year first written above.

OWNER:

Cambridge Community Library

CONTRACTOR:

Vogel Bros. Building Co.

Authorized Signature

Authorized Signature

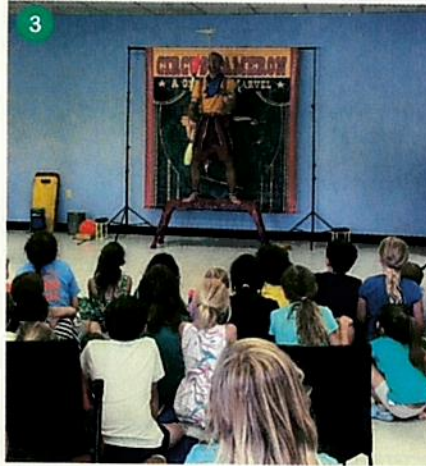
Print Name, Title

Print Name, Title

If you have any questions regarding this Agreement, please contact Jason Eyler at 608.241.5454.

2024 IN REVIEW

CAMBRIDGE COMMUNITY LIBRARY



1. A full table at our Annual Turkey BINGO program
2. Countdown to Noon Year
3. Entertainment from Circus performer " " during our Summer Library Program
4. Showing off costumes and crafts at our Halloween Party
5. Learning Spanish words at Bilingual Storytime with special guest Marti
6. 2nd Graders show off the books they created that were on display at the library throughout the summer
7. Cambridge Public Works showing off one of their vehicles during a Storytime
8. Petting snakes at another Summer Library Program
9. A family enjoys snacks and games at Family Game Night
10. Siblings explore Wii Sports at Video Game Day

Library Director,
Samantha Seeman



Library Board of
Trustees

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

OUTREACH

In collaboration with CAP, the Cambridge School District and Cambridge PTO, an initiative targeting children ages 3-4 and their families kicked off in September. The goal is to train parents how to prepare their children for school through play activities. Monthly Learn & Play meetings were held at the Library.

In December, Book Club members donated feminine hygiene products to the Food Pantry as part of their annual Holiday meeting



ACHIEVEMENTS

In November, we unveiled a new World Language Collection, which includes over 230 fully Spanish and Bilingual Spanish/English books for children in a variety of formats. This collection was started due in part to a donation in memory of Lucy Flynn.

Far Left: Our new World Language Collection on launch day.

Left: The Flynn family made our collection launch a special family event; family members of Lucy Flynn pictured here at our Bilingual Storytime

Below Right & Above: Our Makerspace cabinet and desk/stools thanks to a grant through Cambridge Foundation.

Top Right: Kerry Marren accepts book club donations at the food pantry



Our brand new World Language Collection was launched in memory of Lucy Flynn, pictured here.

Our long awaited Makerspace was finally opened at the end of 2024. Thanks to the Cambridge Foundation for approving a grant to purchase the furniture and materials to launch this space. It will be used for various creative outlets, programs and community projects.



2025 GOALS

- Update and replace Drive-Up window for easier transactions
- Expand World Language Collection
- Expand Makerspace services/supplies and create Community Projects through the space
- Launch an Instagram account to better reach our younger users

2024 IN REVIEW

QUICK STATS

250+ signups for Summer Library Program up from just over 100 in 2023

ADVENTURE
— BEGINS AT —
YOUR LIBRARY.



3,026 PEOPLE ATTENDED 159 PROGRAMS

350 more Overdrive checkouts than 2023



1,660 more library visits than last year

396 more people than 2023, and 29 more programs



4,735 people logged on to our computers this year



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

40,438 items circulated



57% of checkouts are from our own collection



101 Spring Water Alley
Cambridge, WI 53523

(608) 423-3900
camlibmail@gmail.com

BEHIND THE SCENES

VOLUNTEERS

We are fortunate to have a group of volunteers who dedicated over **220** hours re-shelving returns and assisting with programs

Thank you!

**Cathy, Cheryl, Bruce,
Autumn, Scarlett, Aurora,
Evan & Paula**
for your service!

Cambridge Community
Library Staff, 2024

Director - Samantha

Youth Librarian - Patty

Library Assistants - Bev, Robin,
Stephanie

Cataloger - Kayla

Pages - Elise, Scarlett

Friends of the Library

In 2024, The Friends of Cambridge Community Library donated **\$4150** to assist with a number of programs, services and projects:

- Enrichment passes
- Summer Reading kickoff event (Zoozort) & grand prizes
- Rotating Audiobook and Large Print collection memberships
- Special programs: Halloween Party, Turkey Bingo & Graham Cracker Houses
- Re-upholstered YA Couches



The Friends annual fundraising events (Book Sale and Craft Fair), collection of Piggly Wiggly receipts, and book cart sales raised **\$25,000!**

THANK YOU FOR YOUR SUPPORT

daily anonymous
donors who
contribute to the
counter donation jar

Thorson Family

Lathrop Family

Shirley Rucks

Jennifer Trendel

The Lucas Family in memory of Mary K. Pecoraro
for materials on grief and loss



South Central Library System

1650 Pankratz Street • Madison, WI 53704
608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 5, 2025
To Library Board & Director, **Cambridge (CBR)**
From Tracie Miller, South Central Library System
RE: 2025 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2024 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2026 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Dodge	\$19.85	Yes	No
Green	\$19.87	Yes	No

1. Please indicate **above** whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO IN THE TABLE ABOVE**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2025, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2026. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 30, 2025.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.



The **Cambridge (CBR)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

Signature of Library Board President

Date

Signature of Library Director

Date