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Cambridge Community Library Board of Trustees
Monthly Agenda for March 2024
On March 13th at **6:30PM**
Amundson Community Center Room

CALL TO ORDER

ROLL CALL

INTRODUCTION OF GUESTS -

PUBLIC INPUT (15 minutes maximum)

APPROVAL OF MONTHLY REPORTS:

Library Board Minutes
Director's Report
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. Naming Rights Policy Draft Review & Approval
2. Art / Display Policy Review

OLD BUSINESS

1. Trustee Bylaws Approval
2. Annual Report 2023

NEW BUSINESS

1. Friends of the Library Friendly event
2. Adjacent County Reimbursements
3. Board Policy Writing Retreat
4. Donations and Gifts

NEXT MEETING DATE: April 10th, 2024

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
February 21, 2024
6:30 PM

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

Call to Order: President Trendel called the meeting to order at 6:30 PM.

Introduction of Guests: Talia Schorr, Bob Salov, and Janice Redford

Public Input: Talia Schorr spoke about Mary Gjermo being the first librarian at the Cambridge Community Library and she should be honored. Bob Salov stated that Mary offered leadership to our youth. She was an example of doing and making a difference. The effort of the new library is all Mary. She was a hero to Bob. Janice Redford is a past teacher in Cambridge and had Mary as a student. She is supportive of the library in general. Bob Salov indicated that he is willing to participate in any way to help facilitate the changing of the library's name. He feels strongly about this. Bob Salov doesn't see this as a "right, but honoring her".

Approval of Monthly Reports: Trustee Redington made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report) seconded by Trustee Hollenbeck. Discussion. Director Seeman indicated that she, Trustee Martin and Trustee Hollenbeck have found uncashed donation checks in a stack of paperwork. The 3 checks are from 2017 and 2020. Director Seeman hopes to make a decision for the open Circulation position next week. At this time, only one person has applied for the open Page position. Roll call vote. Passed unanimously. Monthly reports approved.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Simdon-Budewitz. Discussion. Trustee Hollenbeck asked to have the month prior's Budget Comparison report added to the packet moving forward. This way the board can review and track. Roll call vote. Passed unanimously. Treasurer report approved.

Village Report: Representative Kate McGinity spoke at the Village Board meeting regarding broadband issues. The Board changed rental fees for the Amundson Center. Tim Phelps left the Village Board and has been replaced by Kristin Blackwood.

Friends of the Library Report: The annual meeting was held 1/25/24. Bruce Sommers, Treasurer, may be stepping down due to work, but is trying to stay on. March membership drive is coming up.

School District Report: There are 2 open seats for the School Board plus one vacancy to fill. The District Technology Administrator has resigned after 19 years.

Actions Agenda:

Policies

1. Appropriate Library Use Policy Review & Approval-Trustee Hollenbeck made a motion to discuss after review of all the policies, seconded by Trustee Simdon-Budewitz. Discussion. Add policies discussed and reviewed every X years. Add approval date to policy. Approved.
2. Naming Rights Policy Review-First look to review policies from other libraries. Draft will come to the March meeting. Sun Prairie Library is a good template for the policy. A lot of libraries have similar policies. The Board is also looking to add the time period of naming for the policy. Rebranding is not free. Everyone must understand the cost involved. It is significantly expensive. Bob Salov asked for the draft of the policy. Director Seeman will check with SCLS for rules on publishing meeting packets and drafts.

Old Business

1. Trustee Bylaws Approval-Trustee Redington made a motion to bring approval of the Bylaws to the table for discussion, seconded by Trustee Hollenbeck. Discussion. Trustee Hollenbeck made a motion to amend the Bylaws Section 4 to include 3 consecutive terms and update Section 5 to reflect this. Motion seconded by Trustee Redington. Approved unanimously. Trustee Redington made a motion to amend Article 3 Section 5 to read, "The Treasurer shall review the 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, his/her duties shall be performed by such other members of the Board as the Board may designate"-and Article 1 Section 1 refer to "The Library Board" throughout the document. Motion seconded by Trustee Simdon-Budewitz. Approved. Trustee Redington made a motion to table the approval of Trustee Bylaws until the March meeting, seconded by Trustee Hollenbeck. Discussion. Approved.
2. Budget 2024-There was a discrepancy found by the Village Treasurer. \$17,853 was approved but short \$13082.86. Will leave as is since the budget is an estimate.
3. Strategic Plan-Link to Google Drive was sent out with all the work done with Shawn Brommer. Director Seeman will work with her to finalize the plan so that it can be posted.

New Business

1. Donations & Gifts-\$171.00 was counted and deposited from the donation box, in the library, on 2/5/24.

President Trendel made a motion to go into Closed Session, seconded by Trustee Hollenbeck. Approved.

Convene into Closed Session per 19.85(1)(f) of the Wisconsin Statutes to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Trustee Hollenbeck made a motion to reconvene into Open Session, seconded by Trustee Martin. Approved

Reconvene into Open Session

2. Possible Action Taken on Closed Session Items-For the record, Director Seeman found 3 uncashed donation checks. 2017-\$4,000. 2017-\$3,637.07. 2020-\$500. She will follow up with donors.

Upcoming meetings:

3/13/24 6:30 PM-next monthly library board meeting.

Trustee Redington made a motion to adjourn, seconded by President Trendel at 9:21 PM. Approved.

Submitted by Kristin Martin

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

Programs @ the Library

- Our regular Monday Night Book Club was held on February 12th this month. We discussed the historical fiction novel, *The Christie Affair* by Nina De Gramont. There were 17 members present for this discussion. Our next book, *Pineapple Street* by Jenny Jackson, will be discussed on Monday March 11th.
- Friday Flicks was on February 17th and we showed the movie *The Hill* with 11 people attending. The next movie (being held on March 15th) is *Waitress*.
- Storytime stats
 - Cow story time 2/2; 23 children + 8 adults= 31
 - Dr. Seuss story times 2/7 and 2/9; 27 children + 15 adults= 42
 - Love story times 2/14 and 2/16; 25 children + 14 adults= 39
 - Leap story times 2/21 and 2/23; 35 children + 18 adults= 53
 - Pig story time 2/28; 5 children + 4 adults= 9
- Scrabble meets every Tuesday at 2pm.
 - 2/6 (6) 2/13 (6) 2/20 (6) 2/27 (2)= 18
- Chess Club met this month and had 6 members attend.
- We had a Pete the Cat Party at the library, scheduled the same night as the tornado weather, so we only had 10 people show up for that. We plan to re-run that at another time.
- (2) Parent Toddler classes were held this month. A patron, Amanda, asked if she could try it out and was set-up for a four week class. For the month of February, we had 10 people attend over those two classes.
- We hosted a Teen Cricut Workshop on Leap day (2/29) and had 3 people attend.
- On 2/9/24 our Youth Services Librarian attended the Child Development Day at CES. They reported 18 people stopping by the library's table.
- For the month of February, we put out supplies and had patrons write 'Letters to Our Elders.' London Lodge partnered with us for this, and picked up over 12 cards made for their residents. They said it was a big hit, and that they may be interested in partnering with us a few times a year to do more things like this.

Continuing Education / Training

- Since the library hired a new Library Assistant this month, we spent some time prior to their first shift working on training. I developed a four(ish) day training plan for them, which will hopefully set them up nicely.

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

Gifts / Donations / Monies Received

- Quill sent us a refund check for \$24.99. It was brought upstairs and deposited on 2/14.
- Shirley Rucks made a \$500 donation. I also returned to her the uncashed check from 2020 that we found. She said that this was fairly typical. It seemed like her donations got lost a lot. She actually was curious about last year's check, since it seemed that was never cashed either. Her 2024 donation of \$500 was brought upstairs and deposited on 2/19/24
- Jefferson County Reimbursement check came in on 2/16/24, in the amount of \$100100. It was deposited upstairs with the Village on the same day, 2/26/24.
- City of Monona sent a \$33 check for a lost book, deposited on 2/27/24.
- Dane County Reimbursement check came in on 2/27/24 in the amount of \$57,803. It was brought up to the Village for deposit on 2/28/24.
- Rhyme sent us a refund check for the printers and toners that they took with them on installation day. It was in the amount of \$200, and it was brought up to the Village for deposit on 2/29/24.

Other Updates

- Hiring Update(s) – We held another week of interviews starting on February 19th. I extended 5 invitations, and interviewed with all five. I was really happy with two of the five applications, so I have extended an offer, and it was accepted. We had a new Library Assistant start training on February 29th, and continued training the week of March 4th. Their first official day on shift is March 11th. I will work the same shift schedule on their days until they are comfortable opening and closing alone, so that they have someone to lean on while still learning.
- In regards to the page position, at this time, I have received (1) application so far. I want to wait one more week before I make an offer to that applicant. My goal is to have them on boarded and ready to start by mid-March.
- The Annual Report for 2023 has been signed and submitted. A copy of the complete report is included in the packet, and uploaded on the Trustee Google Drive folders.
- April 7th-13th is National Library Week (with National Library Worker's Day falling on Tuesday the 9th). Since everyone on staff ends up at the Library on Wednesdays, I am thinking that I will bring in some treats and stuff for the staff to celebrate.

Upcoming Time Off / Out of Building

- Saturday March 23rd - I will be training new Library Assistant so I will have a day that week that is a little shorter than normal.
- Thursday March 21st – I will be at the All Director's Meeting for the entire morning (9-12) so I won't be available until the afternoon.

2024 Monthly Statistics													
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
CIRCULATION ACTIVITY													
2024 Total CKO current month	3,578	3,568											7,146
2023 Total CKO current month	3,392	3,388	4,035	3,169	3,638	3,342	3,595	3,586	3,378	3,349	3,225	2,744	40,841
% + or - CKO monthly yr to yr	5.19%	5.04%											
% + or - CKO YTD	5.48%	5.40%											
% CBR Items	54.64%	55.27%											
% SCLS Items	45.36%	44.73%											
Loaned to Other Libraries	2,233	2,410											4,643
Borrowed from Other Libraries	1,623	1,596											3,219
2024 CKI current month	2,565	2,831											5,396
2023 CKI current month	2,449	2,506	3,032	2,562	2,789	2,615	3,115	2,965	2,504	2,713	2,633	2,367	32,250
USE COUNTS													
Patrons: Adult	3,065	3,124											6,189
Patrons: Children	280	209											489
Patrons: Staff	233	235											468
New Patron Registration	16	19											35
Dane County: Village	1,174	1,138											2,312
Dane County: Rural (no lib)	627	516											1,143
Dane County: City (w/ lib)	138	57											195
Jefferson County: Village	67	54											121
Jefferson County: Rural (no lib)	1,438	1,640											3,078
Jefferson County: City/Vil (w/ lib)	125	133											258
Other Counties: Rural (no/ lib)	0	0											0
Other Counties: City/Vil (w/ lib)	9	3											12
HOLD ACTIVITY													
2024 Holds Placed	1,663	1,438											3,101
% YTD change from 2023	5.59%	0.98%											
2023 Holds Placed	1,575	1,496	1,545	1,334	1,271	1,141	1,156	1,165	1,498	1,358	1,310	1,147	15,996
CATALOG ACTIVITY													
Holdings Entered	173	169											342
Holdings Deleted	439	68											507
INTER LIBRARY LOAN													
ILL	3	10											13
MATERIAL TYPE													
Print													
Books: YA/Adult	1,398	1,384											2,782
Books: Juvenile	1,017	1,051											2,068
Magazines: YA/Adult	58	50											108
Magazines: Juvenile	1	1											2
Audio Books													
Books on CD: YA/Adult	11	88											99
Books on CD: Juvenile	1	3											4
Playaway: YA/Adult	7	5											12
Playaway: Juvenile	4	4											8
Audio Music													

	Jan	Feb	March	YTD TOTAL
Expenses				
Materials Expenses	\$ 6,149.95	\$ 2,810.83		\$ 8,960.78
Operations Expenses	\$ 27,167.72	\$ 4,712.45		\$ 31,880.17
Personnel Expenses	\$ 14,554.13	\$ 9,509.03		\$ 24,063.16
Benefits Expenses	\$ 1,729.34	\$ 1,295.90		\$ 3,025.24
Cash Drawer				
Materials	\$ 6.00	\$ 4.50		\$ 10.50
Postage	\$ 11.36	\$ 8.05		\$ 19.41
Programming	\$ 7.98			\$ 7.98
Supplies		\$ 40.87		\$ 40.87
Misc.				\$ -
Janitorial				\$ -

Revenues				
Total Donations		\$ 500.00		\$ 500.00
Total Monies Received	\$ 365.54	\$ 158,228.34		\$ 158,593.88
Donation Box Deposit	\$ 171.00			\$ 171.00
SCLS Foundation				
Interest	\$ 19.14			
Fees	\$ (64.68)			
Gains/Losses	\$ (39.32)			
Cash Drawer Deposits	\$ 157.75	\$ 185.50		\$ 343.25
Faxes	\$ 9.00	\$ 14.50		\$ 23.50
Copies	\$ 183.65	\$ 170.00		\$ 353.65
Laminating		\$ 1.00		\$ 1.00
Earbuds/Flash Drives				\$ -
Card Replacements				\$ -
Lost/Damaged Materials				\$ -

Foundation Previous Month Ending Value	\$56,292.11
Foundation Current Month Ending Value	\$56,207.26

Fund: 150 - LIBRARY FUND

Account Number		2023	2024	2024 Budget	Budget Status	% of Budget
		Actual 12/31/2023	Actual 02/29/2024			
150-00-41111-000-000	PROPERTY TAX - LIBRARY	0.00	0.00	0.00	0.00	0.00
TAXES		0.00	0.00	0.00	0.00	0.00
150-00-43565-000-000	COVID-19 GRANTS	0.00	0.00	0.00	0.00	0.00
150-00-43720-000-000	DANE COUNTY LIBRARY GRANTS	62,336.00	57,803.00	0.00	57,803.00	0.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	472.22	249.80	0.00	249.80	0.00
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	105,100.00	100,100.00	0.00	100,100.00	0.00
150-00-43740-000-000	FOUNDATION GRANT	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES		167,908.22	158,152.80	0.00	158,152.80	0.00
150-00-46190-000-000	LIBRARY FEES & FINES	361.02	307.09	0.00	307.09	0.00
FINES, FORFEITS AND PENALTIES		361.02	307.09	0.00	307.09	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	500.00	0.00	500.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	289.25	0.00	289.25	0.00
150-00-46712-000-000	FAX SERVICE	169.75	14.00	0.00	14.00	0.00
150-00-46713-000-000	BOOK RENTAL	0.00	0.00	0.00	0.00	0.00
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL	24.00	0.00	0.00	0.00	0.00
150-00-46750-000-000	IN KIND CONTRIBUTIONS - VILL	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		7,193.82	803.25	0.00	803.25	0.00
150-00-48130-000-000	INTEREST INCOME - LIBRARY	1.32	0.00	0.00	0.00	0.00
150-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM	1,047.04	0.00	0.00	0.00	0.00
150-00-48830-000-000	SOUTH CENTRAL LIB SYS	780.60	0.00	0.00	0.00	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	500.00	0.00	0.00	0.00	0.00
150-00-48900-000-000	MISC REVENUES	633.38	183.74	0.00	183.74	0.00
CONTRIBUTED CAPITAL		2,962.32	183.74	0.00	183.74	0.00
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	0.00	0.00	0.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
FRIENDS OF CAMBRIDGE LIBRARY		1,237.00	0.00	0.00	0.00	0.00
Total Revenues		179,662.38	159,446.88	0.00	159,446.88	0.00

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 02/29/2024	2024 Budget	Budget Status	% of Budget
150-00-55110-110-000	LIBRARY - SALARY	60,812.16	8,480.00	0.00	-8,480.00	0.00
150-00-55110-120-000	LIBRARY - WAGES	66,417.00	10,824.63	0.00	-10,824.63	0.00
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	1,975.46	0.00	0.00	0.00	0.00
150-00-55110-131-000	LIB - BENEFITS RETIRE	6,894.06	1,034.86	0.00	-1,034.86	0.00
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	1,439.18	0.00	-1,439.18	0.00
150-00-55110-133-000	LIB - HEALTH/DENTAL	7,646.64	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	38.40	93.25	0.00	-93.25	0.00
150-00-55110-135-000	LIB - LIFE INS	970.24	103.32	0.00	-103.32	0.00
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	26,000.00	0.00	0.00	0.00	0.00
150-00-55110-150-000	LIB - UNEMPLOY COMP	0.00	0.00	0.00	0.00	0.00
150-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING	3,007.56	0.00	0.00	0.00	0.00
150-00-55110-220-000	LIB - UTILITIES	14,011.06	2,069.37	0.00	-2,069.37	0.00
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	1,004.19	0.00	-1,004.19	0.00
150-00-55110-223-000	LIB - INTERNET	0.00	0.00	0.00	0.00	0.00
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	1,043.75	0.00	-1,043.75	0.00
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	0.00	0.00	0.00	0.00
150-00-55110-240-200	LIB - JANITOR EXPENSE	0.00	0.00	0.00	0.00	0.00
150-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY	3,072.26	0.00	0.00	0.00	0.00
150-00-55110-290-000	LIB - PROGRAMMING	4,509.33	272.96	0.00	-272.96	0.00
150-00-55110-290-100	LIB - COULTER DONATION	0.00	0.00	0.00	0.00	0.00
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	636.99	0.00	-636.99	0.00
150-00-55110-292-000	LIB - COPY MAINT	3,986.77	253.00	0.00	-253.00	0.00
150-00-55110-293-000	LIB - LINK	22,649.54	23,642.00	0.00	-23,642.00	0.00
150-00-55110-310-000	LIB - OFFICE SUPPLY	4,800.87	430.98	0.00	-430.98	0.00
150-00-55110-311-000	LIB - POSTAGE	361.72	11.97	0.00	-11.97	0.00
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	392.69	0.00	-392.69	0.00
150-00-55110-330-000	LIB - TRAVEL & TRAIN	821.08	12.00	0.00	-12.00	0.00
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	2,387.01	0.00	-2,387.01	0.00
150-00-55110-342-000	LIB - AV ACQUISITION	5,923.16	399.49	0.00	-399.49	0.00
150-00-55110-343-000	LIB - ELEC ACQUISITION	1,830.31	4,703.40	0.00	-4,703.40	0.00
150-00-55110-344-000	LIB - MISC ACQUISITION	0.00	0.00	0.00	0.00	0.00
150-00-55110-390-000	LIB - MISC EXPENSES	1,868.52	0.00	0.00	0.00	0.00
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	3,406.18	0.00	0.00	0.00	0.00
150-00-55110-511-000	LIB - INS LIABILITY	0.00	0.00	0.00	0.00	0.00
150-00-55110-512-000	LIBRARY - WORKERS COMP	0.00	0.00	0.00	0.00	0.00
150-00-55110-800-000	LIB - EQUIPMENT	0.00	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	0.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION AND EDU.		286,954.72	59,235.04	0.00	-59,235.04	0.00
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		286,954.72	59,235.04	0.00	-59,235.04	0.00
Net Totals		-107,292.34	100,211.84	0.00	-100,211.84	

Fund: 150 - LIBRARY FUND

Dated From: 1/01/2024

Thru: 2/29/2024

Account Number		2024 February	2024 Total
150-00-41111-000-000	PROPERTY TAX - LIBRARY		
TAXES			
150-00-43565-000-000	COVID-19 GRANTS		
150-00-43720-000-000	DANE COUNTY LIBRARY GRANTS	57,803.00	57,803.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	249.80	249.80
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	100,100.00	100,100.00
150-00-43740-000-000	FOUNDATION GRANT		
INTERGOVERNMENTAL REVENUES		158,152.80	158,152.80
150-00-45190-000-000	LIBRARY FEES & FINES	216.09	307.09
FINES, FORFEITS AND PENALTIES		216.09	307.09
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	500.00	500.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE		289.25
150-00-46712-000-000	FAX SERVICE		14.00
150-00-46713-000-000	BOOK RENTAL		
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL		
150-00-46750-000-000	IN KIND CONTRIBUTIONS - VILL		
PUBLIC CHARGES FOR SERVICES		500.00	803.25
150-00-48130-000-000	INTEREST INCOME - LIBRARY		
150-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM		
150-00-48830-000-000	SOUTH CENTRAL LIB SYS		
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT		
150-00-48900-000-000	MISC REVENUES	182.74	183.74
CONTRIBUTED CAPITAL		182.74	183.74
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY		
150-00-49100-000-000	STAFF OUTSIDE GRANT		
FRIENDS OF CAMBRIDGE LIBRARY			
Total Revenues		159,051.63	159,446.88

Fund: 150 - LIBRARY FUND

Dated From: 1/01/2024

Thru: 2/29/2024

Account Number		2024 February	2024 Total
150-00-55110-110-000	LIBRARY - SALARY	4,240.00	8,480.00
150-00-55110-120-000	LIBRARY - WAGES	5,358.63	10,824.63
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE		
150-00-55110-131-000	LIB - BENEFITS RETIRE	529.85	1,034.86
150-00-55110-132-000	LIB - BENEFITS SOC SEC	715.49	1,439.18
150-00-55110-133-000	LIB - HEALTH/DENTAL		
150-00-55110-134-000	LIB - FLEX BENEFIT	5.75	93.25
150-00-55110-135-000	LIB - LIFE INS	51.66	103.32
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS		
150-00-55110-150-000	LIB - UNEMPLOY COMP		
150-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING		
150-00-55110-220-000	LIB - UTILITIES	1,956.88	2,069.37
150-00-55110-221-000	LIB - TELEPHONE	503.32	1,004.19
150-00-55110-223-000	LIB - INTERNET		
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	750.00	1,043.75
150-00-55110-240-100	LIB JANITORIAL EXPENSES		
150-00-55110-240-200	LIB - JANITOR EXPENSE		
150-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY		
150-00-55110-290-000	LIB - PROGRAMMING	113.09	272.96
150-00-55110-290-100	LIB - COULTER DONATION		
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	636.99	636.99
150-00-55110-292-000	LIB - COPY MAINT	253.00	253.00
150-00-55110-293-000	LIB - LINK	23,642.00	23,642.00
150-00-55110-310-000	LIB - OFFICE SUPPLY	292.38	430.98
150-00-55110-311-000	LIB - POSTAGE	11.97	11.97
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	44.00	392.69
150-00-55110-330-000	LIB - TRAVEL & TRAIN		12.00
150-00-55110-341-000	LIB - BOOKS ACQUISITION	1,203.05	2,387.01
150-00-55110-342-000	LIB - A/V ACQUISITION	198.84	399.49
150-00-55110-343-000	LIB - ELEC ACQUISITION	4,703.40	4,703.40
150-00-55110-344-000	LIB - MISC ACQUISITION		
150-00-55110-390-000	LIB - MISC EXPENSES		
150-00-55110-400-000	LIB - STAFF GRANT EXP		
150-00-55110-510-000	LIB - INS PROPERTY		
150-00-55110-511-000	LIB - INS LIABILITY		
150-00-55110-512-000	LIBRARY - WORKERS COMP		
150-00-55110-800-000	LIB - EQUIPMENT		
150-00-55110-810-000	LIB - CAPITAL		
150-00-55110-820-000	LIB - BUILDING FUND		
150-00-55130-000-000	LIBRARY - OTHER		
CULTURE, RECREATION AND EDU.		45,210.30	59,235.04

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Statement of Revenues & Expenditures - Detail

Page: 3
ACCT

Fund: 150 - LIBRARY FUND

Dated From: 1/01/2024
Thru: 2/29/2024

Account Number	2024 February	2024 Total
150-00-57000-000-000	CAPITAL OUTLAY-Equipment	
=====		
CAPITAL OUTLAY-Equipment		
=====		
	Total Expenses	59,235.04
=====		
Excess of Revenues Over (Under) Expenditures	113,841.33	100,211.84

Naming Rights Policy

Cambridge Community Library

I. Purpose

- A. The Cambridge Community Library may recognize, as appropriate, the generosity of certain individuals and other donors by naming meeting rooms, reading areas, study rooms, special use areas, equipment, collections, and any other interior or exterior spaces. Naming opportunities are also available to honor a person's significant service to the Library, to the community, or to society at large.
- B. The Library Board recognizes that naming a collection or portion of a facility is a decision of immense importance. Therefore, making these decisions is undertaken with an appreciation for that significance. The Library Board will make decisions regarding naming rights in the best interest of the Library. The Library Board has the right to decline any gift to the Library or reject any naming proposal.

II. General Guidelines

- A. Appropriate contributions for such naming opportunities will be at the discretion of the Library Board and will be determined by project cost, actual cost of equipment, furniture, construction, and on-going operating costs, depending on the specific area or item.
- B. The Library Board has the sole right to name or rename collections or facilities. The Library Board will review, consider and approve or decline all such proposals. The Library Board may refuse any financial or in-kind donation if it is deemed not to be in the best interests of the Library.
- C. Naming rights carry no power of direction or implied power of direction to the Library on matters of personnel, policies, or any other library processes or activities.
- D. All naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the Library Board, unless otherwise established in the naming rights agreement between the Library and the donor.
- E. When a named collection, facility, or portion of a facility has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors as directed by the Library Board.
- F. In the event the room or building is significantly altered, the Library Board may carry the name forward in a similar capacity. The Library Board also reserves the right to add or alter gift recognition, including naming. If the library facility or portion thereof is relocated, substantially remodeled, or converted to use other than its original use, it may be renamed to reflect the association of new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.

- G. Generally, the Library does not allow the naming of a collection, facility or portion of a facility after a living person.
- H. In the event that agreed upon funding to constitute a naming opportunity ceases before the agreed time or amount, the Library Board may discontinue the use of the benefactor's name.
- I. The Library Board reserves the right to terminate or alter a naming designation under unusual circumstances, or if an individual or organization named comes into disrepute at the Library or in the community at large.
- J. The Library Board recognizes the importance and significance of the Cambridge community. In that spirit, The Cambridge Community Library shall not be renamed.

III. Procedure

- A. The President of the Library Board shall charge the Library Board Development Committee to review and make recommendations to the full Library Board for naming opportunities.
- B. The Committee shall consider compliance with the established naming rights policy; whether the donation is from a potentially controversial source (e.g. tobacco, alcohol, etc.); appropriate signage; compliance with the required approval process for accepting donations; and any other relevant factors.
- C. A Naming Rights Agreement shall be created, approved by the Library Board, and signed by the Library Board President and the individuals, corporations, foundations, or other donors who have proposed the naming rights. The terms of the Naming Rights Agreement shall be based upon the definitions and guidelines in this Naming Rights Policy.
- D. All such recommendations for naming shall be submitted to the Library Board of Trustees in writing. The request shall contain justification compliant with the criteria and objectives outlined in this policy. The Library Board will review, research, and act upon any proposals submitted.
- E. Upon approval of the naming by the Library Board, an appropriate dedication ceremony may be planned and conducted. The donor, guests, the media, and the Library Board will be notified for attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials and content.

Adopted:

Cambridge Community Library Board of Trustees

The Cambridge Community Library operates under a Board of Trustees. There are five (5) Board members. Board members are suggested to the Village of Cambridge Board, by the current Library Board, and are appointed by the Village of Cambridge Board. 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 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. He/she is 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 he/she 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 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, three (3) 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 majority of the Library Board is present. For such quarterly meetings, four (4) members shall be necessary to constitute a majority.

Section 7. 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 his/her 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, his/her 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 his/her 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 at the January meeting 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:



I. GENERAL INFORMATION

1. Name of Library Cambridge Community Library		2. Public Library System South Central Library System		
3a. Head Librarian First Name Samantha	3b. 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		12. Library E-mail Address of Director sseeman@cambridgelib.org		
10. Library Phone Number 6084233900	11. Fax Number (608)423-7330	14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0
13. Library Website URL www.cambridgelib.org		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	

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	42	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	2,184	0	0

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	32,430	1,346
2. Electronic Books <i>E-books</i>	168,781	
3. Audio Materials	2,126	40
4. Electronic Audio Materials <i>Downloadable</i>	74,295	
5. Video Materials	4,832	253
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> Puzzles, games	223	
8a. Electronic Collections <i>Locally Owned or Leased</i>	7	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	1	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	70	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	64	

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)	2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	500	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
40,835	13,730		29,372	18,356

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. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	No	a. Method	b. Annual Count	a. Method	b. Annual Count
909	1,405	2,314		Actual Count	564	Actual Count	17,964

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
9	9	Actual Count	1,642	Actual Count	31,462		

8. Website Visits	9. Electronic Collection Retrieval			
	a. Local	b. Other	c. Statewide	d. Total
11,886	3,921	300	48	4,269

10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
2,344	3,572	0	5,916	360

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	60	28	1	26	16	131
Total Attendance	1,001	630	8	375	617	2,631

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	60	28	1	26	16
Total Attendance	1,001	630	8	375	617
Number of Programs	131	0	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total
Total Attendance	2,631	0	131	2,631	

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

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		Cambridge	53523	
2. Kristin	Martin		Cambridge	53523	
3. Paula	Hollenback		Cambridge	53523	
4. Cari	Redington		Cambridge	53523	
5. Jennifer	Simdon-Budawit		Cambridge	53523	
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
 Include vacancies in this count

5

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 \$62,336

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$20		
Jefferson	\$105,100		
Green	\$442		
Dodge	\$5		
Subtotal 2b			\$105,567

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 CE Grant	\$331
Subtotal 4	\$331

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

Name	Amount	Name	Amount
Subtotal 5			

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

\$56,293

7. All Other Operating Income

\$10,974

8. Total Operating Income Add 1 through 7

\$340,951

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$105,000

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		
\$139,673		\$26,564		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$19,253	\$7,041	\$5,923	\$0	\$32,217
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		Fec	\$22,650	
			Subtotal 4	\$22,650
5. Other Operating Expenditures				\$56,752
			6. Total Operating Expenditures Add 1 through 5	\$277,856
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$331

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	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year \$56,649

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year \$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$55,076	40.00
Youth Service Librarian	Librarian (MLS)	MLS (ALA)	\$26,650	25.00
Cataloguer	Copy Cataloger	Other	\$3,536	4.00
Library Assistant	Clerk - Public Services	Other	\$30,965	60.00
Page	Page/Shelver	Other	\$5,200	10.00

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
1.63	0.00	1.63	1.85	3.48

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>			25,661
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
2. Circulation to Nonresidents Living in the Library's County		1,106	6,087
3. Circulation to Nonresidents Living in Another County in the Library System		107	15
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		1,617	16,728
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?	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)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No	No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Columbia	5	f. Rock	2
b. Dodge	0	g. Sauk	5
c. Green	5	h.	
d. Iowa	0	i.	
e. Jefferson	16,726	j.	

XII. TECHNOLOGY

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

1. Self-directed Activities: *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.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	0	1	0
Total Self-Directed Activity Participation	0	48	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2	6	9
Total Self-Directed Activity Participation	330	255	633

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
Robin	Kantzler	robinkantzler@cambridgelib.org

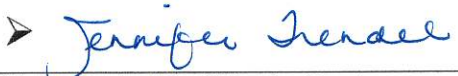
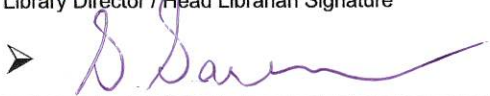
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 country 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	2/21/24
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤ 	Samantha Seeman	2/21/24

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

The Cambridge Community Library Board of Trustees hereby states that in 2023 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	Date Signed
➤ 	Jennifer Trendel	2/21/24

COMMENTS

SECTION II

8a. Electronic Collections (Locally owned or leased)

Ancestry, Creative Bug, Chilton Library, Literature Resource Center, Consumer Reports, Novelist Plus, Transparent Language--2024-02-12

SECTION III

4a. Method Used to Count Reference Transactions

Better tracking of our reference questions. People call for and email questions then they ever use to.--2024-02-13

4b. Reference Transactions

Better tracking of our reference questions. People call for and e-mail more questions then they ever use to.--2024-02-13

Total Young Adult Synchronous Programs

no new programming this year--2024-02-13

Total General Interest Synchronous Programs

no new programming this year--2024-02-13



South Central Library System

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

Date: March 4, 2024
To Library Board & Director, **Cambridge (CBR)**
From Tracie Miller, South Central Library System
RE: 2024 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 2023 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 2025 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$23.79	Yes	No
Green	\$23.79	Yes	No
Jefferson	\$79,571.89	Yes	No
Rock	\$9.51	Yes	No
Sauk	\$23.79	Yes	No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
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, 2024, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2025. 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 29, 2024.**

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

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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