### Board of Trustees – Table of Contents September 11th, 2024

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### Cambridge Community Library Board of Trustees Monthly Agenda for September 2024 On September 11th at **6:30PM**Amundson Community Center Room

CALL TO ORDER
ROLL CALL
INTRODUCTION OF GUESTS – Shawn Brommer (SCLS)
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. Library Board Expansion
- 2. Strategic Plan
- 3. Budget 2025
- 4. Bilingual Collection / Flynn Donation Update

#### **NEW BUSINESS**

- 1. Board Re-appointment
- 2. Open Page position(s)
- 3. Donations and Gifts

NEXT BOARD MEETING DATE: October 9th

**FUTURE AGENDA ITEMS** 

ADJOURNMENT OF LIBRARY BOARD MEETING

## Cambridge Community Library Board of Trustees Monthly Meeting Minutes August 14, 2024 6:30 PM

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

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

Introduction of Guests: Traci Miller SCLS Public Library Consultant

Public Input: None

Trustee Hollenbeck made a motion to move New Business #1 to current, seconded by Trustee Martin. Vote. Approved. Notes below.

**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 Martin. Discussion. Director Seeman highlighted excellent numbers of participation for SLP. Vote. Approved.

Approval of Treasurer's Report: Trustee Simdon Budewitz made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Hollenbeck. Discussion. The SCLS Foundation Report reflects our account to be at \$60,665.32, which is an increase. Roll call vote. Treasurer report approved.

**Village Report:** No board meeting yesterday due to the election. Trustee Hollenbeck reminded the board to get budget information to the Village.

**Friends of the Library Report**: The book sale went well. There were many compliments on the quality of used books that were offered.

**School District Report:** The district is without Spanish teachers. School registration was yesterday. Bill Becker is the new Principal at NMS. School starts September 3.

#### Action Agenda:

#### **Old Business**

Strategic Plan-Shawn Brommer was not able to attend our board meeting. We
will use about 75% of the previous work completed. The Board needs to fill out
the board survey via google link. We will be doing another community survey. It
will run through September 20. The goal is to have a draft by October, with a final

- version for approval, by December. Director Seeman will send the presentation to the Board, via email, that Shawn was going to present tonight.
- Bilingual Collection/Flynn Donation Update-Instead of a name on the shelf, the library will create a nameplate for the materials. Director Seeman has started ordering fiction books for the collection and will start the non-fiction titles. October 4 will be the targeted launch date.
- 3. Non-Fiction Weeding Project-Weeding has started in the computer section so that a process can be determined. It will be time consuming.

#### **New Business**

- Library Board Expansion-According to state statutes, the Board can be up to a 7
  person board-1 school representative, 1 village representative, with
  representatives from the community. Only 2 can live outside the Village. The 2
  new members would need to live within the Village. The Board needs to be able
  to have sub-committees to be more productive.
- 2. Budge 2025-Creating a sub-committee with President Trendel, Trustee Redington and Director Seeman to get it ready for the next meeting.
- 3. Donations and Gifts-Received a \$100 donation, from Nancy Lucas, in the memory of her sister, Mary Pecorero.

#### Upcoming meeting:

9/11/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Redington at 8:07 PM. Approved.

Submitted by Kristin Martin

#### 2024 Director's Report Library Board of Trustees Meeting September 11th @ 6:30pm

#### Updates

- DPI announced on 8/22/24 that Chilton Library would now be a service provided under Badgerlink. Other (new) services under Badgerlink include: Britannica Early Elementary & Young Children (Britannica); Education Source, Hobbies & Crafts Source, Home Improvement Source, Library & Information Science Source, and Points of View Reference Source (all from EBSCO); and ChiltonLibrary (Gale). This means we will not need to renew our subscription with them in December under (under WILS). The subscription will remain through December 31, and then we will need to follow directions (from Badgerlink) how to link resources to our library websites, but at least this is one expense that we will save on this year. I will work with Robin to ensure that the transition is smooth, and that we properly advertise the new resources under Badgerlink.
- SCLS is hosting a Reader's Advisory training at their office in Madison on October 16<sup>th</sup> (a Wednesday). I am sending all the Library Assistants (and Patty) to that training; we have canceled Storytime (for that day) and rescheduled the Halloween Wreath making (originally scheduled for that day). If anyone is around on a Wednesday and would like to help me out that day, I would appreciate any assistance I can get ©

#### Continuing Education / Training

- I filled out a scholarship application (with SCLS) for the WLA Fall Conference this year, which is taking place in November in Green Bay. The scholarship, if accepted, is good for up to \$1000, which includes the registration fee, lodging, mileage and meals. I would be required to write up something for SCLS about what I learned at the conference, and may be called upon to present to others if needed. If accepted, we cannot apply for the scholarship again for three years, but we would have access to a CE Reimbursement application, which can be good for up to \$300 for staff training events.
  - The theme for this year's conference is All In: Include and Innovate, which I think would be extremely beneficial in meeting community and board goals of diversifying our collections, creating a more inclusive environment within the library, and getting our Makerspace up and running by the start of next year.
  - If we do not get the scholarship, I may skip this conference this year because we have other CEs that we can use the staff training budget towards.

#### Staff attended

 InfoSec Cyber Security Training #2 – All staff have completed the second round of cyber security training, provided by SCLS by way of InfoSec.

#### 2024 Director's Report Library Board of Trustees Meeting September 11th @ 6:30pm

#### Gifts / Donations / Monies Received

- The Friends donated \$225 to fund our Halloween Party on October 25<sup>th</sup>. That check was deposited on 9/6/24.
- Someone made a donation of \$16 alongside a damaged item fee. That check was deposited on 9/5/24.

Upcoming Time Off / Out of Building

			# # Attended	Activity Tuma	Oceanizor	T Notice
Date	Tr Activity	Age Group	Tr # Attended	Activity Type	organizer	IT Notes
8/2/2024	Summer Storytime	Kids (under 5)	36	Series	Patty	Hawaii Storytime theme (end of Summer Storytime series)
8/6/2024	Scrabble	All Ages / General	ω	Self-Running		Notes
8/7/2024	Classic Movie Trivia	Adults	0	Single	Stephanie	We don't feel like this was advertised well enough to spark interest. This is something we would like to try again with a bit more specifics
8/12/2024	Monday Night Book Club	Adults	17	Club	Samantha	A Thousand Splendid Suns was the book; next month is a mystery, The Last Thing He Told Me
8/13/2024	Socratic Circle	Adults	5	Club	Stephanie	Moving back to Wednesdays in hopes that it will bring more people back into the group
8/14/2024	School Registration Day	All Ages / General	157	Self-Running	Patty	We had a table for School Registration Day where Patty promoted library services/programs
8/16/2024	Friday Flicks	Adults	12	Series	Patty	Unsung Hero ; next month will be The Fall Guy (on Sept. 20th)
8/20/2024	Chess Club	All Ages / General	ω	Club		Notes
8/24/2024	Teen Vision Boards	Teens	0	Single	Stephanie	Again, another one we are excited about trying again, maybe during a weekday instead of a weekend. Perhaps in January
8/27/2024	Scrabble	All Ages / General	2	Self-Running		Notes
8/31/2024	Intro to D&D	Teens	7	Single	Stephanie	Notes
m/d/yyyy	Activity		# Attended			Notes
m/d/yyyy Activity	Activity		# Attended			Notes
	m/d/yyyy Activity		# Attended			Notes

COLLEGE AND MANUEL AND A STATE OF THE PARTY	JANUARY	TEBRUARY											
CIRCULATION ACTIVITY													
2024 Total CKO current month	3,578	3,568	3,916	3,325	3,510	3,127	3,791	3,309					28,124
2023 Total CKO current month	3,392	3,388	4,035	3,169	3,638	3,342	3,595	3,586	3,378	3,349	3,225	2,744	40,841
% + or - CKO monthly yr to yr	5.19%	5.04%	3.03%	4.69%	-3.60%	-6.80%	5.17%	-8.30%					
% + or - CKO YTD	5.48%	5.40%	2.28%	2.88%	1.56%	0.29%	1.04%	-0.07%					
% CBR Items	54.64%	55.27%	55.80%	55.28%	62.39%	61.59%	64.23%	60.26%					
% SCLS Items	45.36%	44.73%	44.20%	44.72%	37.61%	38.41%	35.77%	39.74%					
Loaned to Other Libraries	2,233	2,410	2,448	2,384	2,091	2,225	2,326	2,357					18,474
Borrowed from Other Libraries	1,623	1,596	1,731	1,487	1,320	1,201	1,356	1,315					11,629
2024 CKI current month	2,565	2,831	2,991	2,854	2,759	2,536	2,897	2,735					22,168
2023 CKI current month	2,449	2,506	3,032	2,562	2,789	2,615	3,115	2,965	2,504	2,713	2,633	2,367	32,250
USE COUNTS													
Patrons: Adult	3,065	3,124	3,279	2,879	2,856	2,576	3,230	2,755					23,764
Patrons: Children	280	209	334	208	461	409	402	403					2,706
Patrons: Staff	233	235	303	169	123	141	159	150					1,513
New Patron Registration	16	19	17	18	23	40	23	25					181
Dane County: Village	1,174	1,138	1,203	1,053	1,071	988	1,039	1,050					8,716
Dane County: Rural (no lib)	627	516	578	597	612	571	856	599					4,956
Dane County: City (w/ lib)	138	57	144	76	65	108	51	82					721
Jefferson County: Village	67	54	89	56	74	45	64	48					497
Jefferson County: Rural (no lib)	1,438	1,640	1,718	1,333	1,520	1,343	1,561	1,384					11,937
Jefferson County: City/Vil (w/ lib)	125	133	182	143	96	44	117	84					924
Other Counties: Rural (no/ lib)	0	0	0	0	_	0	0	3					4
Other Counties: City/Vil (w/ lib)	9	3	2	1	1	1	8	11					36
HOLD ACTIVITY													
2024 Holds Placed	1,663	1,438	1,516	1,306	1,129	1,184	1,233	1,082					10,551
% YTD change from 2023	5.59%	0.98%	0.02%	-0.45%	-2.34%	-1.51%	-0.51%	-1.24%					
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
<b>CATALOG ACTIVITY</b>													
Holdings Entered	173	169	157	139	156	134	209	195					1,332
Holdings Deleted	439	68	62	61	165	51	545	261					1,652
INTER LIBRARY LOAN													
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MATERIAL TYPE													
Print													
Books: YA/Adult	1,398	1,384	1,455	1,343	1,350	1,325	1,514	1,484					11,253
Books: Juvenile	1,017	1,051	1,219	954	1,342	953	1,241	1,056					8,833
Magazines: YA/Adult	58	50	34	35	40	81	67	57					422
Magazines: Juvenile	-	1	-	9	5	2	5	5					29
Audio Books													
Books on CD: YA/Adult	55	88	90	57	90	119	88	75					662
Books on CD: Juvenile	_	3	-	2	5	3	_	,					17
Playaway: YA/Adult	7	5	8	8	6	5	4	8					51
Playaway: Juvenile	4	4	0	2	_	1	2	8					22
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2,491				366	307	372	295	305	290	270	286	2024 Users-Total Unique Clients
												WIRELESS USE
5,778	614	572	520	513	704	479	459	495	524	406	492	2023 Overdrive
4,989				569	600	572	612	591	714	608	723	2024 Overdrive
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185				39	42	40	26	26	7	2	သ	Milw Co Zoo Pass (people)
52				13	14	8	6	6	2	2	1	Milw Co Zoo Pass (checkouts)
17				4	7	4	2	0	0	0	0	WI State Park Pass (checkouts)
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107				20	27	28	10	9	4	6	з	Misc AV: YA/Adult
8				0	0	0	2	-	5	0	0	Video Games: Juvenile
69				5	9	11	5	8	18	8	5	Video Games: YA/Adult
				0	0	0	0	0	2	2	0	Software: Juvenile
6				0	_	0	0	2	ω	0	0	Software: YA/Adult
1,277				120	114	109	152	160	222	195	205	DVDs: TV Shows
408				70	97	48	30	52	4	35	32	DVDs: Juvenile
3,996				290	488	387	388	556	615	640	632	DVDs: YA/Adult
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36				3	8	5	4	8	2	4	2	CD: Juvenile
710				74	101	95	57	98	108	63	114	CD: YA/Adult
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Pick List				85	45	65	107	45	54	38	51	41	125	52	49	40	55	47	120	62	59	49	34 ,	43	93	69	68	59 4	4	195	5 336	368	367	333	1599	1535
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Comp Use (Hrs)				29	10	3	23	14	28	16	11	9	14	17	23	16	16	9	11	26	13	20	19	5	21			13			Τ.,	T		1	Т	T
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6/1/2024 8/1/2024 8/2/2024

FOL Book Sale set up FOL Book Sale

Story Walk - We're Going On a Nature Hunt (Jun 1 - Aug 31)

8/9/2024 8/13/2024 8/16/2024 8/24/2024

8/31/2024

Summer School Visit
Socratic Circle 6-7 pm
End of Summer Program
Teen Vision Boards 12-2pm
Intro to D&D 12-2pm

8/2/2024 8/3/2024 8/7/2024

Classic Movie Trivia Night 6-7pm

Summer Storytime (in Sr Room) at 10am

Expenses Materials Expenses		Feb		March \$ 1,412.75		May \$ 2,415.25	June \$ 1,493.01		Aug \$4,717.42
Materials Expenses	\$ 6,149.95	n s		1,412.75 \$	\$ 1,505.56	\$ 2,415.25	1,505.56 \$ 2,415.25 \$ 1,493.01 \$ 4 775 37 \$ 6,038.42 \$ 4 826.73 \$		\$4,717.42
Operations Expenses	\$ 27,167.72	^ 50	9 509 03 5	11 057 76	\$ 4,157.40 \$ 4,775.37	\$ 6,038.42	4,712.45 \$ 4,157.40 \$ 4,775.37 \$ 6,038.42 \$ 4,826.73 \$ 5,034.58 9,509.03 \$ 11,057.76 \$ 10,842.26 \$ 9,568.60 \$ 5,391.82 \$ 15,963.51	\$ 15,963.51	\$10.745.75
Penelite Expenses	\$ 1,729.13	^ 4	1 295 90 6	1 418 77	\$ 1402 27	\$ 1.687.68	\$ 468.12 \$	\$ 1.802.61	\$1,405.54
Cash Drawer	, to.co.	(	00.00	- 1	4		1		
Materials \$	\$ 6.00	\$	4.50 \$	4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00
Postage	\$ 11.36	S	8.05 \$	8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94
Programming	\$				\$ 11.97	\$ 9.98			
Supplies	-	\$	40.87						
Misc.			\$	4.99	\$ 4.99	\$ 28.70		\$ 28.04	\$ 10.00
Janitorial	1								
Revenues									
Total Donations		\$ 5	500.00				\$525.00 \$	\$ 100.00	\$16.00
Total Monies Received	\$ 365.54	\$ 158,228.34	28.34 \$	\$ 5,910.00		\$ 693.23		\$ 792.54	\$225.00
Donation Box Deposit	\$ 171.00						\$198.00		
SCLS Foundation									
Interest \$	\$ 19.14	\$	67.80 \$	217.99	\$ 74.12	\$ 75.76	\$313.83	\$ 73.80	
Fees	\$ (64.68) \$		(64.44) \$	(65.96) \$	\$ (69.23) \$	) \$ (68.49)	-\$73.04 \$	1	
Gains/Losses	\$ (39.32) \$		1,349.58 \$	1,246.16	\$ (1,733.65	(1,733.65) \$ 1,664.86	\$104.80 \$	\$ 1,366.65	
Cash Drawer Deposits	\$ 157.75	S	185.50 \$	281.95	\$ 303.60	\$ 319.00	\$242.00 \$	\$ 411.74	\$221.00
axes	S	S	14.50 \$			s		\$ 12.00	\$8.25
Copies	\$ 1	\$ 1	170.00 \$	226.45	\$ 275.60	\$ 243.85		\$ 328.74	\$164.75
Laminating		S	1.00				\$12.00	\$ 1.00	\$3.00
Earbuds/Flash Drives	31							\$ 10.00	
Card Replacements	5)					\$ 1.00	\$2.00	\$ 1.00	\$3.00
Lost/Damaged Materials	51		\$	37.25 \$	\$ 28.00	\$ 46.15		\$ 59.00	\$26.00

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

1

#### Fund: 150 - LIBRARY FUND

		runa. 150	DIDIONAL FORD			
		2023	2024			
Account Number		Actual	Actual	2024	Budget	% of
Account Number		12/31/2023	08/31/2024	Budget	Status	Budget
150-00-41111-000-000	PROPERTY TAX - LIBRARY	105,000.00	0.00	105,000.00	-105,000.00	0.00
TAXES		105,000.00	0.00	105,000.00	-105,000.00	0.00
150-00-43565-000-000	COVID-19 GRANTS	0.00	0.00	0.00	0.00	0.00
150-00-43720-000-000	DANE COUNTY LIBRARY GRANTS	62,336.00	57,803.00	57,804.00	-1.00	100.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	472.22	249.80	249.61	0.19	100.08
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	105,100.00	100,100.00	100,100.00	0.00	100.00
150-00-43740-000-000	FOUNDATION GRANT	0.00	5,700.00	0.00	5,700.00	0.00
INTERGOVERNM	ENTAL REVENUES	167,908.22	163,852.80	158,153.61	5,699.19	103.60
150-00-45190-000-000	LIBRARY FEES & FINES	361.02	599,41	0.00	599.41	0,00
	S AND PENALTIES	361.02	599,41	0.00	599.41	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	1,323.00	0.00	1,323.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	2,001.54	0.00	2,001.54	0.00
150-00-46712-000-000	FAX SERVICE	169.75	98.75	0.00	98.75	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 CHARGE	S FOR SERVICES	7,193.82	3,423.29	0.00	3,423.29	0.00
150-00-48130-000-000	INTEREST INCOME - LIBRARY	1.32	0.00	0.00	0.00	0.00
150-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM	1,047.04	0.00	0.00	0.00	0.00
150-00-48830-000-000	SOUTH CENTRAL LIB SYS	780.60	2,026.00	0.00	2,026.00	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	500.00	900.00	0.00	900.00	0.00
150-00-48900-000-000	MISC REVENUES	633.36	4,409.24	4,500.00	-90.76	97.98
CONTRIBUTED O	CAPITAL	2,962.32	7,335.24	4,500.00	2,835.24	163.01
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	885.00	0.00	885.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
FRIENDS OF CAI	MBRIDGE LIBRARY	1,237.00	885.00	0.00	885.00	0.00
Total Reve		284,662.38	176,095.74	267,653.61	-91,557.87	65.79
				,,,,,,,,		05.75

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 08/31/2024	2024 Budget	Budget Status	% of Budget
150-00-55110-110-000	LIBRARY - SALARY	61,079.81	36,040.00	55,120.00	19,080.00	65.38
150-00-55110-120-000	LIBRARY - WAGES	67,168.29	53,305.93	94,042.00	40,736.07	56.68
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	1,902.11	0.00	0.00	0.00	0.00
150-00-55110-131-000	LIB - BENEFITS RETIRE	6,894.06	4,523.08	6,984.04	2,460.96	64.76
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	6,674.28	11,410.89	4,736.61	58.49
150-00-55110-133-000	LIB - HEALTH/DENTAL	8,778.60	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	38.40	130.62	350.00	219.38	37.32
150-00-55110-135-000	LIB - LIFE INS	970.24	475.56	0.00	-475.56	0.00
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	26,000.00	0.00	0.00	0.00	0.00
150-00-55110-150-000	LIB - UNEMPLOY COMP	2014 - NO 0000 - NO 00000 - NO 0000 - NO 00000 - NO 0000 - NO 00000 - NO 0000 - NO 000	0.00	0.00	0.00	0.00
		0.00	952.59			47.63
150-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING	3,540.15		2,000.00	1,047.41	
150-00-55110-220-000	LIB - UTILITIES	14,011.06	8,532.93	15,700.00	7,167.07	54.35
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	4,737.78	4,800.00	62.22	98.70
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	9,774.75	11,500.00	1,725.25	85.00
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	735.41	1,000.00	264.59	73.54
150-00-55110-240-200	LIB - JANITOR EXPENSE	0.00	0.00	0.00	0.00	0.00
150-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY	3,072.26	0.00	2,500.00	2,500.00	0.00
150-00-55110-290-000	LIB - PROGRAMMING	4,509.33	3,639.48	3,000.00	-639.48	121.32
150-00-55110-290-100	LIB - COULTER DONATION	0.00	0.00	0.00	0.00	0.00
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	1,038.28	700.00	-338.28	148.33
150-00-55110-292-000	LIB - COPY MAINT	3,986.77	1,879.40	4,000.00	2,120.60	46.99
150-00-55110-293-000	LIB - LINK	22,649.54	23,730.17	22,649.54	-1,080.63	104.77
150-00-55110-310-000	LIB - OFFICE SUPPLY	4,800.87	2,122.17	4,000.00	1,877.83	53.05
150-00-55110-311-000	LIB - POSTAGE	361.72	252.06	480.00	227.94	52.51
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	1,019.99	2,000.00	980.01	51.00
150-00-55110-330-000	LIB - TRAVEL & TRAIN	821.06	461.00	1,000.00	539.00	46.10
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253,38	15,282.87	18,000.00	2,717.13	84.90
150-00-55110-342-000	LIB - A/V ACQUISITION	5,923.16	2,578.14	5,500.00	2,921.86	46.88
150-00-55110-343-000	LIB - ELEC ACQUISITION	1,830.31	4,703.40	4,700.00	-3.40	100.07
150-00-55110-344-000	LIB - MISC ACQUISITION	0.00	19.69	200.00	180.31	9.85
150-00-55110-390-000	LIB - MISC EXPENSES	1,868.52	361.79	500.00	138.21	72.36
150-00-55110-400-000	LIB - STAFF GRANT EXP	0.00	0.00	0.00	0.00	0.00
150-00-55110-510-000	LIB - INS PROPERTY	3,406.18	0.00	3,500.00	3,500.00	0.00
150-00-55110-511-000	LIB - INS LIABILITY	0.00	0.00	850.00	850.00	0.00
150-00-55110-512-000	LIBRARY - WORKERS COMP	0.00	0.00	2,250.00	2,250.00	0.00
150-00-55110-800-000	LIB - EQUIPMENT	0.00	0.00	1,000.00	1,000.00	0.00
150-00-55110-810-000	LIB - CAPITAL	0.00	0.00	0.00	0.00	0.00
150-00-55110-820-000	LIB - BUILDING FUND	0.00	0.00	0.00	0.00	0.00
150-00-55130-000-000	LIBRARY - OTHER	0.00	52.95	1,000.00	947.05	5.30
	EATION AND EDU.	289,564.86	183,024.32	280,736.47	97,712.15	65.19
150-00-57000-000-000	CAPITAL OUTLAY-Equipment	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	Y-Equipment	0.00	0.00	0.00	0.00	0.00
Total Expe	 nses	289,564.86	183,024.32	280,736.47	97,712.15	65.19
		-4,902.48	-6,928.58	-13,082.86	-6,154.28	52.96

# **PETTY CASH 2024**

Start	January	January February March	March	April	May	June	July	August	September	October	August September October November December	December	Total
Beginning Drawer Total:	\$ 297.20	\$ 299.20	\$ 397.73	\$ 433.54	\$ 460.27	297.20 \$ 299.20 \$ 397.73 \$ 433.54 \$ 460.27 \$ 415.75 \$	\$ 520.61	35163					\$2,824.30
Cash Left in Drawer Total:	\$ 130.70	\$ 130.20	\$ 130.53	\$ 139.94	\$ 169.27	130.70 \$ 130.20 \$ 130.53 \$ 139.94 \$ 169.27 \$ 173.75 \$		130.61 \$ 130.63					\$1,135.63

# Income

								المراجعة المحادية	to to Want four of in cach dequier	10.00				
\$2,111.30	\$	\$ -	•	\$	\$	402.00 \$ 221.00 \$	150	\$ 242.00	\$ 319.00	\$ 303.10	\$ 157.75   \$ 184.50   \$ 281.95   \$ 303.10   \$ 319.00   \$ 242.00   \$	\$ 184.50	\$ 157.75	Total
\$ 1.00												\$ 1.00		Misc Lamenating/Disc Cleaning 150-00-48900-000-000
<b>₩</b>														Zip Drive 150-00-48900-000-000
\$					Drawer	Main	5	Included	Now					Lost Cards 150-00-48900-000-000
5														Lost Materials 150-00-48900-000-000
\$														Earbuds 150-00-48900-000-000
\$ 98.00						\$	\$ 12.00 \$	\$ 10.50	\$ 28.00 \$ 10.50 \$	\$ 9.50	8.75 \$ 14.50 \$ 14.75 \$ 9.50	\$ 14.50	\$ 8.75	Faxes 150-00-46712-000-000
\$2,012.30				-		390.00 \$ 221.00		\$ 231.50	\$ 291.00	\$ 293.60	\$ 149.00 \$ 169.00 \$ 267.20 \$ 293.60 \$ 291.00 \$ 231.50 \$	\$ 169.00	\$ 149.00	Copies (Drawer Deposit) 150-00-46711-000-000
Total	December	Vovember	September October November December	er o	Septemb	August	July	June	May	April	March	February	January	2024
				-										

# \$ (9.50) Kept fax \$\$ in cash drawer \$ 293.60

# Expenses

2024	January	February	March	April	May	June	July	August	September October		November December	December	Total
Material 150-00-55110-341-000	\$ 6.00	6.00 \$ 4.50 \$ 4.50 \$ 7.50 \$ 7.50 \$ 22.37	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00					\$ 70.37
Postage 150-00-55110-311-000	\$ 11.36	\$ 11.36 \$ 8.05 \$	\$ 8.05	8.05 \$ 11.76 \$ 34.11	\$ 34.11		\$	12.94 \$ 22.94					\$ 109.21
Supplies 150-00-55110-310-000		\$ 40.87											\$ 40.87
Programming 150-00-55110-290-000	\$ 7.98			\$ 11.97 \$	\$ 9.98								\$ 29.93
Misc. 150-00-55110-390-000			\$ 4.99 \$	- 1	4.99 \$ 28.70		\$ 28.04	28.04 \$ 10.05					\$ 76.77
Janitorial Supplies 150-00-55110-240-100				- 1									\$
Total	Total \$ 25.34 \$ 53.42 \$ 17.54 \$ 36.22 \$ 80.29 \$ 22.37	\$ 53.42	\$ 17.54	\$ 36.22	\$ 80.29	\$ 22.37	\$ 50.98	50.98 \$ 40.99 \$	\$ -	\$ .	\$ .	\$	\$ 327.15

#### ANNOUNCEMENT

#### **Open Trustee Position**

The Cambridge Community Library is seeking an individual who is interested in being an advocate for and a trustee of their local library. You along with 4 other community members will work together with the Director, in administrating the municipal library that is a department of the Village of Cambridge. One does not have to live in the Village to be a trustee on the library board.

Serving on the Library Board is similar to serving on any other board, civic, cultural, social, or town board undertaking you may be doing or have done. The trustee position includes one monthly board meeting usually the second Wednesday of the month at 6:30. A simplified learning curve that has all the essential pieces and language tools on-line for you to use over time to equip yourself in holding the position and advocating for your library.

The Cambridge Community Library is a consortium member along with approx. 60 other public libraries in the South Central Library System. It uses a centralized shared on-line catalog system referred to as LinkCat. The system we belong to works for and in the interest of the libraries of the 7-county membership it serves.

Anyone with questions about this position may visit the library, e-mail me at <u>dir@cambridgelib.org</u> or call the library (608-423-3900) and ask for Joan. Anyone interested in serving in this capacity please submit a letter of interest to dir@cambridgelib.org or mail it to Cambridge Comm. Library, P.O. Box 490.

#### Open Trustee Position(s)

The Cambridge Community Library is seeking two individuals who are interested in being advocates for their local library. As a Trustee, you would work with other community members together with the Director of the Library, under Chapter 43 of the Wisconsin State statutes, to plan and direct the funding and services for the Cambridge Community Library. Our current open seats are for community members who live within the Village of Cambridge and Dane County.

Serving as a public library trustee takes serious commitment. You must be able to:

- attend regular (monthly) Board meetings
- be a contributing part of committees when needed
- have regular access to your email
- review appropriate documents ahead of the meeting (which are emailed to you and available on the Library's website)
- advocating for the library; providing clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues.

Board meetings are on the 2nd Wednesday of the month, at 6:30 pm inside the Amundson Community Room or the Cambridge Community Library. We will provide access to a Trustee Google Drive, which will have training materials and other important information needed to provide accurate and informed decisions.

The Cambridge Community Library serves residents in both Dane and Jefferson counties, and is a consortium member of South Central Library System, along with about 50 other public libraries.

If you have any additional questions about this position, you may visit the library, e-mail me at sseeman@cambridgelibrary.org or call (608-423-3900) and ask for Samantha.

Anyone interested in the positions, please submit a letter of interest to <a href="mailto:sseeman@cambridgelibrary.org">sseeman@cambridgelibrary.org</a>, or drop it off at the library. Please indicate where you reside in your letter (Village of Cambridge, Town of Oakland, etc.).

Positions open until filled.

Subtotal for Revenue	Soft Monies Total	Soft Monies (estimate through Sept.) Grants Friends Contribution Revenue for Services Other Revenues	Revenues (Intergovernmental) Total	Federal Grant for Wages	Revenues (intergovernmental) Taxes (Village of Cambridge) Dane County Library Grants Other County Reimbursments Jefferson County Library Grant Foundation Grant	Expenses Total	Expenses  Materials  Operations  Personnel & Benefits	Disbursements:
\$ 271,906.50	\$ 3,922.50 \$	\$ 3,922.50	\$ 267,984.00	\$ 5,000.00	\$ 90,000.00 \$ 62,312.00 \$ 572.00 \$ 110,100.00	\$ 275,385.00	\$ 34,778.07 \$ 77,880.00 \$ 162,726.93	2022
\$ 271,906.50 \$ 276,879.00 \$	\$ 4,000.00	\$ 4,000.00	\$ 267,984.00 \$ 272,879.00 \$		\$ 105,000.00 \$ 62,312.00 \$ 467.00 \$ 105,100.00	\$ 275,385.00 \$ 276,499.80	\$ 29,850.00 \$ 79,050.00 \$ 167,599.80	2023
	\$4,500.00	\$ 4,500.00 \$7,150.00 \$885.00 \$6,157.00 \$1,686.00			\$ 105,000.00 \$ 57,804.00 \$ \$ 249.61 \$ \$ 100,100.00 \$	\$ 280,736.47	\$ 30,400.00 \$ 75,829.54 \$ 174,506.93	2024
267,653.61 \$ 275,002.09	\$21,950.00	\$3,950.00 \$11,000.00 \$6,000.00 \$1,000.00	263,153.61 \$ 253,052.09		\$105,000.00 \$ 52,871.00 \$ 81.09 \$ 95,100.00	\$275,394.14	\$32,728.00 \$75,448.00 \$167,218.14	2025
					\$ 92,590.00			

Total Amount Requested from Village of Cambridge

	2023	2024	2025	
Soft Monies (guess through Sept)	\$4,000.00		\$20,950.00	
ACTUAL Revenue	\$23,279.56	\$17,942.94		
Intergovernmental	Grants	Friends Contribution	Revenue from Library Services	Other Revenues
Dane County Reimbursement	South Central Library System	amount Friends budget to contribute annually	Fax	Gifts & Donations
Other County Reimbursements	Beyond the Page		Сору	Insurance
St	Cambridge Foundation		Fees & Fines	
Property Tax (Village)			Misc	

	ſ	٦		٦		7
			\$158,152.80 *		\$257,908.22	
SCLS, \$2500 or better Cambridge Foundation	- 1	202	\$8,626.00		\$12,806.00	
	\$11,000.00	2025 Projected guesstimate for Soft Monies	\$885.00	2024	\$1,237.00	2023
safe guess based on 2024 so far	\$6,000.00		\$7,108.94		\$3,690.92	
safe guess based on 2024 so far	\$1,000.00		\$1,323.00		\$5,545.64	
a.V.	\$21,950.00		\$17,942.94		\$23,279.56	TOTAL:

<sup>\*</sup> According to Workhorse Budget Comparison dated 9/5/24, 0.00 has been added to the Property Tax -Library account (which is where the Village's contribution should show)

	Mato	rials/Acqui	citi	one	S. S		
	iviate	2022	SILI	2023		2024	2025
A4 Baala	¢ 1	8,850.00	ċ	18,000.00	\$		\$ 23,000.00
341 - Books 342- AV		8,170.00	\$	6,000.00	\$	A STATE OF THE PARTY OF THE PAR	\$ 5,000.00
343 - Electronic	100	5,489.87	\$	3,350.00	\$		\$ 2,578.00
344 - Misc.	\$	400.00	\$	400.00	\$		\$ 150.00
320 - Periodicals & Subs.	3.5	2,100.00	\$	2,100.00	\$	2,000.00	\$ 2,000.00
20 - r eriodicais & 3003.	Ψ.	2,100.00	~	2,200.00	•	15.00 HEART TO CONSTRUCT TO 1	3.5 10.4 3505,535000
otal Materials/Acquisitions	\$ 3	5,009.87	\$	29,850.00	\$	30,400.00	\$ 32,728.00
		Operation	s				
		2022		2023		2024	2025
210 - Legal/Audit/Accouting		\$2,200.00		\$2,000.00		\$2,000.00	\$2,000.00
220 - Utilities	\$	15,700.00		\$15,700.00		\$15,700.00	\$15,700.00
221 - Telephone		\$3,500.00		\$3,500.00	\$	4,800.00	\$7,000.00
223 - Internet	\$	200.00	\$	200.00			
240 - Building Maint. & Repair	\$	11,500.00		\$11,500.00	\$	11,500.00	\$12,500.00
240.100 - Janitorial Expenses		\$1,000.00		\$1,000.00		\$1,000.00	\$1,000.00
241 - Computer Maint. & Supply		\$2,500.00		\$2,500.00	\$	2,500.00	
290 - Programming		\$2,600.00		\$2,600.00		\$3,000.00	\$3,000.00
*new category for Summer Program							\$2,000.00
290.100 - Coulter Donation							
291 - Library Public Relations		\$600.00		\$500.00	\$	700.00	\$700.00
292 - Copy Maint.		\$1,500.00		\$2,000.00	\$	4,000.00	\$3,000.00
293 - LINK	\$	22,730.00		\$22,650.00		\$22,649.54	\$22,478.00
310 - Office Supply		\$4,000.00		\$4,000.00		\$4,000.00	\$4,000.00
311 - Postage		\$400.00		\$400.00	\$	480.00	\$400.00
330 - Travel & Training		\$1,000.00		\$1,000.00		\$1,000.00	\$1,000.00
390 - Misc. Expenses		\$700.00		\$500.00	\$	500.00	\$500.00
800 - Equipment		\$300.00		\$300.00		\$1,000.00	
810 - Capital	\$	1,000.00	\$	1,000.00			
820 - Building Fund							
55130 - Library Other		\$1,000.00		\$1,000.00		\$1,000.00	\$170.00
57000 - Capital Outlay - Equipment							
			CES 410				A
Total Operations		72,430.00		\$72,350.00		\$75,829.54	\$75,448.00
	Pers	sonnel & B	-	fits			
		2022		2023		2024	
110 - Salary					\$	55,120.00	\$58,760.00
120 - Wages			\$	133,498.12	\$	94,042.00	\$89,115.26
130 - Medicare Reimburse							
131 - Benefits Retire			\$	7,026.00	\$	6,984.04	\$6,980.42
132 - Benefits Soc Sec (FICA)			\$	10,212.60	\$	11,410.89	\$11,312.46
133 - Health / Dental			\$	15,363.08			
134 - Flex Benefit	\$	350.00	\$	350.00	\$	350.00	\$350.00
135 - Life Insur.			\$				\$700.00
138 - Post Retirement Funds			*	-/			1
150 - Unemploy Comp							
510 - Insur. Property	\$	3,500.00	¢	3,500.00	¢	3,500.00	
511 - Insur/ Liability	\$	100.00					
512 - Workers Comp.	\$	1,500.00					
		3/					
Total Personnel & Benefits							\$167,218.14

\$ 166,168.14				!					
\$ 3,022.81		\$ 214.81	2,808.00 \$ 214.81	156 \$	3	\$ 18.00	18.00	17.30 \$	Additional Coverage \$
\$ 3,022.81		\$ 214.81	2,808.00	156 \$	3	\$ 18.00	18.00	\$ 17.32 \$ 18.00 \$ 18.00	erage
\$ 2,798.90		\$ 198.90	2,600.00	260 \$	5	\$ 10.00			Page - Jelinek
\$ 2,854.88		\$ 202.88		260 \$	5	\$ 10.20	10.00	8.49 \$	Page - Reigel \$
\$ 14,559.88		\$ 1,034.68	13,525.20	780 \$	15	\$ 17.34	17.00	11.90 \$	Lib. Assit/Pro - DeCleene \$
\$ 5,823.95		\$ 413.87	5,410.08	312 \$	6	\$ 17.34	17.00	12.50 \$	Cataloguer - Reigel \$
\$ 18,199.85		\$ 1,293.35	16,906.50	975 \$	18.75	\$ 17.34	17.00	12.86 \$	Lib. Assist - Kantzler \$
\$ 21,173.93	\$ 1,275.43	\$ 1,414.06	18,484.44	1066 \$	20.5	\$ 17.34	17.00	13.32 \$	Lib. Assist -Niesen \$
\$ 27,401.55	\$ 1,650.55	\$ 1,829.96	23,921.04	1144 \$	22	\$ 17.28 \$ 20.50 \$ 20.91	20.50	17.28 \$	Yth Srv - Hoggatt \$
\$ 67,309.58	\$ 4,054.44	\$ 4,495.14	58,760.00	2080 \$	40	\$28.25	\$26.50	24.04	Director - Seeman \$
					Hours per week				
	6.90%	7.65%				2.00%			Worksheet
Total (including FICA & Retirement)	Retirement	FICA		# Hrs. Base	-				Hours and Wages
						2025	2024	2023	

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100,168.14	Ý	GRAND I OTAL Personel & Benefits
400 400 44	,	
6,980.42	\$	Total Retirement
11,312.46	s	Total FICA
147,875.26	s	Total Salary & Wages
89,115.26	s	Total (base) Wages
58,760.00	\$	Total (base) Salary

As of January 2025, salaried employees have to make \$58,656 per year (Fair Standards Act)

FICA Retirement

00.62¢	\$28.30	\$28.25		
	2080			
\$39,280.00	\$58,864.00	\$58,760.00		
24,334.32	\$4,503.10	\$4,495.14	7.65%	FICA
20.020,40	\$4,061.62	\$4,054.44	6.90%	Retirement
\$07,505.24	\$67,428.71	\$67,309.58		Total